ACADEMIC STANDARDS AND POLICY COMMITTEE

2:00PM – 4:00PM, TUESDAY 7 MAY 2019

Function Room, Level 5, F23 Administration Building

Members Present: Professor Jane Hanrahan (Chair), Associate Professor Tony Masters (Chair, Academic Board), Mr Jacky He (President, SRC), Ms Eolande Bao (SUPRA (Nominee)), Dr Adrienne Keane (The University of Sydney School of Architecture, Design and Planning), Associate Professor Alex Lefebvre (Faculty of Arts and Social Sciences), Professor Peter Bryant (The University of Sydney Business School), Professor Greg Murray (The University of Sydney School of Dentistry), Associate Professor Vincent Gomes (Faculty of Engineering and I), Professor Rita Shackel (The University of Sydney Law School), Dr Vasiliki Betihavas (The University of Sydney Susan Wakil School of Nursing and Midwifery), Dr Brel Church (The University of Sydney School of Pharmacy), Associate Professor Helen Agus (Faculty of Science), Associate Professor Jennifer Rowley (Sydney Conservatorium of Music), Ms Yasodara Puhule-Gamayalage (Undergraduate Student), Ms Yeon Jae Kim (Postgraduate Student), Professor Alan Fekete (Academic Board representative), Ms Patty Kamvounias (Academic Board representative), Professor Manuel Graeber (The University of Sydney School of Medicine), Ms Kerrie Henderson (University Policy Manager, Office of General Counsel), Associate Professor Maurice Peat (The University of Sydney Business School), Associate Professor Tim Wilkinson (Chair, Admissions Sub-Committee)

Attendees: Professor Ross Coleman (Director, Graduate Research; for item 4.1), Associate Professor Peter McCallum (Acting Registrar and Academic Director, Education Policy and Quality), Ms Caroline North (Committee Officer, Secretariat)

Apologies: Professor Pip Pattison (Deputy Vice-Chancellor (Education)), Associate Professor Salvatore Babones (Academic Board representative), Professor Adam Bridgeman (Pro Vice-Chancellor, Educational Innovation), Dr Peter Knight (The University of Sydney School of Medicine), Associate Professor Alison Purcell (Faculty of Health Sciences)

MINUTES

1 WELCOME & APOLOGIES

Resolution AB ASPC 2019/3-1
The AB ASPC resolved to note the apologies received as detailed above.

2 PROCEDURAL MATTERS

2.1 Minutes of Previous Meeting (19 March 2019)

Resolution AB ASPC 2019/3-2
The AB ASPC resolved to approve the Minutes of Previous Meeting (19 March 2019).

3 STANDING ITEMS

3.1 Report of the Chair

Resolution AB ASPC 2019/3-3
The AB ASPC resolved to note the Chair had no items to report.

3.2 Report of Academic Board

Resolution AB ASPC 2019/3-4
The AB ASPC resolved to note the Report of Academic Board.

Note for the record
The Chair, Academic Board, celebrated the University's TEQSA registration to 3 April 2026. He said there were some non-statutory requests as well as opportunities for enhancements going forward.
3.3 Report of the Admissions Subcommittee

Resolution AB ASPC 2019/3-5
The AB ASPC resolved to note the Report of the Admissions Subcommittee.

4 ITEMS FOR ACTION

4.1 Respectful Research Supervisory Relationships: Amendments to the Supervision of Higher Degree by Research Students Policy 2013

Resolution AB ASPC 2019/3-6
The AB ASPC resolved to endorse the proposed amendments to the Supervision of Higher Degree by Research Students Policy 2013 and recommend the amendments to the Academic Board for approval subject to the changes detailed below.

Note for the record
Professor Ross Coleman (Director, Graduate Research) was in attendance to speak to the item. He provided an overview of the proposed amendments to the Supervision of Higher Degree by Research Students Policy 2013 namely to clause 14 'Responsibilities of supervisors' and clause 15 'Responsibilities of students'. The paper was in response to 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. The principles set out the behavioural expectations for institutions engaging in research student supervision. Members were reminded the committee, at its meeting on Tuesday 6 November 2018, supported to development of amendments to the policy to reflect the expectations.

In discussion, the AB ASPC requested that both Clauses 14 and 15 state 'Sexual or romantic relationships between a student and their supervisor(s) are never appropriate'; and that it be noted such relationships would constitute a conflict of interests on the part of the supervisor. In addition, the committee requested Clause 14 be amended to reflect that it was the responsibility of the supervisor to declare the interest; and the matter could only be managed by a change in supervisor. The committee noted the efforts underway in the Deputy Vice-Chancellor (Education) portfolio and under the Sydney Operating Model Program to encourage students to declare such relationships and improve the culture in this space. It was pointed out that where attention was not reciprocated it would constitute harassment; the complaints process was detailed in the Student Sexual Assault and Sexual Harassment Policy 2018. The AB ASPC identified a need to provide principles for respectful Supervisory Relationships’ to Honours students and the Code of Conduct – Staff and Affiliates was suggested as a potential fit for such principles.

The Chair expressed thanks to the Director, Graduate Research.

4.2 Amendments to the Coursework Policy 2014 and Learning and Teaching Policy 2015 for the Sydney Professional Certificate and Teaching Periods

Resolution AB ASPC 2019/3-7
The AB ASPC resolved to: 1) endorse the proposed amendments to the Coursework Policy 2014 and Learning and Teaching Policy 2015 to accommodate the offer of the Sydney Professional Certificate, Studies; 2) endorse the administrative changes to the Learning and Teaching Procedures 2016; and 3) recommend the amendments to the Academic Board for approval1.

Note for the record
Associate Professor Peter McCallum (Acting Registrar and Academic Director, Education Policy and Quality) provided an overview of the proposed amendments to the Coursework Policy 2014 and Learning and Teaching Policy 2015 including context, rationale, issues for consideration, and implementation plan.

The introduction of clause 89A to the Coursework Policy 2014 served to specify the curriculum for the University's first accredited micro-credential course, the Sydney Professional Certificate. In response to a
query, it was said the proposed maximum time limit for completion was 2 years and there was no requirement to update the University of Sydney (Coursework) Rule 2014. Following concern about potential for the time limitation to pose an issue for graduates in employment, it was said the certificate provided a means to upskill professional skills and knowledge and completion beyond two years would likely mean skills acquired would be out-of-date.

The Acting Registrar spoke about the proposed changes to replace the reference to the 'Summer School' and 'Winter School' with the introduction of a teaching period. The plan was to establish two teaching periods per year, each to comprise of a six-month period and each including one semester. The enrolment requirements had been adapted to the new terminology such that students may enrol in a maximum of 30 credit points of study or 36 credit points in any one teaching period with the approval of the Associate Dean. The committee debated the proposed changes to enrolment limits and agreed a hard limit should not be imposed i.e. students should be able to enrol in units of study beyond 36 credit points in certain circumstances with the approval of the Associate Dean. In response to a suggestion to introduce limits for students who were not meeting academic progression requirements, it was noted that the University's responsibilities in this space were detailed under Part 15 of the Coursework Policy 2014.

The AB ASPC observed the need to consider the language relating to compulsory teaching periods and semesters to ensure alignment with the requirements of the Education and Training to Overseas Students (ESOS) National Code.

4.3 Proposed Cadigal Early Conditional Offer Scheme

Resolution AB ASPC 2019/3-8

The AB ASPC resolved to endorse the Cadigal Early Conditional Offer Scheme and recommend to Academic Board for approval subject to the amendments detailed below.

Note for the record

The Registrar provided an overview of the program to address the educational disadvantage experienced by Aboriginal and Torres Strait Islander people, by facilitating and supporting their participation in University courses.

The AB ASPC requested the program be renamed 'Early Conditional Offer Scheme for Cadigal Applicants' to clarify it was available to Cadigal applicants only. In discussion, it was said the proposal was to establish the program under clause 29 'Conditional Early Offers Schemes' of the Coursework Policy 2014 in the interim; the terms would be added to the policy in the next round of formal amendments. The University Policy Manager offered to amend the proposed terms for program to reflect the discussion.

5 ITEMS FOR NOTING

5.1 Annual Student Misconduct Report 2018

Resolution AB ASPC 2019/3-9

The AB ASPC resolved to note the Annual Student Misconduct Report 2018.

Note for the record

The AB ASPC discussed the data for student misconduct cases received and closed in 2018. It was suggested consideration be given to a more nuanced approach to reporting of case completion times; reporting by categories was preferential over averages given the latter did not account for case complexity.

Following a comment about the need for greater feedback to faculties, schools and administrative units about misconduct case outcomes to facilitate continuous process improvement, the Registrar offered to explore what information about the cases could be divulged and provide an update at a future meeting. The AB ASPC noted it would be worthwhile to consider an annual feedback report of student misconduct to faculties and schools. There was a subsequent discussion about the scale of misconduct cases involving international students (particularly residency/visa holders) and the Registrar spoke about the efforts underway to address the matter e.g. the development of an educational integrity training component for all commencing students. The committee also observed the need for caution with reference to the data in table 2b around residency/visa holder status categories given the % anonymous/out of scope.
5.2 Annual Report of Student Appeals Body 2018

Resolution AB ASPC 2019/3-10
The AB ASPC resolved to note the Annual Report of Student Appeals Body 2018.

6 OTHER BUSINESS

6.1 Any Other Business

Resolution AB ASPC 2019/3-11
The AB ASPC resolved to note there was no other business.

Meeting dates for 2019

<table>
<thead>
<tr>
<th>Agenda deadline</th>
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<tbody>
<tr>
<td>Tuesday 11 June 2019</td>
<td>Tuesday 25 June 2019</td>
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<tr>
<td>Tuesday 30 July 2019</td>
<td>Tuesday 13 August 2019</td>
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<tr>
<td>Tuesday 1 October 2019</td>
<td>Tuesday 15 October 2019</td>
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