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## ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00pm – 4:00pm, Tuesday 6 November 2018

Senate Room, Quadrangle (A14)

**Members:** Professor Jane Hanrahan (Chair); Helen Agus (Science); Associate Professor Salvatore Babones (Academic Board); Dr Vasiliki Betihavas (Nursing); Professor Adam Bridgeman (Director, Educational Innovation); Dr Bret Church (Pharmacy); Professor Alan Fekete (Academic Board); Associate Professor Vincent Gomes (Engineering & IT); Professor Manuel Graeber (co-opted, Medicine & Health); Imogen Grant (President, SRC); Kerrie Henderson (co-opted, Office of General Counsel); Nanda Jarosz (nominee of the President, SUPRA); Patty Kamvounias (Academic Board); Dr Adrienne Keane (Architecture, Design & Planning); Dr Peter Knight (Medicine & Health); Associate Professor Tony Masters (Chair of the Academic Board); Associate Professor Peter McCallum (Director, Educational Strategy) (for Professor Pip Pattison); Professor Greg Murray (Dentistry); Associate Professor Maurice Peat (co-opted, Business); Associate Professor Alison Purcell (Health Sciences); Associate Professor Jennifer Rowley (Conservatorium); Professor John Shields (Business, for Professor Peter Bryant).

**Attendees:** Dr Matthew Charet (Secretary); Professor Ross Coleman (Director, Graduate Research); Tristan Enright (Manager, Educational Integrity) (for Item 4.9); Tanya Goswami (Appeals Coordinator, Student Affairs Unit) (for Item 5.3); Veronica le Nevez (Senior Policy and Project Officer, Education Portfolio); David Lodge (Senior Student Affairs Officer) (for Item 5.2); Alexis Nguyen (Project Manager, Sydney Operating Model); Hugh O'Dwyer (Policy/Project Officer, Education Portfolio); Georgina Wheadon (Senior Project and Policy Officer, Education Portfolio); Associate Professor Tim Wilkinson (Chair, Admissions Sub-Committee).

**Apologies:** Professor Peter Bryant (Business) (Professor John Shields attending instead); Professor Pip Pattison (Deputy Vice-Chancellor (Education)) (Associate Professor Peter McCallum attending instead); Associate Professor Rita Shackel (Law).

6/2018

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## MINUTES

### 1 WELCOME AND APOLOGIES

The Chair welcomed members and advised of apologies as recorded above.

### 2 PROCEDURAL MATTERS

#### 2.1 Minutes of Previous Meeting

The minutes of the previous meeting held on 11 September 2018 were approved as a true record.

***Resolution ASPC18/6-1***

*The Academic Standards and Policy Committee resolved that the minutes of meeting 5/2018, held on 11 September 2018, be confirmed as a true record.*

#### 2.2 Business Arising

There was no business arising.

### 3 STANDING ITEMS

#### 3.1 Report of the Chair

The Chair advised that she had nothing to report.

***Resolution ASPC18/6-2***

*The Academic Standards and Policy Committee noted the report of the Chair.*

#### 3.2 Report of Academic Board

The Chair of Academic Board advised that he had nothing to add to the written report.

**Resolution ASPC18/6-3**

*The Academic Standards & Policy Committee noted the report of the Academic Board meeting held on 2 October 2018.*

**4 ITEMS FOR ACTION**

**4.1 Outbound Student Mobility Policy**

The Director, Educational Strategy, spoke to the proposal to introduce the *Outbound Student Mobility Policy 2018*. This policy includes procedures, which may be separated in a future iteration.

In discussion, concern was expressed regarding study by international students within their country of origin (as permitted under clause 8(4)). It was agreed that any limits to the amount of study conducted overseas that contributes to a University qualification could be addressed at a faculty level by course resolutions or via exchange or study-abroad approval processes. Through these mechanisms, faculties could limit the amount of non-Sydney study undertaken, or even prohibit outbound opportunities. Institutional limits may be explored in a future iteration. The necessity for a student who is under investigation for possible misconduct to remain in Sydney was also questioned, given technological enablement of discussion from anywhere in the world. The silence of the policy on funding opportunities was also mentioned, with an implication that only students who can fully fund the experience themselves are able to undertake outbound opportunities. The competitive nature of scholarship processes may also send a discouraging message to low-WAM students.

Subject to several minor corrections, the proposal was endorsed for presentation to the Academic Board.

**Resolution ASPC18/6-4**

*The Academic Standards and Policy Committee endorsed the Outbound Student Mobility Policy 2018 for submission to the Academic Board.*

**4.2 GOFUS Rule Amendment**

The Director, Educational Strategy, informed members that this proposal has arisen to simplify the process of approving award course changes at the faculty level (especially the approval of units of study). It enables more agile timelines for course endorsement.

Members were advised that several minor changes were suggested subsequent to the distribution of the agenda papers, and these were briefly described. Subject to the incorporation of these additional amendments, the Committee endorsed the proposal for presentation to the Academic Board and Senate.

**Resolution ASPC18/6-5**

*The Academic Standards & Policy Committee agreed to recommend that the Academic Board ask Senate to approve the amendment of the University of Sydney (Governance of Faculties and University Schools) Rule 2016.*

**4.3 Learning and Teaching Policy 2015**

The Director, Educational Innovation, provided background to this paper, which outlines a case for making available all unit of study outlines two weeks before the commencement of semester. A unit of study outline template is in development to ensure consistency of information across all units of study and this is anticipated to be available by the end of 2019.

In discussion, the utility of this recommendation was questioned, with members observing that unit of study information is available via Faculty Handbooks which are published in December of the preceding year. It was agreed that there is benefit to having assessment and other course-related information available in a more detailed format, and that the recommendation be restricted in 2019 to 1000- and 5000-level units of study only. An amended version of the proposal would be circulated for approval.

[**Note:** subsequent to the meeting, an amended version of the proposal was circulated to and endorsed by the Committee for presentation to the Academic Board.]

**Resolution ASPC18/6-6**

*The Academic Standards & Policy Committee endorsed the amendment of the Learning and Teaching Policy 2015.*

**4.4 University of Sydney (Higher Degree by Research) Rule 2011**

The Director, Graduate Research, outlined the case for this amendment, which calls for more timely submission of HDR theses as well as enabling the undertaking of coursework by HDR students and clarifying English language requirements. In discussion, the benefit of this proposal to students was questioned, as it puts more pressure on them. The desirability of providing additional support for HDR students to enable earlier submission was also highlighted.

The proposal was endorsed as presented.

**Resolution ASPC18/6-7**

*The Academic Standards & Policy Committee agreed to recommend that the Academic Board ask Senate to approve the amendment of the University of Sydney (Higher Degree by Research) Rule 2011.*

**4.5 Admissions / Coursework Policy Changes**

The Director, Educational Strategy, presented the case for clarifying English language requirements for admission to the University, informing members that there are currently inconsistencies between the requirements for undergraduate and postgraduate admission and that equivalencies of testing schemes are presented differently across a number of policies.

The proposal was endorsed as presented.

**Resolution ASPC18/6-8**

*The Academic Standards & Policy Committee:*

- (1) endorsed the amendment of the Coursework Policy 2014;*
- (2) endorsed the introduction of the Admissions Standards – English Language Proficiency; and*
- (3) agreed to recommend that the Academic Board ask Senate to approve the amendment of the University of Sydney (Higher Degree by Research) Rule 2011 (HDR Rule).*

**4.6 Higher Degree by Research Coursework Implementation Model**

The Director, Graduate Research, spoke to this proposal to introduce mandatory coursework for HDR students. This is to be enabled through the creation of a collection of research-focussed units of study (largely drawn from OLEs and other units currently delivered by faculties), encapsulated in a new Table R. This table is to be curated by the Graduate Studies Committee, and members were informed that the Graduate Studies Committee had endorsed the proposal at its most recent meeting. Completion of coursework will be enforced via the Annual Progress Review process.

In discussion, concern was expressed by a number of members that in combination with Item 4.4 above, we are requiring HDR students to undertake a higher volume of learning in a shorter timeframe. Professor Fekete asked to have his opinion recorded, that “it is a really bad thing to have coursework requirements in a PhD program”.

The proposal was endorsed as presented.

**Resolution ASPC18/6-9**

*The Academic Standards & Policy Committee endorsed the amendment of the Progress Planning and Review for Higher Degree by Research Students Policy 2015, as presented.*

**4.7 Respectful Research Supervisory Relationships**

The Director, Graduate Research, advised members that this paper arises from the University’s consideration of the ‘Principles for Respectful Supervisory Relationships’ produced by Universities Australia, the National Tertiary Education Union, the Council of Australian Postgraduate Associations and the Australian Council of Graduate Research. These principles set out behavioural expectations for institutions engaging in research student supervision. The UE Research Education Committee had discussed these principles and made some recommendations for necessary changes to policy to ensure that our commitment to these principles is supported, and the Committee was asked to permit the DVC (Education) to develop appropriate amendments to policy to enable this.

The proposal was endorsed as presented.

**Resolution ASPC18/6-10**

*The Academic Standards & Policy Committee discussed the paper and endorsed the DVC Education Portfolio to develop necessary changes to current policies.*

**4.8 Continuing and Extra-Curricular Education Procedures**

The Director, Educational Strategy, advised that an amended version of this proposal – incorporating changes suggested by the University Policy Manager – would be circulated for endorsement by the Committee. The proposal seeks endorsement for the implementation of *Continuing and Extra-Curricular Education Procedures 2018* as well as reporting and course evaluation templates.

[**Note:** Subsequent to the meeting, an amended version of the proposal was circulated to and endorsed by the Committee for presentation to the Academic Board.]

**Resolution ASPC18/6-11**

*The Academic Standards & Policy Committee agreed to recommend that the Academic Board endorse the Continuing and Extra-Curricular Education Procedures 2018, Continuing and Extra-Curricular Education reporting template, and course evaluation and approval template, as presented.*

**4.9 Educational Integrity Decision-Making and Penalty Guidelines 2018**

The Manager, Educational Integrity, informed members that these Guidelines have been developed to facilitate more consistent decision-making across the institution. In discussion, the lack of detail regarding what constitutes a low, moderate or high volume of plagiarism was questioned, as was the scaling of penalties based on previous findings for an individual student. The Manager, Educational Integrity, undertook to directly address these concerns and further advised that as these are Guidelines, they are not binding.

The proposal was endorsed as presented.

**Resolution ASPC18/6-12**

*The Academic Standards & Policy Committee agreed to recommend that the Academic Board endorse the Educational Integrity Decision-Making and Penalty Guidelines 2018, as presented.*

**4.10 Student Placement and Project Policy 2015**

The Director, Graduate Research, advised that this proposal enables HDR internships within the current *Student Placement and Project Policy 2015*, as well as introducing accompanying HDR Internships Procedures. One aspect of the proposal calls for the creation of a faculty-level HDR Internships Coordinator, as it is desirable to have someone outside the supervisory team to coordinate such activities and ensure that they have suitable academic intent. The University Policy Manager informed the Committee that several minor refinements need to be made to the document presented to the Committee, and that these would be incorporated into the version presented to the Academic Board.

Subject to the incorporation of these minor changes, the proposal was endorsed for presentation to the Academic Board.

**Resolution ASPC18/6-13**

*The Academic Standards & Policy Committee agreed to recommend that the Academic Board:*  
*(1) approve the amendment of the Student Placement and Project Policy 2015; and*  
*(2) approve the introduction of the Higher Degree by Research Internships Procedures, as presented.*

**5 ITEMS FOR NOTING**

**5.1 RTP Scholarships Policy 2018**

The University Policy Manager informed members that further to the introduction of the *RTP Scholarships Policy 2018*, as approved at the 2 October meeting of the Academic Board, an amendment is also required to the *Student Recognition Awards Policy 2016* and that this would be included in the proposal that proceeds to the Academic Board.

This paper was noted by the Committee.

**Resolution ASPC18/6-14**

*The Academic Standards and Policy Committee noted the Academic Board's approval to introduce the Research Training Program Scholarships Policy 2018 and agreed to recommend the amendment of the Student Recognition Awards Policy 2016.*

**5.2 Annual Report of Student Misconduct 2017**

The Senior Student Affairs Officer informed members that there has been a fourfold increase in the number of cases presented to the Student Affairs Unit since the previous year, due to greater student awareness of the process and greater University scrutiny of student activity. This number is anticipated to grow further before steadying.

In discussion, the use of blanket categories was questioned, with members observing the desirability of more nuanced reporting. The need for feedback on outcomes to be provided to faculties (which is currently absent) is also necessary if academic practice is to be improved, and the Senior Student Affairs Officer informed members that this is intended and that mechanisms to do so are being explored but have been hampered so far by privacy constraints. Clarification was also sought as to processing times and the comparative volume of cases that were resolved in a preliminary meeting compared to those that proceeded to a full investigation. Current turn-around was reported at an average of eighteen days.

This paper was noted by the Committee.

**Resolution ASPC18/6-15**

*The Academic Standards and Policy Committee noted the Annual Report of Student Misconduct 2017 and endorsed it for submission to Academic Board and Senate in fulfilment of the reporting requirement of clause 76(3) of the University of Sydney By-Law 1999 (as amended) and clause 8.4 of the University of Sydney (Student Discipline) Rule 2016.*

**5.3 Annual Report of Student Appeals Body 2017**

The Appeals Coordinator for the Student Affairs Unit advised that there had been a significant number of student appeals in the reporting period, and that the Student Affairs Unit is working with faculties to ensure that they are following agreed processes.

This paper was noted by the Committee.

**Resolution ASPC18/6-16**

*The Academic Standards and Policy Committee noted the Annual Report of Student Appeals Body 2017 and endorsed it for submission to the Academic Board and Senate in fulfilment of the annual reporting requirement of clause 7.5 of the University of Sydney (Student Appeals Against Academic Decision) Rule 2006 (as amended).*

**6 OTHER BUSINESS**

**6.1 Any Other Business**

There was no further business.

**Next meeting:** 2:00pm – 4:00pm, **Tuesday 12 February 2019**  
Level 5 Function Room, F23 Administration Building

A full copy of the Academic Standards and Policy Committee papers is available at:  
[sydney.edu.au/secretariat/pdfs/academic-board-committees/academic-standards/2018/20181106-ASPC-Agenda-Pack.pdf](http://sydney.edu.au/secretariat/pdfs/academic-board-committees/academic-standards/2018/20181106-ASPC-Agenda-Pack.pdf)