A meeting of the Academic Senate will be held at 9.30am Tuesday 3 September 2013 in the Senate Room, Level 3, Lincoln Building.

★ This symbol indicates items that have been starred for discussion at the meeting.

Members are requested to notify the Chair of Academic Senate, Professor Dominic Verity, of any additional items which they wish to have starred, and the reason for seeking discussion of those items.

Members who are unable to attend the meeting are requested to send their apologies to Ms Amanda Phelps, University Committee Secretary (phone: 61 2 9850 7316 or e-mail senate@mq.edu.au).

AGENDA

Page Numbers

★ 1. APOLOGIES / WELCOME

2. ARRANGEMENT OF AGENDA

★ 2.1 Disclosure of Conflicts of Interest

★ 2.2 Starring of Items

★ 2.3 Adoption of Unstarred Items

Pages 3 - 12

★ 3. MINUTES OF PREVIOUS MEETING

Meeting held on 6 August 2013

★ 4. BUSINESS ARISING FROM THE MINUTES

(not dealt with elsewhere in the Agenda)

Pages 13 - 15

★ 4.1 Academic Senate items requiring action

Pages 16 - 22

4.2 Calendar of Governance 2014

5. CONSIDERATION OF CONFIDENTIAL ITEMS

To be tabled

5.1 University Discipline Committee

The minutes of the University Discipline Committee held on 13 August 2013 will be tabled.

★ 6. CHAIR ORAL UPDATE

★ 7. VICE-CHANCELLOR ORAL UPDATE

★ 8. QUESTIONS ON NOTICE

Members are requested to submit Questions on Notice to the Chair two days in advance of the meeting.
9. REPORTS FROM STANDING COMMITTEES

<table>
<thead>
<tr>
<th>Pages</th>
<th>9.1</th>
<th>Academic Standards and Quality Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Report of the meeting 13 August 2013</td>
</tr>
<tr>
<td>Pages</td>
<td>9.2</td>
<td>Senate Learning and Teaching Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report of the meeting 5 August 2013</td>
</tr>
</tbody>
</table>

10. GENERAL BUSINESS

<table>
<thead>
<tr>
<th>Pages</th>
<th>10.1</th>
<th>Student Code of Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages</td>
<td>10.2</td>
<td>Review of Academic Rules</td>
</tr>
<tr>
<td>Pages</td>
<td>10.3</td>
<td>Review of Undergraduate and Postgraduate rules</td>
</tr>
<tr>
<td>Pages</td>
<td>10.4</td>
<td>Review of Academic Senate Rules</td>
</tr>
<tr>
<td>Pages</td>
<td>10.5</td>
<td>Vice-Chancellor’s Commendations</td>
</tr>
<tr>
<td></td>
<td>10.6</td>
<td>Students qualified for Award by Academic Senate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(by Undergraduate and Postgraduate)</td>
</tr>
<tr>
<td>Pages</td>
<td>10.7</td>
<td>Results of Academic Appeals</td>
</tr>
<tr>
<td>Pages</td>
<td>10.8</td>
<td>Saving Clause Cases</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ratification of recommendations</td>
</tr>
</tbody>
</table>

11. OTHER BUSINESS
ITEM 3: MINUTES OF PREVIOUS MEETING

Attached are the minutes of the meeting held on 6 August 2013.

Recommendation

That the minutes of the meeting held on 6 August 2013 be signed as a true and correct record.
Minutes of a meeting of Academic Senate held on 6 August 2013 at 9.30am in the Senate Room, Level 3, Lincoln Building.

Present:  
Professor D Verity (in the Chair)  
Ms Deidre Anderson  
Ms Fiona Burton (for Ms JoAnne Sparks)  
A/Professor David Coutts  
A/Professor Mark Evans  
Professor Alex Frino  
Professor Simon George  
Mr Tim Hendry  
Mr Nigel Khine  
Professor Lori Lockyer  
Professor Catriona Mackenzie  
Professor Sakkie Pretorius  
Professor Anne Ross-Smith  
Professor Judyth Sachs  
Professor John Simons  
A/Professor Ian Solomonides  
A/Professor Michelle Trudgett  
Dr Edward Watts  
Dr Rod Yager  
A/Professor Sherman Young

In Attendance:  
A/Professor P Coutts  
Mr S Enslin  
Ms H Harris  
A/Professor M Hitchens  
Professor K Jameson  
Ms S Kelly  
Mr D McGrath  
Ms B Mclean  
Ms A Phelps  
Ms Z Williams  
Dr L Wynn

Apologies:  
Professor Clive Baldock  
Professor Bruce Dowton  
Mr Morgan Foulsham  
Professor Mark Gabbott  
Professor Janet Greeley  
Professor Mariella Herberstein  
Mr Alexander Hughes  
Professor Nick Mansfield  
Mr Nicholas McGuigan  
Professor Jacqueline Phillips  
Ms JoAnne Sparks  
Professor Gail Whiteford  
Mr Jonathan Wylie
1. APOLOGIES /WELCOME

Academic Senate noted that apologies were received from Professor Clive Baldock, A/Professor Bruce Dowton, Mr Morgan Foulsham, Professor Mark Gabbott, Professor Janet Greeley, A/Professor Mariella Herberstein, Mr Alexander Hughes, Professor Nick Mansfield, Mr Nicholas McGuigan, Professor Jacqueline Phillips, Ms JoAnne Sparks, Professor Gail Whiteford and Mr Jonathan Wylie.

The Chair welcomed Professor Alex Frino, the new Dean of Macquarie Graduate School of Management.

2. ARRANGEMENT OF THE AGENDA

The following items were starred for discussion:

4.1 Academic Senate items requiring action
4.2 Program Structure Statement: Postgraduate Coursework Programs
4.3 Review of ASQC
6 Chair Oral Update
7 Vice-Chancellor Oral Update
8 Questions on Notice
9.1 Academic Standards and Quality Committee
9.2 Senate Learning & Teaching Committee
9.3 Higher Degree Research Committee
10.2 Draft Calendar of Governance
10.8 Australian School of Advanced Medicine – Changes to Academic Program 2015
10.9 Undergraduate and Postgraduate Students Qualified for an Award

2.1 The Chair requested that Senate members declare any conflicts of interests. No conflicts of interest were declared.

3. MINUTES OF MEETING HELD 12 JULY 2013

Resolution 13/220
That the minutes of the meeting held on 12 July 2013 be signed as a true and correct record.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Academic Senate items requiring action

The Chair provided an update on the current status of the items requiring action arising from the Academic Senate.

Item number 13.4
The Chair confirmed that the Executive Dean and the elected representatives of the Faculty of Human Sciences had nominated Professor Dick Stevenson to be co-opted to Academic Senate.

Academic Senate resolved to support the nomination of Professor Dick Stevenson to be co-opted to the Academic Senate for the remainder of the current term.

Resolution 13/221
That the Academic Senate confirms the appointment of Professor Dick Stevenson to the Academic Senate.

Item number 13.5
The Chair confirmed that the Executive Dean and the elected representatives of the Faculty
of Arts had nominated Dr Lisa Wynn to be co-opted to Academic Senate. Dr Wynn is to fill the term of the vacated position previously held by Dr Nick Baker.

The Academic Senate resolved to support the nomination of Dr Lisa Wynn to be co-opted to the Academic Senate. Dr Wynn will serve the remainder of the existing term that was to be occupied by Dr Baker.

Resolution 13/222
That the Academic Senate confirms the appointment of Dr Lisa Wynn to the Academic Senate.

4.2 Program Structure Statement: Postgraduate Coursework Programs
The Chair spoke to this paper and explained that its role was to refine and comprehensively articulate postgraduate program structures approved by Academic Senate at its April 30th meeting. He pointed out that this paper would act both as a set of guiding principles for ASQC in its accreditation deliberations and as vehicle for clear communication with Faculties, Departments and program conveners in regard to Academic Senate’s expectations. He drew the meeting’s attention to the fact that this was the first step in a broader process to provide similar documents to govern Academic Senate’s approval and quality assurance processes in regard to all of the University’s academic programs.

The Chair reminded the meeting that the structures described in this document had been designed to ensure that Academic Senate could accredit all such postgraduate programs as compliant AQF levels 8 or 9 qualifications. As such, it would be necessary for all existing programs to seek re-accreditation to ensure that they meet the requirements of this structure statement before January 2015. He explained that a detailed re-accreditation plan was being developed in collaboration with the Registrar’s office and that it would be brought forward to a subsequent meeting.

A summary of the major changes are listed below:

- The retirement of all existing diploma, graduate certificate and graduate diploma programs.
- The replacement of existing postgraduate certificate and postgraduate diploma programs with corresponding AQF level 8 graduate certificate and graduate diploma programs and qualifications.
- Changes to the volumes of learning required for the completion of masters degree (coursework) programs.
- A more permissive RPL policy and process which will allow programs to recognise formal, non-formal and informal learning, such as that associated with work experience or industry qualifications, both for entry into and credit towards these programs.
- The introduction of program level learning outcomes and a requirement that all programs must have learning outcomes which ensure that AQF requirements are met in the areas of research methodology training, independent research and capstone experience / project work / professional practice.

Mr Tim Hendry entered the meeting at 9:50am.

The Chair requested comments from the Senate. The following amendments were suggested:
- Item 2.1.1 – that footnote 3 is changed from a footnote and moved into the main text of the draft document.
- Item 2.5 - that the document be strengthened in regard to its emphasis on Program Learning Outcomes.
The Chair then proposed that Academic Senate adopt the four recommendations subject to the incorporation of the two suggested amendments into the document entitled “Program Structure Statement, Postgraduate Coursework Programs”.

**Resolution 13/223**

That Academic Senate approves the document entitled ‘Academic Senate Program Structure Statement: Postgraduate Coursework Programs’ as a statement of the structure of the University’s postgraduate coursework programs which is consistent with the resolutions it passed at its 30th of April 2013 meeting.

**Resolution 13/224**

That Academic Senate approves the following definitions for inclusion in the University Glossary:

**Gateway Unit**: A foundational unit, typically offered at 600 level, designed to provide an introduction to the discipline for students entering a postgraduate program from a non-cognate discipline.

**Graduate Capabilities**: Interdisciplinary skills, knowledge and attitudes that equip students to live and work in a rapidly changing and complex world. The nine graduate capabilities identified by Macquarie are located in a framework that represents the values of Scholarship, Ethical Practice, Engagement and Sustainability.

**Curriculum Mapping**: A systematic documentation of what the student experiences in the course of their studies to view various aspects of the curriculum such as the development of Graduate Capabilities, generic and/or discipline specific skills, accreditation requirements etc. It can also be used to check for alignment between curriculum elements such as learning outcomes, teaching/learning activities and assessment tasks.

**Volume of learning**: A dimension of the complexity of a qualification. It identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years.

**Resolution 13/225**

That the Academic Senate approved all current diploma, graduate certificate and graduate diploma programs to be retired, with no new admissions from Session 2 2014 onwards.

**Resolution 13/226**

If Departments and Faculties identify a continuing need for a qualification to replace current Level 7 graduate certificate and graduate diploma programs, they should consider promoting them to AQF compliant Level 8 graduate certificate and graduate diplomas with consequent changes to structure and learning outcomes.

4.3 **Review of ASQC**

The Chair provided an oral update on the current status of the review Academic Standards and Quality Committee as part of his general Senate update.
4. CONSIDERATION OF UNSTARRED ITEMS

Resolution 13/227

That the items not starred for discussion be noted and, where appropriate, be adopted as recommended.

(The adopted items are recorded in these minutes according to the sequence of the agenda).

5. CONSIDERATION OF CONFIDENTIAL ITEMS

The minutes of the Standing Committee on Appeals meeting held on 24 June 2013 were tabled.

6. CHAIR ORAL UPDATE

The Chair updated Academic Senate on the current status of the Academic Standards Quality Committee (ASQC) review noting that the review group had proposed that Faculty Standards and Quality Committees (FSQCs) should be authorized to undertake the approval and re-approval of individual Units of Study. The Chair proposed that this question should be considered separately from that of the broader constitution of ASQC. He went on to propose that Academic Senate should establish a ‘task and finish’ group, comprising the Associate Deans Standards and Quality of the Faculties and other key stakeholders, to consider the practicalities of this transition and to formulate a set of quality assurance protocols to govern this process.

The Chair discussed the ongoing Rule Review project and noted that he was to meet with Ms Jane Morrison, who is coordinating this project, on the Friday 9 August 2013 to discuss the review of the Academic Senate Rule. A report on the outcome of these discussions will be provided to an upcoming Senate meeting. It was noted that the full suite of University Rules are currently under review by Ms Morrison.

The Chair discussed the recent implementation of the Faculty discipline process. He discussed the lessons that had been learnt from the implementation process and discussed how they would be used to guide future implementation processes. A review of the implementation is to be conducted over the next few weeks and it is expected that recommendations for changes to the Academic Honesty Procedure will be provided in a future report to the Senate Learning and Teaching Committee.

The Open Universities Australia (OUA) standards and quality framework was also discussed and the Chair advised Senate that he was in the process of working on a paper (to be circulated to the OUA Academic Program Committee) and would report back to Senate at the 3 September 2013 meeting.

The Chair advised that the scheduled Academic Senate meeting of 3 September 2013 meeting would be held as a standard meeting of Academic Senate (and not as a Reserve meeting as had been previously published), noting in particular the quantity of material to be considered by Senate prior to the end of 2013.

Academic Senate noted the update.

Action: That a task and finish group is established to determine what is required to implement the approval/re-approval of Units of Study at Faculty level. This is to be comprised of the Associate Deans Curriculum Standards and Quality and other experienced members of the University community. The task/finish group is to report back to the 1 October 2013 Academic Senate meeting.
7. **VICE-CHANCELLOR ORAL UPDATE**
The Vice-Chancellor was an apology for this meeting of Academic Senate and therefore no update was provided.

8. **QUESTIONS ON NOTICE**
*Members are requested to submit Questions on Notice to the Chair two days in advance of the meeting.*

Nil received.

9. **REPORTS FROM STANDING COMMITTEES**

9.1 **Academic Standards and Quality Committee (ASQC)**

Academic Senate noted the report of the meeting of 16 July 2013.

The Acting Chair of ASQC briefly discussed the ongoing issues concerning English Language waivers and confirmed that a working group had been created to consider these issues.

The Chair confirmed when queried by Senate that there should be greater clarity regarding the timeframe for completion of the ASQC review for the 3 September 2013 Academic Senate meeting. The Chair advised that residual issues regarding its role, function and membership were being resolved and that a revised Terms of Reference would be presented to a future meeting.

9.2 **Senate Learning and Teaching Committee (SLTC)**

Academic Senate noted the report of the meeting of 8 July 2013.

The Chair of Academic Senate confirmed that A/Professor Sherman Young would be taking over the role as Chair of Senate Learning and Teaching Committee for the next six months.

9.3 **Higher Degrees Research Committee (HDRC)**

Academic Senate noted the report of the meeting of 2 August 2013 and resolved as recommended:

**COMPLETION OF REQUIREMENTS**

**Resolution 13/228**
*That the students included in the Report of the Higher Degree Research Committee of 2 August 2013 have satisfied the requirements for the awards stated.*

**JOINT PHD COMMENT**

**Resolution 13/229**
*That Academic Senate supports the recommendation to Council of the approval of the following wording be included in the testamur and approves the following wording to be included in Australian Higher Education Graduation Statement (AHEGS) of PhD candidates who have completed their PhD under a joint PhD program agreement*:

“This degree was supervised under a Joint PhD agreement between Macquarie University and [University XXX]”
The Senate sought confirmation that the first Macquarie University student to be awarded a joint PhD will have the Joint PhD comment included in their testamur and Australian Higher Education Graduation Statement.

**Action:** To determine if the first Macquarie University student to be awarded a joint PhD has had the Joint PhD comment included in their testamur and Australian Higher Education Graduation Statement.

* A paper from the Graduations Unit requesting approval for the suggested wording to be included is to be considered at the next Council meeting on 22 August 2013.

### 10. GENERAL BUSINESS

#### 10.1 Review of University Rules

**Resolution 13/230**

That the Academic Senate nominates a consultative reference group from the membership of Academic Senate and its sub-committees to advise on the review of the academic rules.

#### 10.2 Draft Calendar of Governance 2014

The Committee noted the tabled draft Calendar of Governance for 2014 and was advised that a revised draft Calendar would be circulated prior to being finalised by the Secretariat.

The Senate provided corrections to the Calendar of Governance:

- 5 December 2014 “Session 3 exam Period ends” should be amended to “Session 2 exam Period ends”
- Inclusion of the Winter vacation Units.

#### 10.3 Prizes and Awards

The Chair referred members to the list of Prizes and Awards, tabled for noting and approval.

**Resolution 13/231**

That prizes be awarded to the students nominated and attached to these minutes as Attachment 1.

#### 10.4 Vice-Chancellors Commendations

The Senate noted the Vice-Chancellor’s commendations for nomination for Masters Coursework candidates.

**Resolution 13/232**

That the Vice-Chancellors’s Commendations are awarded to the 30 Master coursework graduands as reported in the agenda.

#### 10.5 Saving Clause Cases

**Resolution 13/234**

That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 42105080 to satisfy degree requirements for Bachelor of Commerce without fulfilling the minimum requirement at 300 level, provided all other degree requirements are met.

**Resolution 13/235**

That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 41882997 to satisfy degree requirements.
for Bachelor of Commerce without completing ACST101 Techniques and Elements of Finance, provided all other degree requirements are met.

10.6 Grade Appeal

Resolution 13/236
That following a Faculty Level Grade Review and University Grade Appeal, the grade for student identified as 42467993 be changed from a Pass to Credit for AFIN252 Applied Financial Analysis and Management for Session 2 2012.

10.7 Late Additions to the June 2013 Graduation List
Academic Senate noted that the Chair had approved 21 qualifications on behalf of Academic Senate as reported in the agenda.

10.8 Australian School of Advanced Medicine – Changes to Academic Program 2015

Resolution 13/237
That Academic Senate recommends to Council the rescinding of the Master of International Clinical Practice (MIntClinPrac) and the approval of the new award Doctor of Clinical Practice (DClinPrac) effective from 1 January 2014.

10.9 Undergraduate and Postgraduate Students Qualified for an Award

Resolution 13/238
That the candidates in the report have satisfied requirements for the awards stated in the submission.

11. OTHER BUSINESS

11.1 Masters Programs Eligible for Student Income Support

The Senate noted the invitation from DIISRTE to apply to have eligible Masters programs approved for student income support.

There being no further business the meeting was declared closed at 10:50am.

Professor D Verity
Chair
# PRIZES AND AWARDS

## 1. FACULTY OF ARTS

<table>
<thead>
<tr>
<th>Prize</th>
<th>Awarded for</th>
<th>Student No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macquarie Law School Prize</td>
<td>for proficiency in the unit LAW561 Advanced Legal Research Project</td>
<td>41481739</td>
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## 2. FACULTY OF BUSINESS AND ECONOMICS

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<th>Prize</th>
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<th>Student No.</th>
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</thead>
<tbody>
<tr>
<td>Department of Accounting and</td>
<td>for academic excellence in the unit ACCG903 CPA - Global Strategy and</td>
<td>42141435</td>
</tr>
<tr>
<td>Corporate Governance Prize</td>
<td>Leadership</td>
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</tr>
<tr>
<td>Department of Accounting and</td>
<td>for academic excellence in the unit ACCG904 CPA - Assurance Services and</td>
<td>41539427</td>
</tr>
<tr>
<td>Corporate Governance Prize</td>
<td>Auditing</td>
<td></td>
</tr>
<tr>
<td>Department of Accounting and</td>
<td>for academic excellence in the unit ACCG905 CPA - Financial Risk</td>
<td>42163684</td>
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<tr>
<td>Corporate Governance Prize</td>
<td>Management</td>
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<tr>
<td>Department of Accounting and</td>
<td>for academic excellence in the unit ACCG907 CPA - Financial Reporting</td>
<td>42256682</td>
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<tr>
<td>Corporate Governance Prize</td>
<td>and Disclosure</td>
<td></td>
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<tr>
<td>Department of Accounting and</td>
<td>for academic excellence in the unit ACCG908 CPA - Strategic Management</td>
<td>42314801</td>
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<td>Corporate Governance Prize</td>
<td>Accounting</td>
<td></td>
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<tr>
<td>Department of Accounting and</td>
<td>for academic excellence in the unit ACCG909 CPA - Taxation</td>
<td>42163684</td>
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<td>Corporate Governance Prize</td>
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<tr>
<td>Department of Accounting and</td>
<td>for academic excellence in the unit ACCG913 CPA - Ethics and Governance</td>
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<td>Corporate Governance Prize</td>
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<tr>
<td>John Wiley Marketing Prize</td>
<td>for proficiency in the unit MKTG101 Marketing Fundamentals, Session Two</td>
<td>43300022</td>
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<tr>
<td>Department of Marketing and</td>
<td>for proficiency in MKTG202 Marketing Research</td>
<td>42465338</td>
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<tr>
<td>Management Prize</td>
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<td>42862086</td>
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<tr>
<td>Department of Marketing and</td>
<td>for proficiency in MKTG204 Integrated Marketing Communications</td>
<td>42807247</td>
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<tr>
<td>Management Prize</td>
<td></td>
<td>42860512</td>
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<tr>
<td>Department of Marketing and</td>
<td>for academic excellence in the unit BUS851 Comparative Human Resource</td>
<td>41779665</td>
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<tr>
<td>Management Prize</td>
<td>Management</td>
<td>(revised nomination)</td>
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### i. Applied Finance Centre

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<tr>
<th>Prize</th>
<th>Awarded for</th>
<th>Student No.</th>
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</thead>
<tbody>
<tr>
<td>Macquarie University Applied</td>
<td>for the best overall performance in the Singapore class</td>
<td>42406285</td>
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<tr>
<td>Finance Prize (Singapore)</td>
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Deidre Anderson

REGISTRAR
ITEM 4.1: ACADEMIC SENATE ITEMS REQUIRING ACTION

For information.
<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Item number</th>
<th>Action required</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/02/13</td>
<td>2.2</td>
<td>Executive Dean of Science to confer with elected members from the Faculty and forward a nomination for the casual vacancy resulting from the election of the Chair. Academic Senate to consider and vote on nominee to fill this casual vacancy at its meeting scheduled for 5 March 2013.</td>
<td>Completed</td>
</tr>
<tr>
<td>14/02/13</td>
<td>5.1</td>
<td>The Chair to approach Academic Senate members to form a Working Group to develop a white paper on the feasibility of reducing the duration of the mid-semester break and report back to the 30 April 2013 meeting.</td>
<td>Completed</td>
</tr>
<tr>
<td>14/02/13</td>
<td>5.2</td>
<td>The Executive Dean, Faculty of Business and Economics to communicate this resolution to the Timetable Project Team. (Related Resolution 13/03 That lectures for First Year day units are prioritised within the timetable for scheduling between the hours of 9am to 5pm.)</td>
<td>Update required</td>
</tr>
<tr>
<td>05/03/13</td>
<td>9.2</td>
<td>Feedback provided by Senate to be forwarded to the Dean of the Higher Degree Research for inclusion in the revision of the HDR Examinations Policy and Procedure. (Related Resolution 13/66 That the resolution presented by the HDRAC does not meet remit of this Appeals Committee as delegated by Academic Senate)</td>
<td>Completed</td>
</tr>
<tr>
<td>05/03/13</td>
<td>10.6</td>
<td>Publication of 2014 Academic Year Plan and MQ Announcement announcing publication.</td>
<td>Completed</td>
</tr>
<tr>
<td>04/06/13</td>
<td>9.2</td>
<td>That the correspondence sent to supervisors by the HDRO be revised to clarify the need to maintain confidentiality of the examiner’s reports until the examiner’s reports had been considered by PESC and an outcome determined. Responsible Officer: Professor Nick Mansfield.</td>
<td>Completed</td>
</tr>
<tr>
<td>04/06/13</td>
<td>9.3</td>
<td>That the Chair approve the recommendations relating to Completion of Requirements and Vice-Chancellor’s Commendations of the HRDC meeting of 31 May 2014. Responsible Officer: Professor Verity, Chair, Academic Senate.</td>
<td>Completed</td>
</tr>
<tr>
<td>04/06/13</td>
<td>10.2</td>
<td>Marketing to be involved in the development of a communication plan regarding the changes to the undergraduate curriculum envisaged in the CRIT process. Responsible Officer: Professor Greeley, Chair of CRIT.</td>
<td>In progress</td>
</tr>
<tr>
<td>04/06/13</td>
<td>10.3</td>
<td>Expressions of Interest sought for participation on the Working Party. The Chair to draft Terms of Reference and circulate to members: Responsible Officers: The Chair and members of Academic Senate. (Related resolution 13/170 - That Academic Senate establish a working party to consider the design of a new quality assurance process by which it might discharge its responsibilities in regard to the ratification of unit results and the qualification of students for awards. For the Working Party to recommend on threshold standards to govern the preparation and consideration of results in Faculties and in regard to the principles and processes to be applied in Academic Senate’s post hoc reviews of these processes.)</td>
<td>In progress</td>
</tr>
<tr>
<td>Date of Meeting</td>
<td>Item number</td>
<td>Action required</td>
<td>Status</td>
</tr>
<tr>
<td>----------------</td>
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<td>--------</td>
</tr>
<tr>
<td>04/06/13</td>
<td>10.4</td>
<td>University Discipline Committee - Academic Misconduct Penalties</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expressions of Interest sought for participation on the Working Party. The Chair to draft Terms of Reference and circulate to members: Responsible Officers: The Chair, Deputy Vice-Chancellor (Students and Registrar) and members of Academic Senate.</td>
<td></td>
</tr>
<tr>
<td>12/07/13</td>
<td>13.4</td>
<td>Action: The Executive Dean and the elected representatives of the FOHS consult and nominate an appropriate member of staff to be co-opted to Senate: Responsible Officer Executive Dean</td>
<td>Completed</td>
</tr>
<tr>
<td>12/07/13</td>
<td>13.5</td>
<td>Action: The Executive Dean and the elected representatives of the FOA consult and nominate an appropriate member of staff to be co-opted to Senate: Responsible Officer Executive Dean</td>
<td>Completed</td>
</tr>
<tr>
<td>12/07/13</td>
<td>13.5</td>
<td>Action: Consideration be given to amending the current Academic Senate rule 3.(2)(ii) to identify the appropriate process for the selection of co-opted Faculty members to fill vacancies arising from vacations of office.</td>
<td>In progress</td>
</tr>
<tr>
<td>12/07/13</td>
<td>13.6</td>
<td>Senate Learning and Teaching Committee (SLTC) Terms of Reference (TOR)</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Chair advised that the annual review of the Senate Learning and Teaching Committee Terms of Reference was scheduled. The Chair advised that A/Professor Ian Solomonides had agreed to Chair of the Working Party. The other members of Academic Senate to make up the Working Party will be advised at the next meeting of Senate. Action: Chair of Academic Senate to consult with A/Professor Solomonides in determining the membership of the working party.</td>
<td></td>
</tr>
<tr>
<td>12/07/13</td>
<td>13.7</td>
<td>Action: That the University develops a policy regarding posthumous awards. Responsible Officer, Chair Academic Senate Related Resolution 13/215</td>
<td>To be commenced</td>
</tr>
<tr>
<td>06/08/13</td>
<td>6</td>
<td>Action: That a task and finish group is established to determine what is required to implement the approval/re-approval of Units of Study at Faculty level. This is to be comprised of the Associate Deans Curriculum Standards and Quality and other experienced members of the University community. The task/finish group is to report back to the 1 October 2013 Academic Senate meeting.</td>
<td>To be commenced</td>
</tr>
<tr>
<td>06/08/13</td>
<td>9.3</td>
<td>Action: To determine if the first Macquarie University student to be awarded a joint PhD has had the Joint PhD comment included in their testamur and Australian Higher Education Graduation Statement. (Related Resolution 13/229 - That Academic Senate supports the recommendation to Council of the approval of the following wording be included in the testamur and approves the following wording to be included in Australian Higher Education Graduation Statement (AHEGS) of PhD candidates who have completed their PhD under a joint PhD program agreement*: “This degree was supervised under a Joint PhD agreement between Macquarie University and [University XXX]”</td>
<td>To be commenced</td>
</tr>
</tbody>
</table>
ITEM 4.2: CALENDAR OF GOVERNANCE 2014

Calendar of Governance 2014 considered at Council meeting of 22 August 2013.

For noting.
<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>January</td>
<td>Mon</td>
<td>6</td>
<td>Session 3: Classes re-commence</td>
</tr>
<tr>
<td>January</td>
<td>Fri</td>
<td>24</td>
<td>Session 3: Last day of classes</td>
</tr>
<tr>
<td>January</td>
<td>Mon</td>
<td>27</td>
<td>Public Holiday - Australia Day</td>
</tr>
<tr>
<td>January</td>
<td>Tue</td>
<td>28</td>
<td>Academic Standards and Quality Committee</td>
</tr>
<tr>
<td>January</td>
<td>Tue</td>
<td>28</td>
<td>Session 3: Examination Period begins</td>
</tr>
<tr>
<td>January</td>
<td>Wed</td>
<td>29</td>
<td>All day - Discipline Committee</td>
</tr>
<tr>
<td>January</td>
<td>Thu</td>
<td>30</td>
<td>All day - Discipline Committee</td>
</tr>
<tr>
<td>January</td>
<td>Fri</td>
<td>31</td>
<td>9.30am - Higher Degree Research Committee</td>
</tr>
<tr>
<td>February</td>
<td>Mon</td>
<td>3</td>
<td>Session 3: end of Examination Period (Exams may finish on 31 January)</td>
</tr>
<tr>
<td>February</td>
<td>Tue</td>
<td>4</td>
<td>11.30am - Student Experience Committee</td>
</tr>
<tr>
<td>February</td>
<td>Tue</td>
<td>10</td>
<td>9.30am - Graduation Ceremony (TBC)</td>
</tr>
<tr>
<td>February</td>
<td>Tue</td>
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<td>9.30am - Graduation Ceremony (TBC)</td>
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<td>Wed</td>
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<td>9.30am - Graduation Ceremony (TBC)</td>
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<tr>
<td>February</td>
<td>Thu</td>
<td>13</td>
<td>9.30am - Academic Senate</td>
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<tr>
<td>February</td>
<td>Thu</td>
<td>13</td>
<td>Session 3: Results released</td>
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<tr>
<td>February</td>
<td>Mon</td>
<td>17</td>
<td>10.00am - Senate Learning and Teaching Committee</td>
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<td>Fri</td>
<td>21</td>
<td>9.30am - Higher Degree Research Committee</td>
</tr>
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<td>February</td>
<td>Tue</td>
<td>25</td>
<td>10.00am - Academic Standards and Quality Committee</td>
</tr>
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<td>February</td>
<td>Thu</td>
<td>27</td>
<td>2.00pm - Remuneration Committee</td>
</tr>
<tr>
<td>February</td>
<td>Thu</td>
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<td>4.00pm - University Council meeting</td>
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<td>March</td>
<td>Mon</td>
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<td>10.00am</td>
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<th>Time</th>
<th>Event</th>
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<tr>
<td>April</td>
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<td>1</td>
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<td>Academic Senate</td>
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<tr>
<td>April</td>
<td>Wed</td>
<td>2</td>
<td>All day</td>
<td>Discipline Committee</td>
</tr>
<tr>
<td>April</td>
<td>Mon</td>
<td>7</td>
<td>10.00am</td>
<td>Senate Learning and Teaching Committee (Special meeting)</td>
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<tr>
<td>April</td>
<td>Thu</td>
<td>10</td>
<td>4.00pm</td>
<td>University Council</td>
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<tr>
<td>April</td>
<td>Fri</td>
<td>11</td>
<td>9.30am</td>
<td>Higher Degree Research Committee</td>
</tr>
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</table>

**April Fri 11**  
**Session 1: Last day of classes before mid-session recess**

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<thead>
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<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>April</td>
<td>Mon</td>
<td>14</td>
<td>9.30am</td>
<td>Graduation Ceremony</td>
</tr>
<tr>
<td>April</td>
<td>Tue</td>
<td>15</td>
<td>9.30am</td>
<td>Graduation Ceremony</td>
</tr>
<tr>
<td>April</td>
<td>Wed</td>
<td>16</td>
<td>9.30am</td>
<td>Graduation Ceremony</td>
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<td>April</td>
<td>Thu</td>
<td>17</td>
<td>9.30am</td>
<td>Graduation Ceremony</td>
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<tr>
<td>April</td>
<td>Fri</td>
<td>18</td>
<td></td>
<td>Public Holiday – Good Friday</td>
</tr>
<tr>
<td>April</td>
<td>Mon</td>
<td>21</td>
<td></td>
<td>Public Holiday – Easter Monday</td>
</tr>
<tr>
<td>April</td>
<td>Tue</td>
<td>22</td>
<td>9.30am</td>
<td>Graduation Ceremony</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Time</td>
<td>Event</td>
<td></td>
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<tr>
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</tr>
<tr>
<td>April</td>
<td>Fri 25</td>
<td>2.00pm</td>
<td>Graduation Ceremony</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Mon 28</td>
<td>6.00pm</td>
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<tr>
<td>April</td>
<td>Wed 23</td>
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<tr>
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<tr>
<td>April</td>
<td>Fri 25</td>
<td></td>
<td><strong>Public Holiday - Anzac Day</strong></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Mon 28</td>
<td>10.00am</td>
<td>Academic Standards and Quality Committee</td>
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**MAY**

<table>
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<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Tue 6</td>
<td>9.30am</td>
<td>Academic Senate (reserve – to be confirmed)</td>
</tr>
<tr>
<td>May</td>
<td>Wed 7</td>
<td>All day</td>
<td>Discipline Committee</td>
</tr>
<tr>
<td>May</td>
<td>Mon 12</td>
<td>10.00am</td>
<td>Senate Learning and Teaching Committee</td>
</tr>
<tr>
<td>May</td>
<td>Wed 14</td>
<td>4.00pm</td>
<td>MUH Operations No. 2 Ltd and MGSM Ltd AGM – members only, meeting to be held via teleconference</td>
</tr>
<tr>
<td>May</td>
<td>Fri 16</td>
<td>9.30am</td>
<td>Higher Degree Research Committee</td>
</tr>
<tr>
<td>May</td>
<td>Tue 20</td>
<td>10.00am</td>
<td>Academic Standards and Quality Committee</td>
</tr>
<tr>
<td>May</td>
<td>Sat 24</td>
<td>9.30am</td>
<td>Graduation Ceremony (TBC)</td>
</tr>
<tr>
<td>May</td>
<td>Tue 24</td>
<td>2.00pm</td>
<td>Graduation Ceremony (TBC)</td>
</tr>
<tr>
<td>May</td>
<td>Tue 27</td>
<td>11.30am</td>
<td>Student Experience Committee</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td>4.00pm</td>
<td>Finance and Facilities Committee</td>
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**JUNE**

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<tr>
<th>Date</th>
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<tr>
<td>June</td>
<td>Tue 3</td>
<td>9.30am</td>
<td>Academic Senate</td>
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<tr>
<td>June</td>
<td>Wed 4</td>
<td>All day</td>
<td>Discipline Committee</td>
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<tr>
<td>June</td>
<td>Thu 5</td>
<td>3.00pm</td>
<td>Audit &amp; Risk Committee</td>
</tr>
<tr>
<td>June</td>
<td>Mon 9</td>
<td></td>
<td><strong>Public Holiday – Queen’s Birthday</strong></td>
</tr>
<tr>
<td>June</td>
<td>Fri 13</td>
<td></td>
<td><strong>Session 1: Last day of classes before Examination Period</strong></td>
</tr>
<tr>
<td>June</td>
<td>Mon 16</td>
<td>10.00am</td>
<td>Senate Learning and Teaching Committee</td>
</tr>
<tr>
<td>June</td>
<td>Tue 24</td>
<td>10.00am</td>
<td>Academic Standards and Quality Committee</td>
</tr>
<tr>
<td>Month</td>
<td>Day</td>
<td>Date</td>
<td>Time</td>
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</tr>
<tr>
<td>June</td>
<td>Thu</td>
<td>26</td>
<td>2.00pm</td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td>4.00pm</td>
</tr>
<tr>
<td>June</td>
<td>Mon</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Fri</td>
<td>27</td>
<td>9.30am</td>
</tr>
<tr>
<td>JULY</td>
<td>Wed</td>
<td>2</td>
<td>All day</td>
</tr>
<tr>
<td>JULY</td>
<td>Fri</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td>Mon</td>
<td>14</td>
<td>10.00am</td>
</tr>
<tr>
<td>JULY</td>
<td>Fri</td>
<td>18</td>
<td>9.30am</td>
</tr>
<tr>
<td>JULY</td>
<td>Fri</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td>Tue</td>
<td>22</td>
<td>10.00am</td>
</tr>
<tr>
<td>JULY</td>
<td>Fri</td>
<td>25</td>
<td>9.30am</td>
</tr>
<tr>
<td>JULY</td>
<td>Tue</td>
<td>29</td>
<td>11.30am</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>4.00pm</td>
</tr>
<tr>
<td>AUGUST</td>
<td>Mon</td>
<td>4</td>
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</tr>
<tr>
<td>AUGUST</td>
<td>Tue</td>
<td>5</td>
<td>9.30am</td>
</tr>
<tr>
<td>AUGUST</td>
<td>Wed</td>
<td>6</td>
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<td>AUGUST</td>
<td>Thu</td>
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<tr>
<td>AUGUST</td>
<td>Tue</td>
<td>19</td>
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<td>Fri</td>
<td>22</td>
<td>9.30am</td>
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<tr>
<td>AUGUST</td>
<td>Thu</td>
<td>28</td>
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<tr>
<td>SEPTEMBER</td>
<td>Tue</td>
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<td>9.30am</td>
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<td>SEPTEMBER</td>
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<td>All day</td>
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<td>SEPTEMBER</td>
<td>Tue</td>
<td>16</td>
<td>10.00am</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>Fri</td>
<td>19</td>
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</tr>
<tr>
<td>SEPTEMBER</td>
<td>Mon</td>
<td>22</td>
<td>10.00am</td>
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</tbody>
</table>
September
- Tuesday, 23rd
  - 9:30 am: Graduation Ceremony
  - 2:00 pm: Graduation Ceremony

- Wednesday, 24th
  - 9:30 am: Graduation Ceremony
  - 2:00 pm: Graduation Ceremony

- Thursday, 25th
  - 9:30 am: Graduation Ceremony
  - 2:00 pm: Graduation Ceremony

- Friday, 26th
  - 9:30 am: Higher Degree Research Committee
  - 2:00 pm: Graduation Ceremony

- Monday, 29th
  - 9:30 am: Graduation Ceremony
  - 2:00 pm: Graduation Ceremony

- Tuesday, 30th
  - 9:30 am: Academic Senate (Reserve – to be confirmed)
  - 2:00 pm: Graduation Ceremony

October
- Wednesday, 1st
  - 9:30 am: Graduation Ceremony
  - 2:00 pm: Graduation Ceremony

- Thursday, 2nd
  - 11:30 am: Student Experience Committee

- Monday, 6th
  - Public Holiday - Labour Day

- Tuesday, 7th
  - Classes resume after Session 2 recess
    - 9:30 am: Academic Senate
    - 4:00 pm: Finance and Facilities Committee

- Wednesday, 8th
  - All day: Discipline Committee

- Tuesday, 14th
  - 10:00 am: Academic Standards and Quality Committee

- Monday, 20th
  - 10:00 am: Senate Learning and Teaching Committee

- Friday, 24th
  - 9:30 am: Higher Degree Research Committee

- Thursday, 30th
  - 4:00 pm: University Council

November
- Monday, 3rd
  - 4:00 pm: Honorary Awards Committee

- Tuesday, 4th
  - 9:30 am: Academic Senate
<table>
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<th>Event</th>
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<tr>
<td>November</td>
<td>Wed</td>
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<td>Discipline Committee</td>
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<td>November</td>
<td>Fri</td>
<td>14</td>
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<td><strong>Session 2: Last day of classes before Examination period</strong></td>
</tr>
<tr>
<td>November</td>
<td>Mon</td>
<td>17</td>
<td></td>
<td><strong>Session 2: Examination Period begins</strong></td>
</tr>
<tr>
<td>November</td>
<td>Mon</td>
<td>17</td>
<td>10.00am</td>
<td>Senate Learning and Teaching Committee</td>
</tr>
<tr>
<td>November</td>
<td>Thu</td>
<td>20</td>
<td>11.30am</td>
<td>Student Experience Committee</td>
</tr>
<tr>
<td>November</td>
<td>Tue</td>
<td>25</td>
<td>10.00am</td>
<td>Academic Standards and Quality Committee</td>
</tr>
<tr>
<td>November</td>
<td>Tue</td>
<td>25</td>
<td>4.00pm</td>
<td>Finance and Facilities Committee</td>
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<tbody>
<tr>
<td>December</td>
<td>Wed</td>
<td>3</td>
<td>All day</td>
<td>Discipline Committee</td>
</tr>
<tr>
<td>December</td>
<td>Thu</td>
<td>4</td>
<td>3.00pm</td>
<td>Audit &amp; Risk Committee</td>
</tr>
<tr>
<td>December</td>
<td>Fri</td>
<td>5</td>
<td>9.30am</td>
<td>Higher Degree Research Committee</td>
</tr>
<tr>
<td>December</td>
<td>Fri</td>
<td>5</td>
<td>9.30am</td>
<td><strong>Session 2: end of Examination Period</strong></td>
</tr>
<tr>
<td>December</td>
<td>Mon</td>
<td>8</td>
<td></td>
<td><strong>Session 3 commences</strong></td>
</tr>
<tr>
<td>December</td>
<td>Thu</td>
<td>18</td>
<td>9.30am</td>
<td>Academic Senate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12.00pm</td>
<td>Remuneration Committee</td>
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<td></td>
<td></td>
<td></td>
<td>2.00pm</td>
<td>University Council Seminar</td>
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<td></td>
<td></td>
<td>4.00pm</td>
<td>University Council</td>
</tr>
<tr>
<td>December</td>
<td>Thu</td>
<td>18</td>
<td></td>
<td><strong>Session 2: Results released</strong></td>
</tr>
<tr>
<td>December</td>
<td>Fri</td>
<td>19</td>
<td></td>
<td><strong>Session 3: Last day of classes before mid-session recess</strong></td>
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<td></td>
<td></td>
<td></td>
<td>(Classes recommence 5 January 2014)</td>
<td></td>
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<tr>
<td>December</td>
<td>Thu</td>
<td>25</td>
<td></td>
<td><strong>Christmas Day</strong></td>
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<td>December</td>
<td>Fri</td>
<td>26</td>
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<td><strong>Boxing Day</strong></td>
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Calendar of Governance 2014  
Page 6 of 6
ITEM 9.1: ACADEMIC STANDARDS AND QUALITY COMMITTEE

Report of the Academic Standards and Quality Committee held on 13 August 2013.

For approval.
ACADEMIC STANDARDS AND QUALITY COMMITTEE

Minutes of the meeting of the Academic Standards and Quality Committee held on Tuesday, 13 August 2013 in Room 310, Lincoln Student Services Building, from 10:00am to 11:50am.

PRESENT:  
Ms D Anderson  
Dr N Anderson  
Mr K Baird  
Associate Professor H Carter  
Ms L Clark  
Associate Professor P Coutts (Acting Chair)  
Associate Professor M Gosper  
Associate Professor M Hitchens  
Mr W Lee  
Professor A Ross-Smith  
Professor J Sachs (Provost)  
Dr A Semple  
Ms S Spinks  
Mr G Tomossy

APOLOGIES:  
Ms J Sparks  
Mr J Wylie

IN ATTENDANCE:  
Ms R Grewal  
Ms H Harris  
Ms S Kelly  
Ms B Liu  
Ms A Phelps  
Ms K Shorrock  
Professor D Verity  
Ms Z Williams

1. WELCOME / APOLOGIES

The Committee noted apologies from Ms JoAnne Sparks and Mr Jonathan Wylie.

2. MINUTES OF MEETING HELD ON 16 July 2013

The minutes of the meeting held on 16 July 2013 were approved.

3. BUSINESS ARISING FROM THE MINUTES

3.1 Report to Academic Senate

The Committee noted that Academic Senate at its meeting on 6 August 2013 approved the recommendations from the ASQC meeting held on 16 July 2013.
3.2 English Language Requirements for International Students (Item 2.2)

Professor Verity reported that a Working Party consisting of members of ASQC and a few other stakeholders will meet in the next month to review the question of English language requirements for international students and report back to ASQC.

4. INDIVIDUAL STUDENT CASES

4.1 Faculty Reports

The Committee noted Individual Case Reports that have been received from the faculties.

The Committee noted in the Faculty of Arts report that the "FSQC Decision" section had not been filled in. The Committee reiterated the need for the "Details of Request" section in the reports to cover the reasons of the request and justification of the decision. The Committee therefore requested a resubmission of the report by the Faculty of Arts. The Committee also agreed that the reports submitted by the Faculty of Human Sciences serve as a good template and a copy of their reports will be forwarded to the Faculty of Arts for reference.

5. REPORT OF THE UNDERGRADUATE SUB-COMMITTEE

The Committee reviewed the minutes of the Undergraduate Sub-Committee meeting held on 30 July 2013. The agenda and associated papers for the Sub-Committee’s meeting can be found for review by members on the ASQC web site at: http://senate.mq.edu.au/apc/sub_committees.html

5.1 2013 Academic Program

Urgent Changes to the Schedule of Units

Faculty of Arts

MMCS132 Performing Lives

The Faculty requested that the prerequisite of 12cp be removed.

Faculty of Science

CBMS333 Functional Proteomics

The Faculty requested that the prerequisite be changed from “CBMS332” to “39cp including CBMS224”. It was noted that the Department would need to enter waivers for the 6 students currently enrolled before the change is processed.

CBMS780 The Research Experience

The Faculty requested to amend the prerequisite from “Admission to MRes” to “Admission to MRes AND completion (P grade or above) or 16cp in 700 level units”. It was noted that the Department would need to enter waivers for the 14 students currently enrolled before the change is processed.
The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves the above urgent changes with immediate effect.

**Late Amendment to the Schedule of Programs**

**Faculty of Human Sciences**

*Graduate Diploma of Speech and Communication (SOCO02GD)*

The Faculty has requested that LING390 be added as an alternate to SPH311.

The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves the above late amendment with immediate effect.

### 5.2 2014 Academic Program

**Academic Late Changes to the Schedule of Units**

<table>
<thead>
<tr>
<th>Unit Request</th>
<th>Existing Entry</th>
<th>Revised Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty of Arts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLT110</td>
<td>Change to name</td>
<td>Text, Image, Culture</td>
</tr>
<tr>
<td>Text, Image, Culture (OUA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLT120</td>
<td>Change to name</td>
<td>Vision, Visuality, and Everyday Life</td>
</tr>
<tr>
<td>Vision, Visuality, and Everyday Life (OUA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG360</td>
<td>Change to unit name</td>
<td>Shakespeare</td>
</tr>
<tr>
<td>Shakespeare (OUA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JPS311</td>
<td>Change to corequisite</td>
<td>JPS301 or JPS303</td>
</tr>
<tr>
<td>Advanced Spoken Japanese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JPS313</td>
<td>Change to corequisite</td>
<td>JPS302 or JPS304</td>
</tr>
<tr>
<td>Advanced Japanese Translation and Writing Workshop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW550</td>
<td>Change to prerequisite</td>
<td>12cp in LAW or LAWS units at 300 level and (admission prior to 2014 to LLB or BAppFinLLB or BALLB or BA-MediaLLB or BA-PsychLLB or BBALLB or BComLLB or BCom-ProfAccgLLB or BEnvLLB or BITLLB or BIntStudLLB or BScLLB or BSocScLLB)</td>
</tr>
<tr>
<td>Litigation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW551</td>
<td>Change to prerequisite</td>
<td>12cp in LAW units at 300 level (P) and permission of Executive Dean of Faculty</td>
</tr>
<tr>
<td>Professional and Community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Change to prerequisite</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>LAWS599</td>
<td>Legal Governance and Professional Leadership</td>
<td>Change to prerequisite</td>
</tr>
<tr>
<td>LAWS552</td>
<td>International Participation and Community Engagement</td>
<td>Change to prerequisite</td>
</tr>
<tr>
<td>LAWS555</td>
<td>Remedies, Reparations and Restitution</td>
<td>Change to prerequisite</td>
</tr>
<tr>
<td>LAWS561</td>
<td>Advanced Legal Research Project</td>
<td>Change to prerequisite</td>
</tr>
<tr>
<td>LAWS564</td>
<td>Advanced Legal Research Project</td>
<td>Change to prerequisite</td>
</tr>
<tr>
<td>LAWS398</td>
<td>Civil and Criminal Procedure</td>
<td>Change to prerequisite</td>
</tr>
</tbody>
</table>
| LAWS399    | Evidence                                         | Change to prerequisite, corequisite and offering (Please see note below table). | - No prerequisite  
- Corequisite: LAWS398  
- S1 Day, S1 Ext |
| LAWZ448    | Animal Law                                       | Change to prerequisite                                      | 6cp from units at 300 level including LAW316 and permission of Executive Dean of Faculty |
| MAS210     | Non-Fiction Writing: Travel Writing              | Change to prerequisite                                      | MMCS115                                                                      |
| MAS211     | Non Fiction Writing: Music and Arts Journalism   | Change to prerequisite                                      | 15cp including MMCS115                                                      |
| MUS325     | Advanced Musicianship                            | Change to unit name                                         | Advanced Musicianship                                                        |

MUS325
Advanced Musicianship
Musical Literacies
### Faculty of Business and Economics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Change to Title and Prerequisite</th>
<th>Future Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFIN100</td>
<td>Introductory Corporate Finance</td>
<td>Change to unit title and prerequisite.</td>
<td>- Introductory Corporate Finance - HSC Mathematics Extension 1 or ECON131 - Introduction to Finance - Remove the prerequisites</td>
</tr>
<tr>
<td>BBA320</td>
<td>Asian Business Environment</td>
<td>Change to prerequisite</td>
<td>39cp including (ECON110 or ECON111 or BBA103) 27cp including [(ECON110 or ECON111) and (6cp at 200 level in units offered by the Faculty of Business and Economics)]</td>
</tr>
</tbody>
</table>

### Faculty of Human Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Change to Name</th>
<th>Future Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>LING390</td>
<td>Phonology</td>
<td>Change to name</td>
<td>Phonology Current Issues in Phonology</td>
</tr>
</tbody>
</table>

The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves the above late changes with effect from 1 January 2014.

#### Change of Unit Codes and Names

<table>
<thead>
<tr>
<th>Current Details</th>
<th>Future Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHST490 Ancient History Honours</td>
<td>AHIS490 Ancient History Honours</td>
</tr>
<tr>
<td>AHST495 Ancient History Honours</td>
<td>AHIS495 Ancient History Honours</td>
</tr>
<tr>
<td>EDU120 Education: The Social and Historical Context (OUA)</td>
<td>EDUX120 Education: The Social and Historical Context (OUA)</td>
</tr>
<tr>
<td>LST210 Writing in English (OUA)</td>
<td>LSTX210 Writing in English (OUA)</td>
</tr>
<tr>
<td>PLT370 Australian Public Policy (OUA)</td>
<td>PLX270 Australian Public Policy (OUA)</td>
</tr>
<tr>
<td>SGY120 Sociology of Everyday Life (OUA)</td>
<td>SGYX120 Sociology of Everyday Life (OUA)</td>
</tr>
</tbody>
</table>

The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves the change of unit codes and names as listed above, with effect from 1 January 2014.

#### Late Changes to the Schedule of Programs

#### Faculty of Arts

Bachelor of Arts - Psychology with the degree of Bachelor of Laws (ARTS27)  
Bachelor of Arts with the degree of Bachelor of Laws (ARTS28)  
Bachelor of Business Administration with the degree of Bachelor of Laws (BBAD17)  
Bachelor of Commerce - Professional Accounting with the degree of Bachelor of Laws (COMM10)  
Bachelor of Commerce with the degree of Bachelor of Laws (COMM11)  
Bachelor of International Studies with the degree of Bachelor of Laws (INST04)  
Bachelor of Information Technology with the degree of Bachelor of Laws (INTE06)  
Bachelor of Laws (LAWW02)
Bachelor of Psychology (Honours) with the degree of Bachelor of Laws (PLSA01)
Bachelor of Science with the degree of Bachelor of Laws (SCIE11)
Bachelor of Social Science with the degree of Bachelor of Laws (SOSC04)
Bachelor of Environment with the degree of Bachelor of Laws - Environmental Management (ENVI09)
Bachelor of Environment with the degree of Bachelor of Laws - Environmental Science (ENVI10)

The Faculty has requested that the minimum requirements for all single and double LLB awards (listed above) be changed.

Previous requirement: “Required xxcp from LAW or LAWS or LAWZ units at 400 or 500 level” under the Additional Requirements.

Proposed New Requirement: “Minimum number of credit points from units with a LAW, LAWS or LAWZ prefix at 400 or 500 level – 24cp” under the General Requirements.

The Faculty requested that a typographical error be corrected in the general requirements for the Bachelor of Laws to change the second “LAWS” to “LAWZ”. It was also requested that the specific requirements listing the LAW/LAWS/LAWZ PACE units should be removed from all double LLB awards and replaced with the general requirement “Completion of a designated Participation unit with a LAW, LAWS or LAWZ prefix”.

The Committee RECOMMENDS THAT ACADEMIC SENATE approves that the general and specific requirements for all double and single LLB awards be amended as noted above, with effect from 1 January 2014.

Bachelor of Business Leadership and Commerce (BBusLeadBCom)

The Faculty provided the program structure for the new Bachelor of Business Leadership and Commerce (BBusLeadBCom) which was recommended for approval by Academic Senate on 5 March 2013.

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the above program structure, with effect from 1 January 2014.

Units to be Deleted 2014

Faculty of Arts

AHIS348 Advanced Study in Ancient History
MHIS348 Women Making History

Faculty of Business and Economics

ECON396 European Union Economics

Faculty of Science

FOSC289 Science Internship I
FOSC299 Science Internship II
The Committee RECOMMENDS THAT ACADEMIC SENATE approves the deletion of the above units, with effect from 31 December 2013.

New Units 2014

ANTX207 Psychological Anthropology (OUA)
ENGL720 Nineteenth Century Literature
ENGL721 Australian Women’s Writing
ENGL722 Narrative: Theory and Method
ENGL723 Australian Children’s Fiction
ENGL724 Text, Image, Screen
ENGL726 Romanticism to Postmodernism: Developments in Children’s Literature
ENGL733 Textual Analysis
PLTX107 Thinking Politically (OUA)
PLTX278 Middle East Politics (OUA)
PLTX279 International Relations (OUA)
PLTX322 International Relations of the Middle East (OUA)
PLTX392 American Politics (OUA)

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the introduction of the above units, with effect from 1 January 2014.

New Transfer Rules to the Teacher Education Programs 2014

In response to NSW government requirements in regards to access to Teacher Education Programs the Faculty of Human Sciences has requested to modify course transfer requirements into the teacher education programs. The Committee noted that the Subcommittee had agreed to recommend the stricter transfer criteria as well as the automatic transfers.

The Committee RECOMMENDS THAT ACADEMIC SENATE approves that the transfer criteria for the undergraduate teacher education programs and the automatic transfers be amended as proposed, with effect from 1 January 2014.

6. REPORT OF THE POSTGRADUATE SUB-COMMITTEE

The Committee reviewed the minutes of the Postgraduate Sub-Committee meeting held on 1 August 2013. The agenda and associated papers for the Sub-Committee’s meeting can be found for review by members on the ASQC web site at: http://senate.mq.edu.au/apc/sub_committees.html

6.1 2013 Academic Program

Late Amendments to Programs of Study

Faculty of Arts

CRW11S Creative Writing Specialisation

The Faculty proposed that JPS824 Manga, Anime and the Representation of Youth Cultures be added to the third 12cp option set in the CRW11S Creative Writing specialisation in the Master of Arts.

POL12S, POL22S Policing Specialisation
The Faculty proposed that PICT806 Strategic Policing be added to the 12cp option set in POL12S Policing specialisation in the Master of Policing, Intelligence and Counter Terrorism, and to the 8cp option set in POL22S Policing specialisation in the Postgraduate Diploma of Policing, Intelligence and Counter Terrorism.

**Faculty of Science**

*ENM11S Environmental Management Specialisation*

The Faculty proposed that GSE811 Coastal Management be added as an alternate unit to GSE823 Corporate Environmental Management in ENM11S Environmental Management Specialisation in the Master of Environment.

The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves the above late amendments with immediate effect.

### 6.2 2014 Academic Program

**Late Amendment to Programs**

**Faculty of Arts**

*Revised PICT Programs for 2014 (OUA)*

The Faulty proposed to amend the PICT programs offered by OUA to reflect the same structure as the PICT programs offered by Macquarie.

The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves the above amendment with effect from 1 January 2014.

**Late Changes to the Schedule of Units: Academic**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Action</th>
<th>Existing Entry</th>
<th>Revised/New Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECO834</td>
<td>Creative Media Research Project</td>
<td>Change of Unit Name</td>
<td>Creative Media Research Project</td>
<td>Media Research Project</td>
</tr>
<tr>
<td>MECO830</td>
<td>Entrepreneurship and Collaboration for Creative Media</td>
<td>Change of Unit Name</td>
<td>Entrepreneurship and Collaboration for Creative Media</td>
<td>Creative Entrepreneurship</td>
</tr>
<tr>
<td>SOC810</td>
<td>Developing Social Policy</td>
<td>Change of prerequisite</td>
<td>Admission to MPASR or PGDipPASR or PGCertPASR or MAppAnth or PGDipAppAnth or PGCertAppAnth</td>
<td>Add or admission to MSocEntre or PGCertSocEntre</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Change of Prerequisite</td>
<td>Admission to Pre-requisites</td>
<td>Additional Admission Requirement</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
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<td>-------------------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>SOC825</td>
<td>Activism and Policy Design</td>
<td></td>
<td>MPASR or PGDipPASR or PGCertPASR or MPP or PGDipPP or PGCertPP</td>
<td>Add or admission to MSocEntre or PGCertSocEntre</td>
</tr>
<tr>
<td>SOC831</td>
<td>Qualitative Methods</td>
<td></td>
<td>MPASR or PGDipPASR or PGCertPASR</td>
<td>Add or admission to MSocEntre or PGCertSocEntre</td>
</tr>
<tr>
<td>SOC863</td>
<td>Social Care and Human Services</td>
<td></td>
<td>MPASR or PGDipPASR or PGCertPASR or MAppAnth or PGCertAppAnth or MPDipPP or PGCertPP</td>
<td>Add or admission to MSocEntre or PGCertSocEntre</td>
</tr>
<tr>
<td>POL827</td>
<td>Public Policy and International Law</td>
<td></td>
<td>MPP or PGDipPP or PGCertPP or MPASR or PGCertPASR or MIntRel or MDevCult or PGDipDevCult</td>
<td>Add or admission to MSocEntre or PGCertSocEntre</td>
</tr>
</tbody>
</table>

**Faculty of Business and Economics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Change to Prerequisite</th>
<th>ECFS874</th>
<th>ECFS868</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFCP865</td>
<td>Credit and Lending Decisions</td>
<td></td>
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**Faculty of Human Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Remove Co-taught Association</th>
<th>Co-taught with</th>
<th>No Co-taught Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYP905</td>
<td>Narrative Approaches</td>
<td></td>
<td>PSYS805</td>
<td></td>
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<tr>
<td>PSYS805</td>
<td>Narrative Approaches to Social Health</td>
<td></td>
<td>PSYP905</td>
<td></td>
</tr>
</tbody>
</table>

The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves the above late changes with effect from 1 January 2014.

**Change of Grading Scheme**

**Faculty of Human Sciences**

- **PSYN816 - Supervised Internship II**
- **PSYN817 - Supervised Internship III**
- **PSYN818 - Supervised Internship IV**
- **PSYN849 - Supervised Practical Placement I**
- **PSYN850 - Supervised Practical Placement II**
- **PSYN851 - Supervised Practical Placement III**
- **PSYN852 - Supervised Practical Placement IV**
PSYN856 - Supervised Practical Placement V  
PSY950 - Supervised Practical Placement I  
PSY956 - Supervised Practical Placement I  
PSY957 - Supervised Practical Placement II  
PSY958 - Supervised Practical Placement III  
PSY959 - Supervised Practical Placement IV  
PSY981 - Supervised Practical Placement V  
PSYO931 - Supervised Placement II  
PSYO932 - Supervised Placement III  
PSYO933 - Supervised Placement IV  
PSYO951 - Supervised Practical Placement I  
PSYO952 - Supervised Practical Placement II  
PSYO953 - Supervised Practical Placement III  
PSYO954 - Supervised Practical Placement IV  
PSYO975 - Supervised Practical Placement V  
PSYS842 - Supervised Practical Placement  
PSYP909 - Supervised Practical Placement  
PSYN857 - Professional Practice 1  
PSYN858 - Professional Practice 2  
PSYN859 - Professional Practice 3  
PSYN860 - Professional Practice 4  
PSYO941 - Professional Practice  
PSY933 - Research Proposal  
PSYO944 - Research Proposal  
PSYN825 - Research Proposal  
PSYS837 - Research Project I

The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves that the grading scheme for the units listed above be changed from ‘Graded’ to ‘Pass/Fail’, with effect from 1 January 2014.

**Revised Award Title**

**Faculty of Human Sciences**

*Master of International Clinical Practice (MIntClinPrac)*

The Australian School of Advanced Medicine proposed that the existing award title be rescinded and replaced with Doctor of Clinical Practice (DClinPrac) as the new title, with effect from 1 January 2014.

The Committee noted that due to urgency of timing this item was recommended directly to Academic Senate on 6 August 2013, with the approval of the Chair.

**Revised IELTS Requirements**

**Faculty of Human Sciences**

*Postgraduate Diploma of Translating and Interpreting (PGDipTransInter)*

The Faculty proposed that the English proficiency requirements for admission to the Postgraduate Diploma of Translating and Interpreting be reduced to the Macquarie University minimum with an overall IELTS score of 6.5 with a minimum of 6.0 in the sub-skills.
The Committee RECOMMENDS THAT ACADEMIC SENATE approves the above change to IELTS requirements for admission to the Postgraduate Diploma of Translating and Interpreting from 1 January 2014.

Revised Offerings

Postgraduate Certificate of Advanced Surgery (PGCertASurg)

The Australian School of Advanced Medicine proposed amending the offering of this program from Session 1 and Session 2 to SM1-SM12.

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the above amended offerings with effect from 1 January 2014.

Revised Programs

Doctor of Advanced Medicine (DAdvMed)
Master of Medical Practice (MMedPrac)
Master of Advanced Surgery (MASurg)
Master of Advanced Medicine (MAMed)
Doctor of Advanced Surgery (DAdvSurg)

The Australian School of Advanced Medicine proposed that the units MEDI895 and MEDI897 be removed from the above programs of study.

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the above amendments with effect from 1 January 2014.

Revised Admission Requirements

Doctor of Advanced Surgery (DAdvSurg)
Master of Advanced Surgery (MASurg)
Master of Advanced Medicine (MAMed)
Master of Medical Practice (MMedPrac)
Doctor of Advanced Medicine (DAdvMed)
Postgraduate Certificate of Advanced Surgery (PGCertASurg)

The Australian School of Advanced Medicine requested that the following sentence be added to the admission requirements for the programs listed above: “Fellowship in relevant specialist College or significant experience in an associated area”.

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the above amendments with effect from 1 January 2014.

Revised Programs

MGSM

Master of Social Entrepreneurship (MSocEntre)

MGSM proposed the following changes to the program structure:

(i) Addition of GSE828 to the 4cp option set including ANTH801 and SOC831

(ii) Addition of the following units in the 20cp option set:
GSE844 Environmental Management Practice
HGE0809 Globalisation and Sustainable Development
LAW850 Sustainable Corporate Governance and Financing
LAW852 Trade and Environment Law
LAW855 Environmental Law and Sustainable Development
LAW860 International Environmental Law

(iii) Addition of the following unit in the 8cp option set:
MGSM950 Report 1

The Subcommittee discussed the name of the above unit and resolved to suggest that the MGSM consider renaming the unit to provide further clarity.

Postgraduate Certificate of Social Entrepreneurship (PGCertSocEntre)

MGSM requested that the total required credit points for the PGCertSocEntre be increased from 12cp to 16cp by including a 4cp interdisciplinary option set.

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the above amendments with effect from 1 January 2014.

Units to be Deleted 2014

Faculty of Science

BIOL818 Research Project in Biology
BIOL883 Biology of Australian Vertebrates

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the deletion of the above units with effect from 31 December 2013.

Proposal to Discontinue Specialisations 2014

Modern History (MA) MOH11S
Modern History (PGDip) MHS21S
Modern History (PGCert) MOH31S

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the discontinuance of the above specialisations with effect from 1 January 2014.

New Award 2014

Postgraduate Certificate of Clinical Leadership (PGCertClinLship)

The Committee noted that the Sub-Committee had discussed the proposed award and advised that the proposed structure would not be AQF compliant after 2014 and therefore it was recommended that the requirements be increased to 16 credit points. The Acting Chair reported that staff of the Australian School of Advanced Medicine had since confirmed that the proposed structure would remain at 12 credit points for 2013.

The Committee noted that the proposed award would be an articulation pathway to Master degrees at the Australian School of Advanced Medicine only in circumstances when the candidate meets the full admission requirements.
The Committee RECOMMENDS THAT ACADEMIC SENATE approves the introduction of the Postgraduate Certificate of Clinical Leadership (PGCertClinLship) with effect from 1 January 2014.

New Units 2014

ECED824 Early Childhood Development Research and Practice
ECED826 Leading and Managing Early Childhood Settings
TRAN894 Legal Translation and Interpreting
TRAN895 Medical Translation and Interpreting

The Committee RECOMMENDS THAT ACADEMIC SENATE approves the introduction of the above units with effect from 31 December 2013.

7. PROGRAM STRUCTURE STATEMENT: POSTGRADUATE COURSEWORK PROGRAMS

The Committee noted the document Academic Senate Program Structure Statement: Postgraduate Coursework Programs, which incorporates feedback received from ASQC since its last meeting and from Faculty stakeholders. The document had been approved by Academic Senate on 6 August 2013 and incorporates minor changes after the meeting.

The Chair of Academic Senate provided an update on the matter. The Committee noted that Academic Senate agreed that the primary purpose of the Statement is to establish a set of overarching principles to be applied to the approval of postgraduate coursework programs. It is recognised that the principles are mostly focused at the program level, with units forming the key component that feed into the program structure.

The Committee also noted that Academic Senate discussed that as part of the review of the terms of reference of ASQC, it has been proposed that the role of approval and review of programs remains within the remit of ASQC, while the role of approval of units be devolved to faculties. Questions relating to the proposed new approval process of units and the role of ASQC in monitoring that process will be further considered by a Working Group that is due to meet on 19 August. The Acting Chair commented that there had been previous discussion that considered the merit of ASQC in retaining the role in the approval of people, planet and participation units. Professor Verity responded that the Working Party will include this issue for discussion at their upcoming meeting. The Working Party will seek to formulate mechanisms around the approval of units process and will report to the next ASQC meeting.

The Committee noted that the Chair of Academic Senate will now circulate the final version of the document to Heads of Department via Associate Deans (Quality and Standards) in the faculties for their information.

The Acting Chair thanked the Chair of Academic Senate for all his work in the development of the document within a short timeframe. Professor Verity also extended his thanks to Ms Hayley Harris, Quality Assurance and Compliance Manager, for her support in the project.
8. MAJORS

The Committee noted the CRIT II paper as endorsed by Academic Senate at their 12 July meeting.

The Committee noted recommendation 2 in the paper asks ASQC to develop guidelines for majors:

2. All other Bachelor degrees that are structured on majors shall each have a single standard size to which all majors in that degree will conform.

2.1. Academic Senate will determine the number of credit points that comprise all majors in each named Bachelor degree on the recommendation of ASQC.

The Committee commented that with the exception of the Bachelor of Engineering, all degrees structured on majors have qualifying majors that are also available in the Bachelor of Arts, Bachelor of Science or Bachelor of Commerce and so the sizes of those majors will be standardised at 24 credit points, with 36 credit points in exceptional cases as in the CRITII paper.

The Committee RECOMMENDS TO ACADEMIC SENATE that the size of majors for the Bachelor of Engineering be standardised at 54 credit points.

The Committee also noted the following recommendation (4) in the paper:

4. ASQC shall develop a document, for approval by Academic Senate, describing the criteria that shall be applied to the development and approval of Majors and Minors. As a minimum this will:

4.1. Articulate the conditions under which extended majors will be approved.

The Committee discussed the following conditions under which extended majors will be approved in exceptional circumstances:

(i) where completion of a major in one discipline (e.g. Physics) requires substantial underpinning studies in a second discipline (e.g. Mathematics);
(ii) where interdisciplinary study is needed across a range of disciplines that cannot be replaced by a major and a separate minor;
(iii) where accreditation requirements are involved.

4.2. Describe how the distinctiveness of majors and minors will be assessed.

Following discussion about a range of issues the Committee concluded that the distinctiveness of majors and minors will be assessed on the basis of:

(i) learning outcomes at the major level;
(ii) the requirements, including total credit points, needed to complete the major.

The Committee went on to discuss the issue around the definition of double majors. It was noted that the current Schedule of Majors, Part 1 states that:

“3. To qualify for more than one major a candidate must:
(a) complete all the requirements for each major and, in doing so,
(b) complete a minimum of 24 distinct credit points (including 12 distinct credit points at 300 level to 500 level) identified as belonging to each major, where ‘distinct credit points’ means the credit points are not counted towards qualifying for any other majors or minors for the purposes of this subclause."

The Committee agreed that from the above statement a double major is defined as a minimum of a total of 48 credit points that requires satisfactory completion of requirements from each of the majors and it was recognised that overlap of units is permitted under this structure. The Committee suggested that with the standardisation of the size of majors, potential confusion over interpretation and application of the above rule will be reduced. The Committee also agreed that ambiguity may be further removed through appropriate workshops organised for academic advisors.

The Committee referred the matter to the Undergraduate Subcommittee to consider the above recommendations further and formulate a document describing the criteria that shall be applied to the development and approval of Majors and Minors, to be recommended by ASQC for approval by Academic Senate.

4.3. Specify the standards to be applied to the development and expression of program level learning outcomes and associated commentary.

4.4. Provide annotated templates and exemplars to support the development of majors and minors in Departments and Faculties.

The Committee considered a draft program specification template and the associated guidance document in relation to points 4.3 and 4.3 above. Professor Verity advised that the template and the document had been jointly developed by Associate Professor Ian Solomonides and himself which were presented to CRITII at their recent meeting. Professor Verity stated that the template, applicable to both undergraduate and postgraduate coursework programs, had been designed with the aim of articulating the overall objectives of the program and the program level learning outcomes. Further the template is intended as both:

- a single source of truth for both current and prospective students that articulates program objectives, learning outcomes and requirements; and
- a facilitator to the approval process of both undergraduate and postgraduate coursework programs; and in particular serving as a facilitator to the approval process of postgraduate coursework programs against AQF accreditation requirements.

Members queried whether the “Program Structure” and the “Link to handbook entry” sections overlap and suggested that only one or the other section may be required. Professor Verity will review this suggestion further.

The Acting Chair asked members to forward feedback regarding the draft program specification template and the associated guidance document to Professor Verity and Associate Professor Solomonides within the next fortnight, before the next CRITII meeting.

9. PROGRAMS

The CRIT II paper and the Postgraduate Coursework Programs Structure Statement both call for all programs to have program level learning outcomes. The Committee
acknowledged that further clarity is required in regard to what counts as a program for the purposes of these documents.

In view of the primary intent of these documents to articulate program level learning outcomes and the objectives in a particular program or area of study, the Committee agreed that majors and specialisations would count as a program for the purposes of the above documents. In addition, it was agreed that there should be a generic high level description required for the generic degrees.

10. **ASQC MEMBERSHIP**

The Committee noted a paper on ASQC membership arrangements prepared by Governance Services. The Committee noted that Academic Senate at its 12 July 2013 meeting resolved that the term of office for the following ASQC members: Associate Professor Pamela Coutts, Associate Professor Michael Hitchens, Associate Professor Natalie Klein and Professor Anne Ross-Smith be extended from 30 June 2013 until 31 December 2013, and that the term of office for Dr Nicole Anderson be extended from 31 July 2013 to 31 December 2013.

11. **ANY OTHER BUSINESS**

11.1 **2014 New Unit – LING700 Advanced Topics in Grammar, Meaning and Discourse**

The Committee considered the above 2014 New Unit Proposal submitted by the Faculty of Human Sciences (tabled).

The Committee **RECOMMENDS THAT ACADEMIC SENATE** approves the introduction of the unit *LING700 Advanced Topics in Grammar, Meaning and Discourse* with effect from 1 January 2014.

11.2 **Repackaging the Non-Award Pathway for 2014**

The Committee noted the paper *Repackaging the Non-Award Pathway for 2014* prepared by the Centre for Open Education (tabled). Mr Ward Lee provided a summary of the paper and the Committee noted that the proposal involves the following two key changes which has received in principle support by all Faculty Executive Deans or their nominee and the relevant Heads of Department:

(i) expanding the number of degrees available for direct articulation from 13 to 17; and

(ii) the introduction of an accelerated articulation pathway for high performing students.

The Committee noted that Ms Suzanne Kelly, Manager, Student Administration and Systems will be retiring from the University at the end of this week and hence it was her last attendance at an ASQC meeting today. The Committee joined the Acting Chair in expressing their sincere thank you to Ms Kelly for her dedication, contribution and work over the years in a vast range of areas across the University. The Acting Chair wished to acknowledge in particular Ms Kelly’s valuable advice and contribution in relation to the work of ASQC and its subcommittees.
12. NEXT MEETING

The Committee noted that the next meeting is scheduled for 10 September 2013 commencing at 10:00am in Room 310 Lincoln Student Services Building.
ITEM 9.2: SENATE LEARNING AND TEACHING COMMITTEE

Report of the Senate Learning and Teaching Committee held on 5 August 2013.

For approval.
Minutes of the meeting of the Senate Learning and Teaching Committee held on 5 August 2013 at 10:00am in the Senate Room, Lincoln Building C8A

Present:  Professor Dominic Verity (Chair)
Mr Nathan Asher
Dr Michael Cavanagh
Ms Lindie Clark
A/Professor Jenny Donald
Ms Gabriela Mariana Fernandez-Pareses
Ms Jane Franklin
A/Professor Maree Gosper
Ms Tessa Green
Dr Ian Jamie
Ms Sonia Jeffares
Dr Peter Keegan
Dr Rod Lane
Mr Ward Lee
Ms Barb McLean
A/Professor David Pitt
Professor Judyth Sachs
A/Professor Ian Solomonides
Ms JoAnne Sparks
Ms Susan Vickery
Professor Gail Whiteford
A/Professor Leigh Wood
Mr Jonathan Wylie
A/Professor Sherman Young

In Attendance:  Ms Rajee Grewal
Ms Amanda Phelps

Apologies:  Ms Deidre Anderson
Mr Andrew Burrell
Dr Justin Dutch
Professor Nick Mansfield
Dr Susan Page
Mr Benjamin Roe
A/Professor Max Tani
Ms Grazyna Tydda

1. APOLOGIES AND WELCOME

The Chair welcomed Dr Rod Lane, who would fill the spot vacated by Dr Michael Cavanagh, representing the Faculty of Human Sciences, Ms Susan Vickery, who attended this meeting on behalf of Ms Grazyna Tydda and Mr Ward Lee, who attended on behalf of Mr Andrew Burrell.
The Committee noted apologies from Ms Deidre Anderson, Mr Andrew Burrell, Dr Justin Dutch, Professor Nick Mansfield, Dr Susan Page, Mr Benjamin Roe, A/Professor Max Tani and Ms Grazyna Tydda.

2. MINUTES OF THE PREVIOUS MEETING

The Committee RESOLVED to approve the minutes of the meeting held on 8 July 2013 as a true and accurate record.

3. BUSINESS ARISING FROM THE MINUTES

From the meeting held on 5 August 2013

<table>
<thead>
<tr>
<th>Matter</th>
<th>Responsibility</th>
<th>Date Due</th>
<th>Comments/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Working Party to be formed to formulate an Academic Integrity Policy, encompassing research issues. The draft to be presented to the Senate Learning and Teaching meeting scheduled for Monday, 25 November 2013.</td>
<td>D Verity/S Young</td>
<td>November 2013</td>
<td>In progress</td>
</tr>
<tr>
<td>2. A Working Party to be formed to review the Grading Policy and a draft presented to the Senate Learning and Teaching Committee at the meeting scheduled for Monday, 25 November 2013.</td>
<td>D Verity/S Young</td>
<td>November 2013</td>
<td>In progress</td>
</tr>
<tr>
<td>3. A Working Party to be set up to review the Student Feedback on Learning, Teaching and Curriculum Policy in conjunction with implementation of the recommendations that emerged from the Evaluation framework. The Provost, Professor Judyth Sachs would chair this Working Party. A/Professor Solomonides would confirm the composition of the Working Party and the timeframe to finalise the review at the Senate Learning and Teaching Committee Working Party on Monday, 28 October 2013.</td>
<td>I Solomonides</td>
<td>October 2013</td>
<td></td>
</tr>
<tr>
<td>4. A/Professor Solomonides would present a report on issues identified in relation to the Learning Technologies Policy and Procedure discussed at the Senate Learning and Teaching Committee.</td>
<td>I Solomonides</td>
<td>October 2013</td>
<td></td>
</tr>
<tr>
<td>5. The Associate Deans – Learning and Teaching to confer within their Faculties on the Management of OLT Learning and Teaching Grants and Fellowships recommendations endorsed by the SLTC.</td>
<td>Associate Deans – Learning and Teaching</td>
<td>August 2013</td>
<td></td>
</tr>
<tr>
<td>6. Feedback gathered would be compiled and relayed back to the General Counsel’s Office to incorporate for consideration by the Student Experience Committee during the early part of the week commencing 12 August 2013. All feedback to be sent for compilation to the Chair/R Grewal by 9 August.</td>
<td>D Verity</td>
<td>w/c 12 August 2013</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>D Verity/R Grewal</td>
<td>9 August 2013</td>
<td></td>
</tr>
<tr>
<td>7. The Associate Deans to meet to agree steps on how to address gaps in the Grading Policy resulting from the abolition of the Pass Conceded (PC) Grade, which was agreed by the Senate Learning and Teaching Committee in 2010, but not subsequently actioned. The Associate Deans to also discuss steps as to how outstanding cases in FBE</td>
<td>Associate Deans – Learning and Teaching</td>
<td>November 2013</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Deans – Learning and Teaching</td>
<td>Early August 2013</td>
<td></td>
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## Items in progress/pending from previous meetings

<table>
<thead>
<tr>
<th>Matter</th>
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<tbody>
<tr>
<td>Development of expanded Academic Integrity Policy. Formation of working party, development of working paper and initial consultation.</td>
<td>D Verity</td>
<td>April 2013</td>
<td>In progress.</td>
</tr>
<tr>
<td>Establish working party to discuss development of guidelines for supporting students part-way through a subject who become incarcerated (or otherwise unable to attend campus).</td>
<td>Z Williams</td>
<td>Early 2013</td>
<td>The first draft Procedures had been discussed with CoE and work is continuing to refine the Procedures further. It is now envisaged to present this Procedure to the SLTC meeting on 28 October 2013.</td>
</tr>
<tr>
<td>The Provost requested that a paper on quality assurance in the iLearn implementation be compiled for review by this Committee in mid-2013.</td>
<td>I Solomonides</td>
<td>mid 2013</td>
<td>In progress. Membership of the Working Party has been finalised and a meeting is being organised.</td>
</tr>
<tr>
<td>A Working Party to be formed to review the Examination Policy, with a view to determining whether closed book examinations remain valid, having regard to the international position on professional examinations.</td>
<td>D Verity</td>
<td>August 2013</td>
<td></td>
</tr>
<tr>
<td>The Academic Integrity Working Group consider the University’s official position on the use of proofreading and editing services and the type of information that is appropriate to convey to students and staff about the use of third party proofreading and editing services and propose recommendations to be included in the Academic Integrity Student Module to be released in Session Two through the UniWISE iLearn unit. The Chair of the Senate Learning and Teaching Committee to be invited to the meeting of the Academic Integrity Working Group, at which this item is to be considered.</td>
<td>T Green</td>
<td>August 2013</td>
<td>In progress. The Chair met with the Working Group on 23 July 2013. It was agreed to incorporate guidelines on the use of proofreading editing services into the Academic Integrity module being developed. Ms Green to provide a status update.</td>
</tr>
<tr>
<td>A paper on Teaching Evaluation for Development Services would be presented at a future Senate Learning and Teaching Committee meeting after consultation with Faculties.</td>
<td>I Solomonides</td>
<td>October 2013</td>
<td>In progress.</td>
</tr>
<tr>
<td>It was agreed to endorse the proposed amendment to the calculation of student GPAs to be commensurate with the attainment of a High Distinction and also align it with most other Australian institutions. The Chair to investigate the practicalities of this change with the Deputy Registrar’s Office and report back to a future meeting of the Senate Learning and Teaching Committee.</td>
<td>D Verity</td>
<td>September 2013</td>
<td>In progress.</td>
</tr>
<tr>
<td>Investigate a regulatory structure for MOOCs.</td>
<td>D Verity/H Harris/ S Young</td>
<td>February 2014</td>
<td></td>
</tr>
<tr>
<td>Macquarie University considers developing and publicising generic level descriptors as part of its quality enhancement framework.</td>
<td>D Verity/I Solomonides/ Z Williams</td>
<td>October 2013</td>
<td></td>
</tr>
<tr>
<td>Creation of a working Party to further refine the Policy document on Disruption to Studies and draw up a detailed operational plan. Mr Peters would arrange for a further update later in the year, after more detailed work had</td>
<td>D Verity</td>
<td>October 2013</td>
<td>A draft paper from the Disruption to Studies Working Party would be considered at the October meeting of the</td>
</tr>
<tr>
<td>Matter</td>
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<td>been conducted on the implementation logistics of the Disruption to Studies Policy.</td>
<td></td>
<td>SLTC.</td>
<td></td>
</tr>
<tr>
<td>18. Themes for Senate Learning and Teaching in 2013-14 biennium Professor Verity to draft a second theme statement and to consult on the co-option of members to represent these themes.</td>
<td>D Verity</td>
<td>Early 2014</td>
<td></td>
</tr>
<tr>
<td>19. On line provision of unit readers - refer the proposal to the Library Committee and seek a report at the end of the year on progress</td>
<td>G Tydda</td>
<td>November 2013</td>
<td>An update was provided at the March meeting that this had been referred to the Deputy Librarian. This is being followed up by G Tydda/S Vickery</td>
</tr>
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**Items completed/closed**

<table>
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<tr>
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<tr>
<td>20. In conjunction with discussions with the Academic Integrity common interest group, Professor Verity to review synergies and overlaps between coursework and higher degree research misconduct concerns and how these should be best aligned in the Policy, Procedure and Penalties framework for the two cohorts.</td>
<td>D Verity</td>
<td>ASAP</td>
<td>Completed</td>
</tr>
<tr>
<td>21. CRIT II A synopsis of the discussion and resolutions agreed would be compiled and forwarded to Professor Verity prior to the Academic Senate meeting on 12 July. Ms Jeffares requested a meeting to discuss SIBT related issues. Ms Grewal to organise a meeting with the Chair.</td>
<td>S Young/ R Grewal</td>
<td>10 July</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>R Grewal</td>
<td>ASAP</td>
<td>Completed</td>
</tr>
<tr>
<td>22. A Working Party of Academic Senate is to review SLTC Terms of Reference. Any feedback for consideration to be sent to Ms Grewal for compilation.</td>
<td>Members/ R Grewal</td>
<td>19 July</td>
<td>Completed</td>
</tr>
<tr>
<td>23. Members were requested to forward any feedback or concerns regarding the Retention of iLearn Units directly to A/Professor Solomonides to incorporate in the discussion paper.</td>
<td>Members</td>
<td>ASAP</td>
<td>Completed</td>
</tr>
<tr>
<td>24. A/Professor Gosper to compile a summary of issues identified in relation to Gradebook and circulate to SLTC Members for information</td>
<td>M Gosper</td>
<td>ASAP</td>
<td>Completed. A/Professor Solomonides reported on this at the 5 August meeting.</td>
</tr>
<tr>
<td>25. Process for setting the standards for LEU and AUSSE data and monitoring to be discussed at a future meeting</td>
<td>D Verity</td>
<td>July 2013</td>
<td>Further discussions have been held with stakeholders during 2013. Completed.</td>
</tr>
<tr>
<td>26. Associate Deans of Learning and Teaching to investigate the feasibility of the Unit Guides and Session 3 Timetable being available at the commencement of Session 2, to allow students time to plan their workload for Session 3 ahead of time. Discussion on mechanisms for approval of unit offerings to also be discussed.</td>
<td>Associate Deans, Learning and Teaching</td>
<td>July 2013</td>
<td>To be considered for Session 3 2014/2015.</td>
</tr>
</tbody>
</table>
27. Ensure that the question of ex-officio membership of the Head of Warawara is considered in the annual review of the SLTC terms of reference.

D Verity  
July 2013  
Completed. To be considered by the Working Party of the Academic Senate conducting a review of the SLTC ToR.

28. Unit Guide Policy Compliance

- Information Technology capabilities ought to be ‘fast-tracked’ to optimise integration opportunities and eliminate issues of double handling.
- Curriculum mapping: Exploration of program level specification

Quality Assurance Framework: Academic Standards and Quality Committee to devise a quality assurance framework for the Faculty Standards and Quality Committees to address quality assurance in a more structured way.

I Solomonides/ S Young/ Units/iTeach team  
D Verity/ S Young/ J Wylie  
(Units/iTeach team)  
D Verity/ P Coutts  
ASAP  
December 2013  
Completed

29. A discussion paper on Pilot of Electronic submission and assessment of assignments to be presented at the February meeting.

S Young  
August 2013  
Completed

30. A progress paper on AQF Compliance of Macquarie University’s Academic Programs be considered at the Senate Learning and Teaching Committee in September, with a view to presenting the final draft of the Policy and Procedures to Academic Senate at the October meeting.

H Harris  
September 2013  
Completed – This paper is now being channeled through ASQC/Academic Senate.

31. People and Planet Items for Student Feedback Surveys

Associate Deans to discuss the following two questions due to the broad scope of Planet units (or the imprecision and ambiguity of the criteria) to establish which units the criteria was relevant to and how it should be applied:

3. This unit provided an opportunity to reflect on the notion of environmental responsibility.  
(Grad caps: environmentally responsible)

4. This unit inspired me to consider how I might act in environmentally responsible ways.  
(Grad caps: active, ethical, engaged, environmentally responsible)  
(Planet unit criteria: scientific literacy)

Associate Deans, Learning and Teaching  
report back  
August 2013  
Completed

32. Also, it would be ensured that the Procedure for Disruption to Studies would clearly state that Indigenous students are to be referred to Warawara in the first instance.

R Grewal  
July 2013  
Completed

1. REPORTS

1.1 Provost’s Report

The Provost reported on the following items:

- A meeting was held to discuss Learning and Teaching week activities and the Provost mentioned that a one and a half hour session is planned on ‘A Conversation with Great Teachers’. This would involve ninety of Macquarie University’s award winning...
academic staff and key areas of discussion would be:

- The use of technology
- Future of teaching
- Student perspectives

- The Provost is the Chair of The Standing Committee on Awards (which falls under the umbrella of the Strategic Advisory Committee). This Committee had met recently and whilst a considerable improvement in the quality of the early career researchers’ awards was noted this year, there were fewer applications received. The Standing Committee had discussed strategies to improve processes around awards, particularly citations. The Provost had also suggested communicating feedback to applicants as to the sort of information that had been useful to Committee to reach decisions, as well as providing feedback on information that was not required.

- Office of Learning and Teaching Priorities: One new priority identified is English Language Teaching and the following areas of focus identified to enable improvements:
  - Screening and assessment
  - Peer tutoring, online support, etc
  - Capstone teaching
  - Exit testing (current research seems to indicate that exit testing is not particularly effective)

The Provost outlined that she envisioned a project on a broader topic, with a more organic approach to identify issues, which aligns with the approach of the OLTC and also the UK Higher Education Change Academy.

- The PACE program has been renamed to Professional and Community Engagement
- Interviews would be held at the end of September for the newly created role of Pro Vice-Chancellor, Learning and Teaching. A key responsibility of the incumbent would be on-line teaching.

1.2 Chair’s Report

The Chair reported that, given a fair amount of work currently being undertaken by the Academic Standards and Quality Committee in relation to AQF compliance and CRIT II, he would be chairing that Committee. He proposed that A/Professor Young, the Deputy Chair of Academic Senate, assume the Chair’s responsibilities for the Senate Learning and Teaching Committee for the next six months. The Committee endorsed this proposal.

In relation to the work being undertaken by ASQC, the Chair elaborated the initial focus would be on Postgraduate programs. The paper is being presented to Academic Senate on 6 August 2013 for approval.

*It was RESOLVED that A/Professor Young would assume responsibility for chairing the Senate Learning and Teaching Committee from September 2013 to February 2014 inclusive.*
The Chair also reported on current liaison being undertaken with Open Universities Australia regarding ‘informal’ second-tier threshold standards in relation to the approval of Macquarie University programs, with a second telephone conference planned for 20th August 2013.

Work was continuing to inculcate procedural improvements within Faculties, with the input of the University Grievance and Disciplinary Manager, to deal with Academic Misconduct cases, particularly for units in which a large number of misconduct cases have been identified.

1.3 Reports from the Offices

Macquarie City Campus
The Committee noted the report.

Learning and Teaching
The Committee noted the report.

PACE
The Committee noted the report.

Library
The Committee noted the report.

Sydney Institute of Business and Technology
The Committee noted the report.

GENERAL BUSINESS

5.1 Policies and Procedures

5.1.1 Academic Honesty/Integrity Policy, Procedure and Schedule

The Chair briefed the Committee that last year it was agreed to have a much broader Academic Integrity Policy, as opposed to a narrow Honesty/Misconduct Policy. He proposed that a Working Party be formed, in collaboration with the membership of the Academic Integrity common interest group. The intent, as discussed at the last Senate and Learning Committee meeting was to have an overarching Academic Integrity Policy encompassing research issues.

Members interested to participate in this Working Party were requested to advise the Chair by 20 August.

It was RESOLVED to form a Working Party to formulate an Academic Integrity Policy, encompassing research issues. The draft to be presented to the Senate Learning and Teaching meeting scheduled for Monday, 25 November 2013.

The Chair also proposed setting up a second Working Party, to work on the associated Academic Honesty Procedure to establish processes for the handling of misconduct cases. It is proposed to predominantly draw the membership of this Group from the Faculties, from amongst individuals who have been handling the cases at the grass roots level. The Associate Deans – Learning and Teaching to carry out a review of these processes.
Action: Associate Deans, Learning and Teaching

It was noted that the associated Schedule of Penalties was being reviewed separately by a Working Party of Academic Senate.

It was RESOLVED to form a Working Party to draft an Academic Honesty Procedure, associated with the Academic Integrity Policy. The re-drafted Procedure to be presented to the Senate Learning and Teaching meeting scheduled for Monday, 25 November 2013.

5.1.2 Grading Policy

It was agreed that a Working Party would be formed to review the Grading Policy and a draft presented for the Committee’s consideration at the meeting scheduled for Monday, 25 November 2013.

The Chair reported that he had met with Ms Suzanne Kelly and Mr. Brad Windom to discuss the logistics of implementing the revised calculation of GPAs and it was determined that key technical issues need to be resolved, including how legacy issues will be handled, i.e., transcripts would be printed with new GPAs, even for students who had had their degrees conferred. The Chair added that in a discussion he had with the Chief Operating Officer, Dr Paul Schreier, Dr Schreier had expressed that he felt that this was an important initiative.

Expressions of interest were requested by the Chair from those interested to participate in the review of the Grading Policy and it was suggested by the Deputy Registrar, Mr Jonathan Wylie, that it would be useful to have input from a historical perspective from members the original Working Party that had formulated the Grading Policy. The Chair is to follow up with A/Professor Pamela Coutts regarding this.

Action: Professor Dominic Verity

It was RESOLVED to form a Working Party to review the Grading Policy and a draft presented to the Senate Learning and Teaching Committee at the meeting scheduled for Monday, 25 November 2013.

5.1.3 Student Feedback on Learning, Teaching and Curriculum Policy

A/Professor Ian Solomonides observed that the review of Policy is timely, as it aligns with the drivers that the Deputy Vice-Chancellor’s office is pursuing internally in relation to student wellness. This review is also particularly relevant in terms of providing students with information about teaching and curriculum enhancements made in response to student evaluation data and the emergence in the higher education sector of UE Survey (University Experience Survey), coinciding with a great deal of interest in learning analytics.

A/Professor Solomonides advised that he had initiated work on the implementation plan covering the six recommendations that emerged from the Evaluation framework. A Working Party would be set up to progress these recommendations and A/Professor Solomonides requested the Provost to be the Executive Sponsor.

It was acknowledged that the sheer number of surveys students are expected to partake in places a significant load on students and one of the main issues that needed to be addressed by the Working Party is the contemplation of a central schedule, to look into the rationalisation of surveys to eliminate survey fatigue. Other considerations discussed were how survey forms are coordinated University-wide and if surveys for research students are within the scope of this Working Party review. Additionally, how would quality assurance be
assessed. The Chair would dovetail into these discussions to decide whether assessment of quality assurance protocols would be established by the Senate Learning and Teaching Committee or the Academic Standards and Quality Committee.

**Action:** Professor Dominic Verity

A/Professor Solomonides would confirm the composition of the Working Party and the timeframe to finalise the review at the Senate Learning and Teaching Committee meeting on Monday, 28 October 2013.

**Action:** A/Professor Ian Solomonides

*It was RESOLVED that a Working Party would be set up to review the Student Feedback on Learning, Teaching and Curriculum Policy in conjunction with implementation of the recommendations that emerged from the Evaluation framework. The Provost, Professor Judyth Sachs, would the Executive Sponsor and chair this Working Party.*

5.1.4 Learning Technologies Policy and Procedure

A/Professor Ian Solomonides remarked that the review of the Learning Policy and Procedure was also very timely as it presents an opportunity to address what the University’s obligations are for both MLTP (Macquarie Learning Technologies Platform) and non-MLTP technologies. This review would include the addition of i-Learn and also address risk mitigation arising from the increasing use of social media and advent of other technologies, for example, Google Docs.

Resources to manage the oversight of learning technologies continues to present a challenge and the need for the development of a register, identified as a result of the previous review, has been difficult to establish, awaiting Unit Guides to be fully developed.

A/Professor Solomonides suggested it may be better to review the Learning Technologies Policy and Procedure after Unit Guides have been finalised and the full range of technologies that are being utilised university-wide determined. It was also acknowledged that it is essential to provide support and effective mechanisms to Unit Convenors in ensure an adequate risk assessment has been carried out for non-MLTP technologies.

It was agreed that A/Professor Solomonides would present a report at the Senate Learning and Teaching Committee scheduled for Monday, 28 October 2013.

5.1.5 Continued Access Procedure

The written update was noted. It is intended that a second draft of the *Continued Access Procedure* be reviewed and signed off by the University Policy Reference Group (UPRGRG), and then presented at the SLTC meeting on 28 October for discussion and approval.

5.2 The Management of OLT Learning and Teaching Grants and Fellowships

Ms Barb McLean spoke to the recommendations contained within the paper:

- Macquarie request the OLT for an additional ICO for Grants and Fellowships
- This ICO be a member of the Research Office Grants Team
- The management of OLT Grants and Fellowships be the responsibility of the Research Office and be integrated with research grants and fellowships
- The Administration of Office for Learning and Teaching Grants Procedure be withdrawn from Policy Central
- LTC professional development programs in OLT grant writing continue.

Ms McLean also confirmed that the Deputy Vice Chancellor of Research, Professor Sakkie Pretorius, was aware of these discussions and the implications of the recommendations that Awards will remain in the Office of the DVC (Provost), as will OLT Secondments and Extension Grants (these two latter programs do not meet the definition of research).

In agreeing to endorse the recommendations, the Committee noted that these recommendations are not required to be approved by the Academic Senate. It was also agreed that that Associate Deans – Learning and Teaching confer within their Faculties on these recommendations.

*It was RESOLVED to endorse the recommendations pertaining to the Management of OLT Learning and Teaching Grants and Fellowships, and requested that the Associate Deans – Learning and Teaching confer within their Faculties on these recommendations.*

5.3 Update on Gradebook

A/Professor Solomonides presented a paper from MACALT discussions regarding i-Learn Gradebook and reaffirmed that the LTC was very aware of the principal risks and it was proposed to consult with IT with a view to reconfiguring Gradebook. A/Professor Solomonides proposed that he would request IT to report on issues and progress at the Senate Learning and Teaching Committee in October.

**Action:** A/Professor Ian Solomonides

5.4 Report from the meeting of Academic Senate held on 12 July 2013

The report was noted.

5.5 Student Code of Conduct

The Chair outlined that a reference group of Academic Senate had been fulfilling an advisory role, along with the Student Advisory Board, during the consultation process in the re-drafting of the Student Code of Conduct document during its various iterations. The feedback gathered from key stakeholders would be considered by the Student Experience Committee (a Committee of the University Council), before. The target is to operationalise the Student Code of Conduct for Session 1 2014 intake of students. In order to meet this timeframe, it is proposed that the final version be recommended for approval at the 17 October 2013 meeting.

The Chair solicited feedback from Members by the close of business, Friday, 9 August 2013, for inclusion in the collective feedback to be provided to the Student Experience Committee.

**Action:** Members
Synopsis of the discussion and feedback:

**Distinction between General Misconduct/Academic Misconduct**

The Chair pointed out that the removal of specific clauses relating to academic misconduct/dishonesty from earlier iterations of the Student Code of Conduct had resulted in an overarching document that in fact served to provide a clear demarcation between the Code of Conduct and Academic Misconduct.

**Timeframe and Consultation**

In response to concerns expressed about the short timeframe for consultation on the latest iteration of the Student Code of Conduct which didn’t enable a robust discussion in the relevant forums, the Chair provided context and clarified that the University Council had tasked the General Counsel’s Office with drafting this document and, feedback had been sought from various key stakeholders, including direct engagement with the Student Advisory Group, by the General Counsel’s Office. The General Counsel had confirmed that positive feedback had been received from this Group.

A/Professor Solomonides remarked that positive feedback had also been received from the student representative on Council at meetings of the Student Experience Committee. It was noted that the document had been formulated based on strong background research and best practices that existed in the higher education sector globally and review of relevant published literature on the topic of student conduct.

**Tone**

Concern was expressed by a few Members that the tone has shifted significantly from positive affirmation in previous versions of the Code of Conduct to quite the reverse and strong reservations were voiced about how this would be received by students. The Chair responded that the General Counsel’s office had engaged the services of a highly experienced consultant in this field, who had undertaken wide ranging background research and alignment with best practices that existed in this sphere in the higher education sector locally and internationally. Dr Jamie commented that the tone adopted in this version was in fact consistent with the Code of Conduct statements of other universities.

Dr Wood, the Associate Dean of Learning and Teaching - Faculty of Business and Economics, expressed she felt that the change in tone was a requisite. After initially being highly sceptical of this approach she had been convinced, through extensive engagement and dialogue with the General Counsel, that this was the right approach.

**Code of Conduct for Auxiliary Segments in Programs (eg, PACE) and Accreditation**

Ms Clark, PACE Academic and Programs Director, pointed out that the document, as it stands, does not address misconduct issues that arise out of PACE related activities. This is especially pertinent to international placements and the level of expectations from students, such as deference for local customs and culture, as well conformity to the law of country in which the placement is being undertaken. Ms Clark also queried what Governance arrangements would be in place to address accreditation issues.

The Chair clarified that the Student Code of Conduct was not meant to address every auxiliary segment of Macquarie University courses and such segments would be addressed in separate/supplementary documentation targeted at particular cohorts of students.
Scope

The Pro Vice Chancellor of Inclusion, Professor Whiteford, queried the scope of the document, in that it seemed too general. Specifically, in the Misconduct section, unacceptable conduct alluded to on Page 3 did not specify geographic locations. She suggested the addition of the words ‘ whilst on campus ‘ as follows:

Alcohol and Drugs

(o) whilst on campus, use, possess, grow, manufacture, store or distribute illegal drugs or drug paraphernalia

Jurisdiction

The Committee agreed that in the Definitions and Interpretation section, the text relating to Jurisdiction lacked clarity and suggested that in the following extract it needs to be specified that either Point (a) or (b) applies or (b) and (c):

The code of conduct applies in any context relevant to the orderly operation of the University, its reputation or the rights, health, safety or wellbeing of members of University community or the safety or their property and includes any conduct:

(a) anywhere (including on or off University premises or the premises of any college) or at any time (including when the University is in or not in session);
(b) relating to University activities; or
(c) any circumstance where:
   i. the student is acting as or identifies himself or herself or is identifiable as being a member of the University community (including on any electronic media); or
   ii. any act affects a person acting as or identifiable as a member of the University community, including where a student is representing the University or a student organisation in any capacity.

Online Conduct and Privacy Issues

Online conduct and privacy issues in social media settings needed to be addressed in more specificity, particularly for Distance Learning students. Dr Lee provided an example of a case which CoE had referred to the General Counsel’s office, whereby a student had posted a full account of a discussion forum in her own personal blog, breaching privacy issues.

Student Perspective

Ms Fernandez-Pardes, a Postgraduate Coursework representative member of the Committee, enquired about the repercussions of a student choosing not to sign the Code of Conduct and if these should be clearly stated in the Code of Conduct document.

It was RESOLVED that feedback gathered would be compiled and relayed back to the General Counsel’s Office to incorporate for consideration by the Student Experience Committee during the early part of the week commencing 12 August 2013.

Action: Professor Verity
6. OTHER BUSINESS

6.1 Supplementary Assessment for students failing the final unit in their degree

A/Professor Wood outlined an issue that had arisen due to the abolition of PC (Pass Conceded) grades in 2010. It was the intention of this Committee, at the time the PC Grades were abolished, that Policy would allow students who had completed their last unit and attained between 25 and 49, to be given an ‘ultimate assessment’ to be able to complete requirements for their degree, subject to the successful completion of the assessment.

The Faculty of Business and Economics currently have 200 students in this situation; these students received SNGs of around 47 and A/Professor Wood proposed they be given another assessment task; however it had been difficult to resolve this in the absence of an approved Policy.

The Chair concurred that follow up action to fill this gap in the Policy as a consequence of removing the PC grades in 2010 had not been undertaken, as intended. He proposed that the Associate Deans of Learning and Teaching meet to look at the current set of cases and make recommendations on how to resolve these.

Furthermore, it was proposed that unless there are any particular views, diverging from what was decided by this Committee in 2010, the Associate Deans - Learning and Teaching also concurrently look at how this circumstance could be incorporated into the Grading Policy for future cases.

It was RESOLVED that the Associate Deans meet to address the gap in the Grading Policy resulting from the abolition of the Pass Conceded (PC) Grade, which was agreed by the Senate Learning and Teaching Committee in 2010, but not subsequently actioned.

7. DATE OF NEXT MEETING

The next meeting of the Senate Learning and Teaching Committee will be held on Wednesday, 18 September at 9:30am.

NB: This is a special forum of the SLTC and is being incorporated into the activities planned as part of the University’s Learning and Teaching Week.

There being no further business, the meeting concluded at 12.14pm.

Professor Dominic Verity
Chair
ITEM 10.1: STUDENT CODE OF CONDUCT

For discussion.
### Macquarie University

#### STUDENT CODE OF CONDUCT

| Purpose | This code of conduct is published in order to give students notice of general conduct which is prohibited. It is not an exhaustive list of misconduct. For example, University by-laws, rules, policies and other codes of conduct published by the University may specify other behaviour which will be misconduct.

Students are accountable for their misconduct. Any misconduct may be subject to disciplinary action by the University under its student disciplinary rules.

It is a student’s responsibility to be familiar with this code of conduct and other behaviour standards required by the University.

Compliance with this code of conduct is a policy of the University. It is binding on all students. |
|---|---|
| Guiding Principles | The University wishes to provide an environment that:

(a) serves the educational mission of the University;

(b) promotes integrity and academic achievement;

(c) is protective of free inquiry; and

(d) is respectful of the rights and welfare of members of the University community. |
| Misconduct | A student must not intentionally or recklessly:

**Disruption and harm**

(a) disrupt or hinder any University activities;

(b) interfere with the ability of any member of the University community or any visitor to the University to engage in or enjoy any University activities or to access, occupy, use or move about University property;

(c) disrupt or hinder the exercise of the right to freedom of expression by any member of the University community or any visitor to the University;

(d) engage in disorderly conduct including by:

(i) fighting with any person;

(ii) making unreasonable noise and continuing to do so after being asked to stop; |
(iii) disrupting a lawful assembly of persons; or  
(iv) doing anything which disturbs the peace;

(e) do anything which may bring the University into disrepute including by  
making or publishing false or misleading statements about the University;

**Dishonesty**

(f) engage in any dishonest behaviour including by:

(i) being dishonest in dealings with the University;
(ii) making allegations of misconduct by another person to the  
University or of unlawful conduct to the police or any other  
government body if:  
(A) the alleged misconduct or unlawful conduct is trivial;  
(B) the allegation is made or pursued to harass or annoy, cause  
delay or detriment to another person or for another ulterior  
purpose;  
(C) the allegation is made without reasonable grounds;
(iii) stealing or taking or using without permission any property of any  
person or possessing property which is stolen or taken without  
permission;
(iv) using or providing false or misleading documentation or  
information for the purpose of obtaining a benefit or advantage for  
any person;
(v) impersonating another person or relying on the academic record or  
any other aspect of another person for the purpose of obtaining a  
benefit or advantage for any person; or  
(vi) improperly influencing any University Representative;

**Safety**

(g) do anything which may endanger the physical or mental health, safety or  
well being of any person (including the student);

(h) possess, store or use on University premises any weapon, explosive  
materials, fireworks, dangerous chemicals or biological agents or other  
dangerous thing, without authorisation from the University;

**Breach of rights**

(i) cause physical harm to any person or bully, stalk, sexually harass or haze  
(including hazing to which the person being hazed has consented) any  
person;

(j) engage in violent, indecent, threatening or offensive behaviour including  
by using threatening, abusive, indecent or offensive words;
(k) make any sexual contact with any person without that person’s consent;

(l) vilify another person or class of persons because of the actual or perceived gender (including the characteristics of the actual or perceived gender), gender identity, intersex status, sexual orientation, race, marital or relationship status or religious beliefs or activities, disability or age of that person or class of persons;

(m) victimise a person by subjecting that person to any detriment because he or she, or a person associated (whether as a relative or otherwise) with him or her, does or proposes to do any of the following:
   (i) inform the University of misconduct by any person;
   (ii) participate in an investigation into alleged misconduct or participate in disciplinary proceedings or legal proceedings relating to misconduct by any person; or
   (iii) engage in a University activity;

Alcohol and drugs

(n) be intoxicated on part of the University premises that the University community is entitled to access (whether on payment of money, by virtue of membership of a student organisation or other body or otherwise) or which is within sight or hearing of such a place;

(o) use, possess, grow, manufacture, store or distribute illegal drugs or drug paraphernalia;

(p) give another person or cause another person to be given or to consume food or drink which contains an intoxicating substance if the recipient is not aware the food or drink contains the intoxicating substance or that the food or drink contains more of an intoxicating substance than the recipient would reasonably expect it to contain;

Property

(q)  (i) damage, destroy, endanger, vandalise, put at risk, pollute or obstruct;
   or
   (ii) hinder, disrupt or otherwise interfere with the operation or availability of,
       any University property or any property of any member of the University community or any visitor to the University;

(r) enter, occupy, use or interfere with any University property or enable any other person to do so, without authorisation from the University;
<table>
<thead>
<tr>
<th>(s)</th>
<th>possess, duplicate or use or provide other persons with access codes, keys, access cards, passwords or similar information or devices to any University property, without authorisation from the University;</th>
</tr>
</thead>
</table>

**Co-operation**

| (t) | fail to comply with any agreement between the student and the University; |
| (u) | disobey a reasonable direction given within their authority by a University representative; |
| (v) | refuse to disclose his or her name or age or show proof of identity or age or his or her student identity card to a University representative if it is reasonable to request it to be given (it will be taken to be a reasonable request if the student is on University premises) or engaged in or present at University activities; |
| (w) | possess or provide to any University representative false or misleading proof of identity or age or a false student identity card; |
| (x) | obstruct any University representative in the performance of his or her duties; |

**Compliance**

| (y) | do anything which is unlawful in New South Wales or, if done outside of New South Wales, would be unlawful if it was done in New South Wales; |
| (z) | breach any University regulation; |
| (aa) | breach any applicable standards of professional conduct; |

**Disciplinary process**

| (bb) without reasonable excuse fail to: |
| (i) | appear before or otherwise co-operate with a University disciplinary body or person carrying out any disciplinary function of the University, as directed; or |
| (ii) | comply with or complete a disciplinary direction or sanction given or imposed by the University; |

**Investigation**
(cc) without reasonable excuse fail to co-operate with a person carrying out an investigation on behalf of the University, as directed;

**General**

(dd) incite, persuade, conspire with or assist any other person to engage in misconduct;

(ee) attempt or threaten to do anything which is misconduct;

(ff) be party to any cover-up of misconduct or the destruction, concealment, alteration or withholding of any evidence of misconduct or otherwise conceal the identity or whereabouts of any person who is alleged to have engaged in misconduct;

(gg) publish or display material which could be understood by a reasonable person as indicating that somebody intends to engage in misconduct.

**Provisions independent**

Each of the provisions set out above must be read separately and none of those provisions is limited by reference to or inference from any other of those provisions or any other University regulation.

<table>
<thead>
<tr>
<th>Group responsibility</th>
<th>Student organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>A student organisation and the members of its management committee will be taken to have engaged in the same misconduct as its members and others associated with their student organisation who have received the tacit or overt consent or encouragement of that student organisation or its leaders, officers or spokespersons to engage in misconduct.</td>
</tr>
</tbody>
</table>

(b) A member of the management committee of a student organisation will not be taken to have engaged in misconduct if he or she took all reasonable steps to prevent it.

**Group behaviour**

If a student is a member of a group which engages in misconduct the student will be taken to have engaged in misconduct unless he or she has taken all reasonable steps to disassociate from the group’s misconduct as soon as practicable after becoming aware of that misconduct.

**Unincorporated associations**

The provisions of this code of conduct relating to misconduct apply in relation to an unincorporated association as if the association is a person.
<table>
<thead>
<tr>
<th>Freedom of expression</th>
<th>Every member of the University community and visitor to the University has a right to freedom of expression. Notwithstanding any other provision of this code of conduct, it is not misconduct under this code of conduct for a person to exercise that right.</th>
</tr>
</thead>
</table>
| Definitions and Interpretation | **Definitions**  
In this code of conduct the following definitions apply.  
**“academic exercise”** means:  
(a) an examination, that is, a time limited assessment task conducted under invigilation including tests, practical assessments and final examinations; and  
(b) the submission and assessment of a thesis, dissertation, essay, practical work or other coursework and any other exercise (including in the case of graduate students transfer and confirmation of status exercises) which is not undertaken in formal examination conditions but counts towards or constitutes the work for an academic award and includes related research;  

**“bullying”** means any unwelcome act directed at a person that:  
(a) would cause a reasonable person in the circumstances to be humiliated, intimidated or seriously offended;  
(b) place a reasonable person in the circumstances in fear of physical or emotional harm to himself or herself or of damage to his or her property; or  
(c) create a hostile or demeaning environment for a reasonable person in the circumstances, and includes bullying either in person or via the internet, email or other electronic means;  

**“college”** means any college of the University, residential premises of the University or residential premises primarily intended to be used as student residences (including Macquarie University Village or any similar premises) whether or not they are owned, operated or managed by the University;  

**“dishonesty”** includes unethical behaviour;  

**“drug paraphernalia”** means any drug equipment, products and materials which are used, intended for use or designed for use in:  
(a) planting, propagating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analysing, repackaging, storing, containing or concealing any illegal drug or plant; or  
(b) injecting, ingesting, inhaling or otherwise introducing into the human body an illegal drug;  

**“hazing”** means any act which:
(a) (i) endangers or is likely to cause mental, emotional or physical harm to the person being hazed;
(ii) involves the humiliation of the person being hazed; or
(iii) destroys, damages or endangers property of any person; and

(b) relates to the initiation of, admission into, affiliation with or as a condition for continued membership of or affiliation with, a group or organization,

and includes any assault, physical activity, exposure to the weather, forced consumption of any food, beverage or other substance or subjecting the person to mental stress by extended deprivation of sleep or rest, extended isolation or otherwise;

“illegal drug” means:

(a) a plant, drug or substance the possession, use or distribution of which is unlawful or, if only available on prescription for which the student does not have a prescription; and

(b) a substance the chemical structure of which is substantially similar to the chemical structure of an illegal drug and has a substantially similar effect to the illegal drug;

“improperly influence” means:

(a) corruptly giving or offering, receiving or soliciting an inducement or reward for doing something; or

(b) (i) making a demand for the purpose of influencing the exercise of a duty by any person or otherwise obtaining a benefit or advantage for any person; and

(ii) making or allowing to be made an express or implied threat of detriment to another person if the demand is not complied with;

"intoxicated" means appearing to a reasonable observer to be seriously affected by alcohol or another drug or a combination of drugs;

“intoxicating” includes stupefying;

“misconduct” means any conduct which is prohibited under this code of conduct or under any University regulation;

“offensive” means behaviour which would be offensive, insulting or humiliating to a reasonable person in the circumstances;

“possession” of anything by a person includes that person being in control of
that thing or it being in the vicinity of that person in circumstances where it is reasonable to assume that it has in the recent past been in that person’s possession or control;

“premises” means any:
(a) structure, building, aircraft, vehicle or vessel; or
(b) land or place (whether or not it is enclosed, built on or covered by water);

“property” includes facilities, resources, equipment, intellectual property and online and physical infrastructure;

“race” includes:
(a) colour;
(b) descent or ancestry;
(c) nationality or national origin; and
(d) ethnicity or ethnic origin;

“reckless” means in relation to any act by a person, that person doing that act despite the fact that he or she foresees or a reasonable person would foresee, the possible consequences of that act;

“religious belief or activity” means:
(a) holding or not holding a religious belief or view; or
(b) engaging in, not engaging in or refusing to engage in a religious activity including wearing clothing or adopting any other aspect of personal appearance in accordance with a religious belief;

“right to freedom of expression” means the right of a person to lawfully say or do something reasonably and in good faith:
(a) in the course of any statement, publication, discussion or debate made or held for any genuine academic, artistic or scientific purpose or any other genuine purpose in the public interest;
(b) in the performance, exhibition or distribution of an artistic work;
(c) in making or publishing:
   (i) a fair and accurate report of any event or matter of public interest;
   (ii) a fair comment on any event or matter of public interest if the comment is an expression of a genuine belief held by the person making the comment; or
   (iii) material for the purpose of discouraging misconduct;
(d) in making or publishing a fair and accurate criticism of or a complaint about the University or any member of the University community;

“sexual contact” means any touching of an erogenous zone of another person
(including the inner thigh, buttocks, pubic region or, if the person is a female, breasts), either directly or through clothing or by causing anything to touch such a zone;

“sexual harassment” means a person:

(a) making an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person; or
(b) engaging in other unwelcome conduct of a sexual nature (including making a statement of a sexual nature to or in the presence of another person) in relation to another person,

and a reasonable person in the circumstances would be humiliated, intimidated or seriously offended by that conduct;

"stalking" means a course of unwelcome conduct that is directed at a person and that would cause a reasonable person in the circumstances to be seriously alarmed, annoyed, distressed or feel harassed and includes:

(a) contacting, communicating or causing a communication with another person for no legitimate purpose after being asked to stop;
(b) continuing to follow another person for no legitimate purpose after being asked to stop;
(c) surveilling or causing another person to surveil a person for no legitimate purpose;
(d) the surveilling or frequenting of the vicinity of, or an approach to, a person’s place of residence, study or work or any place that a person frequents for the purposes of any social or leisure activity, for no legitimate purpose; or
(e) sending gifts to a person for no legitimate purpose after being asked to stop;

“student” includes:

(a) a person who is enrolled in or auditing a program or a unit of study provided by the University;
(b) a person who is enrolled in a program or a unit of study at or offered by an affiliated educational institution which is approved as an award program or a unit of study by the University;
(c) a person who has accepted an offer of admission to the University but who has not yet enrolled in any program or unit of study;
(d) a student of another educational institution who is authorised by the University to be on or to have access to or use of University property;
(e) a person who was a student at the time of any alleged misconduct;
(f) a person who became enrolled as a student after having done so by misleading or dishonest means;
(g) any person who has been suspended or excluded from a program or unit of study at the University;
| (h) | a member of a student organisation; |
| (i) | a person who is on leave of absence from or who has deferred enrolment in a program or unit of study offered by the University or by an affiliated educational institution which is approved as an award program or unit of study by the University; |
| (j) | any person residing for any period at any college including persons who are not enrolled as a student at the University; |
| (k) | any person who undertakes any academic exercise on University premises or which is part of a program or unit of study provided, supervised or assessed by the University; or |
| (l) | a person who has consented to be subject to this code of conduct. |

“student organisation” means any incorporated or unincorporated association or group of persons the majority of whom are students:

(a) which is affiliated with or otherwise associated with the University; or
(b) which takes or attempts to take action in a collective manner on University premises or at any University activity;

“University” means:

(a) Macquarie University;
(b) its controlled entities;
(c) any affiliated institution;
(d) any college; and
(e) any educational institution located on University premises;

“University activities” means the activities of the University, any student organisation or any member of the University community including:

(a) teaching, study and research at the University;
(b) the conduct of any academic exercise;
(c) recreational, commercial, disciplinary, commercial or ceremonial activities of the University or the University community;
(d) any clinical, professional or practical work, research, workshops, camps or field or vocational placements and any other activities arranged, sponsored, controlled or supervised by the University whether or not it is part of a program or unit of study at the University;
(e) the provision by the University of services to the general community;
(f) the use or enjoyment of any University property by any person authorised by the University; and
(g) the management or administration of the University;

“University community” means collectively:

(a) the councillors, officers and staff of the University;
(b) the students;
(c) student organisations;
(d) tenants and licensees of University premises; and  
(e) persons conducting business or other authorised activities upon  
   University premises;

“University premises” includes:  
(a) any premises owned, operated, supervised, occupied or controlled by  
   the University or in which it has an interest including premises of  
   which the University is the landlord;  
(b) any premises on which University activities take place; and  
(c) any college premises;

“University property” means any facility, resource or property which is:  
(a) owned by the University or in which the University has an interest or  
    right;  
(b) in the custody or control of the University;  
(c) provided by the University; or  
(d) on University premises,  
   and includes any University premises;

“University regulation” means a by-law, rule, policy or code of conduct  
published by the University and intended by the University to be binding on  
students;

“University representative” means any officer, employee, contractor or agent  
of the University or any employer or subcontractor of a contractor to the  
University who:  
(a) in the circumstances would appear to a reasonable person to be a  
    University representative; or  
(b) if requested by a student, identifies himself or herself to the student  
    as a University representative;

“vilify” means engage in conduct that incites hatred against, serious contempt  
for or revulsion or severe ridicule of, a person;

“visitor to the University” means any person on University premises with  
authorisation from the University;

“weapon” means any object or substance designed to wound, cause injury or  
incapacitate including any firearm, ammunition, pellet gun, spear, sword, knife  
or other blade, stun gun and any chemicals such as capsicum spray, Mace or  
tear gas.

Jurisdiction

This code of conduct applies in any context relevant to:  
(a) the management, good governance or discipline of the University;
(b) the reputation of the University;
(c) the rights, health, safety or well being of members of the University community;
(d) the safety of the property of the University, members of the University community or of visitors to the University,

and includes any conduct:

(e) anywhere (including on or off University premises or the premises of any college) or at any time (including when the University is in or not in session) in any of those contexts;
(f) relating to University activities; or
(g) any circumstances where:

(i) the student is acting as or identifies himself or herself or is otherwise readily identifiable as being a member of the University community (including where a student is representing the University or a student organisation in any capacity); or
(ii) any act affects a person acting as or who identifies himself or herself as being a member of the University community or is otherwise readily identifiable as a member of the University community.

**Broad interpretation**

This code of conduct must be interpreted broadly and as operating to the full extent of, but so as not to exceed, the powers of the University.

If any part of this code of conduct or the application of any part to any person, subject matter or circumstance, would, but for this provision, be interpreted as exceeding the powers of the University:

(a) it will be a valid provision to the extent to which it does not exceed that power; and
(b) the remainder of this code of conduct and the application of the provision to other persons, subject matters or circumstances, will not be affected.

**Inclusive wording**

In this code of conduct:

(a) the mention of anything after the word “include” or any derivative of it does not limit the nature or class of things included; and
(b) a reference to anything includes a part of it.

**Consent**

A person consents to something if the person voluntarily gives his or her agreement to it.
Consent will be taken not to have been given by a person to another person if that other person has no reasonable grounds for believing that consent has been given. Any self-induced intoxication of that other person will not be taken into account in determining whether that other person has reasonable grounds for such a belief.

A person does not consent:
(a) if the person does not have the capacity to consent including because of an inability to make or communicate decisions about himself or herself or to appraise or control his or her conduct, because of intoxication or otherwise;
(b) if the person does not have the opportunity to consent because the person is unconscious, asleep or otherwise physically unable to communicate that he or she does not consent;
(c) if the person consents because of terror or threats of force (whether the terror is instilled in or the threats are against that person or another person); or
(d) if the person consents because the person is unlawfully detained.

A person who does not offer actual physical resistance to sexual contact is not, by reason only of that fact, to be regarded as consenting to that sexual contact.

This provision does not limit the grounds on which it may be established that a person does not consent.
ITEM 10.2: REVIEW OF ACADEMIC RULES

For discussion.
Review of Academic Rules

Background
In April 2013, the University Council approved a project proposed by the Vice-Chancellor to develop a framework for the University that specifies delegations of authority. As the delegations policy and framework neared conclusion in July 2013, a review of policies and rules commenced, in the context of the delegations framework, so that adjustments could be made to bring delegations, rules and policies into alignment.

The delegations project has triggered a far more extensive review of the rules than had originally been envisaged for calendar year 2013. This has taken a holistic and systematic approach to the review of the rules and, as such, it stands in contrast to the somewhat piecemeal approach that has characterised most previous reviews. These have generally sought only to respond to and reflect more minor institutional changes and, as a result, the current rule-set has not adapted well to some of the more major environmental, administrative, academic and executive changes of the past decade.

In July 2013 a project was established, under the leadership of Emeritus Professor Jane Morrison, to benchmark the current rule-set against those of comparable institutions, to identify any common trends and to re-draft Macquarie’s rules accordingly. This benchmarking has revealed that many Australian universities have substantially revised their rules in recent years and that, in many cases, this has resulted in a reduction in the number of rules and in the replacement of rules with policies where this is practical.

Revised Rule Structure
The University currently has 26 sets of rules covering a wide range of governance, academic and administrative functions. Some of these provide a source of authority while others serve a broader informative purpose. Advice from the Office of General Counsel has confirmed that only low levels of apparent risk attached to moving some of the content that is currently treated in the rules out of the legislative framework and into policy. There are some matters, however, that the University would ad must retain within this regulatory framework. In moving some matters out of the category of rule, it is not intended that the meaningful content of the rule be discarded. Rather, in most cases, where a rule is proving a source of information and continues to remain relevant, the content of the rule would be preserved but would not be bound by a requirement for the approval of Council.

Consultation is progressing with key internal stakeholders and governance structures to progress the proposed changes for implementation in 2014. Outlined below are the proposed arrangements to streamline the current rules and deliver a consistent and coherent framework.

Academic Costume
Description: This rule provides a schedule of styles and colours for robes, gowns, caps and hoods associated with each degree, diploma or fellowship of the University.
Consideration: Delete and replace with policy and schedule
The University should create a policy on academic costume to replace the current rule. The policy would provide information on approval, continuity and the appropriate situation in which academic costumes may be worn. The policy would also address the circumstances under which a choice of costume applied. A schedule to the policy would list the descriptions in relation to each category of award.

Academic Senate
Description: These rules contain functions, composition and procedures of Academic Senate. There is also a By-law that further describes advisory functions of Academic Senate.
Consideration: Revise and retain this rule
A revised rule should retain the composition and procedures of Academic Senate but, in line with most other Australian universities, this rule should be expanded to describe the general and specific functions of Academic Senate. In revising these rules, some inconsistencies would be addressed and other amendments proposed.

Courses and Degree
Description: These rules provide a partial description of the powers of Council in relation to courses of study, enrolment of students and academic structures. They also contain a partial listing of degrees of the University.
Consideration: Delete as redundant
These rules repeat powers of Council set out in the Act or identified by Council as reserved powers, or in some cases, as delegations of the Vice-Chancellor. The partial listing of awards in this rule may be misleading.

Fees
Description: This rule describes the types of fees set by the University, including continuing education, student services, non-award, late fees and charges for international and domestic students. The rule also deals with extensions for payment and failure to meet liabilities.
Consideration: Delete and replace with policy
This is an area that many universities across the sector have moved from a rule to a policy. The policy would describe the University’s obligations in relation to fees and in all cases would clarify the basis on which fees are charged and the purpose and approval process for the fee.

Macquarie University Foundation Program
Description: This rule provides a partial statement of matters relevant to this foundation program.
Consideration: Delete
It is not necessary for there to be a rule for the establishment of this, or any program. The conditions for the award of qualifications and agreement about the direct admission to MQU of students with such qualifications are embodied in contracts with the third party providers of the programs.

Enrolment of Students
Description: This rule deals with the determination of quotas for the entry of students to awards, courses, groups of courses and units of study and the basis on which candidates are to be selected.
Consideration: Delete
This rule addressed the enrolment planning and reporting processes of the Commonwealth government that are not longer in operation.

Student Misconduct and Discipline
Description: These rules deal with all aspects of student misconduct and discipline, including definitions, decision processes, responsibilities of the University, responsibilities of students, establishment of a Discipline Committee and its procedures, and the appeal process.
Consideration: Revise and retain this rule
This rule is currently under revision by the Legal Office of the University. Student misconduct and discipline are retained within the legislative framework in nearly all universities in Australia.

Undergraduate and Postgraduate Degree Rules
Description: There is currently a separate rule for each undergraduate and postgraduate award offered by the University. The rules refer to admissions, enrolment, duration of study, programs of study and their requirements, course transfer and recognition of credit, conferral of awards, withdrawal, exclusion and termination.
**Consideration: Revise and retain these rules**
There is much commonality among the degree rules, particularly among the coursework degrees, and also among the higher degree research degrees. The rules for the higher doctorates are a separate category. There is much sense in combining the rules for awards where there is a great amount of duplication, creating a General Coursework Rule and a Higher Degree Research Rule. There would also be a Higher Doctorate Rule. In the process of combining these rules, many existing errors and inconsistencies would be addressed.

**RECOMMENDATION**
For discussion at the 3 September Academic Senate meeting. The final revised Academic rule set will be presented to the 1 October Academic Senate meeting for recommendation to Council.

**Proposed by**
Professor Dominic Verity
Chair of Academic Senate
ITEM 10.3: REVIEW OF UNDERGRADUATE AND POSTGRADUATE RULES

For discussion.
**Undergraduate and Postgraduate Degree Rule**

**Description:** There is currently a separate rule for each undergraduate and postgraduate award offered by the University. The rules refer to admissions, enrolment, duration of study, programs of study and their requirements, course transfer and recognition of credit, conferral of awards, withdrawal, exclusion and termination.

**Consideration: Revise and retain these rules**
The existing degree rule-sets are subject to significant commonality and repetition. At the same time, each individual degree rule demonstrates its own idiosyncrasies, which appear to have arisen from a process of inconsistent review and revision. In some places rules that apply to closely related degree classes are incompatible or inconsistent with each other and in others they are entirely absent for a given degree. These repeated rule-sets have now become difficult to maintain and interpret.

We can identify three quite distinct classes of degree rules, these being those that apply to the Coursework degrees (both Undergraduate and Postgraduate), the Higher Degree Research degrees and the Higher Doctoral degree. The rules governing the degrees within each of these classes demonstrate enough commonality to allow for their consolidation into a single rule, which would be accompanied by schedules to document any material differences between individual degrees. In the process of combining these rules, many existing errors and inconsistencies would be addressed.

**Impact on other rules and policies:**
A significant volume of contextual material would be moved into the learning and teaching policy framework. Policies affected will include the Recognition of Prior Learning, Assessment, Final Examination, Grade Appeal, Assessment, Disruptions to Study and Unit Guide policies. The review has also identified a couple of areas which would require the creation of new policies, a notable such area is that of Academic Appeals.

**Points for Discussion**
The primary points of interest or substantial change are listed below. Some of these relate to questions and points of clarification that have been referred to Academic Senate for discussion and resolution.

- The consolidation of the existing Undergraduate and Postgraduate Coursework degree rules into a single rule.
- The promotion of the handbook to the status of a legislative schedule to the rules. This would become the source of truth for the following schedules referred to in the draft rule:
  - Degrees, Diplomas and Certificates,
  - Programs of Study - Majors, Minors (UG) and Specialisations (PG),
  - Units of Study,
  - Policies referred to from the rules.
- The term “Program of Study” to be defined as being a minimal sequence of required study which would enable a student to qualify for a degree. This would include both the general requirements of a specific degree and the specific requirements of a qualifying major or specialisation. This is different to the definition given in the current glossary, but is consistent with the common usage of this term in the work of CRIT II, in the Postgraduate Degree Structure Statement of Academic Senate, and in the AQF.
- The Recognition of Prior Learning Policy will become a key schedule to the Coursework rule. It will regulate all questions of equivalence for admission, credit for previous study, qualification currency, credit caps and RPL assessment processes.
• Current provisions covering transition arrangements, which we introduced in the curriculum renewal process, would be moved into a schedule. This will allow for more flexible handling of future transition requirements without amendment to the Coursework rule.

• Introduction of a rule to define an absence from enrolment and to specify that after an absence students may only enrol in a program which is current at the time of re-enrolment.

• OUA and other programs delivered in cooperation with 3rd party providers also to be governed by the consolidated Coursework rule.

• The rules governing time limits for completion to be tightened up. Specification of standard unduly long time periods, established relative to the standard program duration. Suggested unduly long time limits:
  o 10 and 12 years for 3 and 4 year Bachelor degrees respectively.
  o 10 years for extended Masters degrees.
  o 7 years for Masters degrees.
  o 7 years for Associate degrees.
  o 4 years for Graduate Certificates and Graduate Diplomas

• Minimum rates of progress for Bachelor degrees to be adopted from the current Bachelor degree rule, which states that

  **minimum rate of progress is considered to be unsatisfactory at the end of an academic year if the student has attempted at least 36 credit points after 1 January 2006 with an overall Grade Point Average (GPA) of less than 1.00, and in the year under consideration has a GPA of less than 1.00.**

  Recommendation: that Academic Senate ask ASQC to formulate a schedule of minimum rates of progress for other degree type, which would be presented for approval at the 1 October meeting of Academic Senate.

• Under its current interpretation the 3rd time Unit enrolment rule does not place an absolute cap in the number of time a student may enrol in the same units. Common practice is only that approval must be given from the 3rd enrolment onwards. The Academic Senate reference group suggested that this should be revised to place a firm limit of 3 enrolments in the same Unit, while maintaining the requirement that 3rd time enrolment must gain approval.

**RECOMMENDATION**

For discussion at the 3 September Academic Senate meeting. The final revised rule will be presented to the 1 October Academic Senate meeting for recommendation to Council.

**Proposed by**

Professor Dominic Verity
Chair of Academic Senate
ITEM 10.4: REVIEW OF ACADEMIC SENATE RULES

For discussion.
**Academic Senate Rule**

**Description:** These rules regulate the functions, composition and procedures of Academic Senate. They complement a By-law which establishes Academic Senate itself and describes its advisory functions.

**Consideration: Revise and retain this rule**

The revised rule should preserve the current composition and procedures of Academic Senate, with some minor amendments. However, in order to align it with the Academic Board rules of most other Australian universities, it should articulate the general and specific functions of Academic Senate. In revising these rules, some inconsistencies would be addressed and other amendments proposed.

**Impact on other rules and policies:** The articulation of the functions of Academic Senate currently given in its Terms of Reference would be subsumed by this revised rule. Other procedural aspects of those terms will be incorporated into a set of standing orders, currently under development, whose force would derive from rule 4.4 in the draft rule which states that “the Academic Senate may determine its own procedures”. This will allow Academic Senate to retire its Terms of Reference, thus simplifying its governance framework while eliding some inconsistencies that currently exist between it and the rules.

The Academic Structures (Faculty) Rule will also be revised to articulate complementary Faculty responsibilities in regard to Academic Policy, Academic Senate resolutions, reporting requirements, Academic strategy and so forth.

**Points for Discussion**

The most major innovation in the re-drafted rule is the articulation of the specific responsibilities of Academic Senate, viz:

5. **General Functions of Academic Senate**
   5.1. Advise Council and the Vice-Chancellor on matters concerning academic and related activities of the University
   5.2. Advise Council and the Vice-Chancellor about measures to safeguard the academic freedom of the University
   5.3. Advise Council and the Vice-Chancellor on academic standards, quality and teaching effectiveness at the University
   5.4. Advise the Council and Vice-Chancellor on the academic priorities of the University, including the adequacy of academic support services and facilities
   5.5. Provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community
   5.6. Consider and report on matters referred to it by the Council or by the Vice-Chancellor
   5.7. Undertake such other functions as specified in Council resolutions

6. **Specific Functions of Academic Senate**
   6.1. Approve policies on academic matters
   6.2. Approve the establishment, dis-establishment or changes to a degree, diploma, certificate of other award course, including approve programs of study, majors and award rules and academic requirements to be offered by MQU or through a third party provider.
   6.3. Request, consider and take action on reports from Faculties or the MGSM
   6.4. Perform the duties of a Faculty for all units not relating to any Faculty or the MGSM.
6.5. (savings) Dispense with or suspend any requirements of or prescription of the General Coursework Rule or the Higher Degree Research Rule in any exceptional student case in which it may deem it appropriate to do so.

It is proposed that the Academic Structure (Faculty) rule would place complementary responsibilities upon Faculties and the MGSM to:

a. Formulate recommendations to Academic Senate with respect to courses, programs, majors and units, including minimum requirements for admission to programs of study of the faculty
b. Take appropriate actions with respect to the implementation of policies, reports and resolutions of Academic Senate
c. Produce an annual report to Academic Senate on the proceedings of the faculty
d. Advise Academic Senate on the strategic academic direction of the faculty
e. Take appropriate actions with respect to any other academic matter referred to it by the Academic Senate, Vice-Chancellor or Deputy Vice-Chancellor (Provost)

The draft rule also proposes some changes to electorates, electoral processes and term restrictions:

- The draft rule sees the introduction of a non-Faculty electorate, to enfranchise academic staff employed in non-Faculty units, such as PACE, the Learning and Teaching Centre and the Social Inclusion Office.
- The current Academic Senate rule requires elected Faculty representatives to be drawn from different departments. The draft rule removes this requirement.
- The draft Academic Senate rule allows for the co-option of members where an election fails to fill all positions
- The current Senate Rule limits the terms of service to two, two-year terms. While two year terms have been retained in the draft rule the limitation on the number of terms has been removed.
- The nominees of Chair can currently be drawn from any full-time academic staff of the University at level D or E to be Chair. The draft rule proposes to restrict nominations for Chair to be drawn from current members of Senate.
- Under the draft rule the Chair and Deputy Chair would be elected six months after a Senate election, and would take up office at the beginning of July for a term which would extend for 2 calendar years to the end of the first June in the subsequent Academic Senate term.
- Under the draft rule the Chair and Deputy Chair would remain ex-officio members of Academic Senate for the first 6 months of a subsequent term and could stand for re-election in to those roles in that capacity. If successful in such an election they would remain ex-officio members for the duration of the subsequent Chair or Deputy Chair term. However, the time limit of two, two-year terms in these roles would remain.

In particular, the staggered electoral term suggested for the Chair and Deputy Chair would ensure that newly elected members would gain experience on Academic Senate before being asked to elect these roles. Furthermore, it also ensures that no special extension rule would be required in order for Academic Senate to re-elect its Chair or Deputy Chair.

**RECOMMENDATION**

For discussion at the 3 September Academic Senate meeting. The final revised rule will be presented to the 1 October Academic Senate meeting for recommendation to Council.

**Proposed by**
Professor Dominic Verity
Chair of Academic Senate
## Academic Senate Rule

<table>
<thead>
<tr>
<th>#</th>
<th>Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>General</td>
</tr>
<tr>
<td>1.1</td>
<td>The Academic Senate is the principal academic body in the University and, subject to the By-law and to any resolution of the Council, will have such powers and duties as may be delegated to it by the Council.</td>
</tr>
</tbody>
</table>

### 2.0 Composition

<table>
<thead>
<tr>
<th>2.1</th>
<th>The Academic Senate comprises:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>the Vice-Chancellor</td>
</tr>
<tr>
<td>ii.</td>
<td>the Chair of Academic Senate</td>
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<tr>
<td>iii.</td>
<td>the Deputy Chair of Academic Senate</td>
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<tr>
<td>iv.</td>
<td>the Deputy Vice-Chancellors and the Pro Vice-Chancellors</td>
</tr>
<tr>
<td>v.</td>
<td>the Executive Deans of Faculties</td>
</tr>
<tr>
<td>vi.</td>
<td>the Dean of Higher Education Research</td>
</tr>
<tr>
<td>vii.</td>
<td>the Dean, Macquarie Graduate School of Management</td>
</tr>
<tr>
<td>viii.</td>
<td>the Director of Learning and Teaching Centre</td>
</tr>
<tr>
<td>ix.</td>
<td>the Head of Department of Indigenous Studies</td>
</tr>
<tr>
<td>x.</td>
<td>the University Librarian</td>
</tr>
<tr>
<td>xi.</td>
<td>four members from each Faculty elected by and from the academic staff of the Faculty in accordance with Schedule 1 of the By-law, and</td>
</tr>
<tr>
<td>xii.</td>
<td>one member from the Macquarie Graduate School of Management and one member from the non-Faculty electorate by and from the academic staff of those electorates in accordance with Schedule 1 of the By-law provided that:</td>
</tr>
<tr>
<td></td>
<td>a) only members of the academic staff who are full-time or part-time continuing, or fixed term for three or more years and with fractional appointment of 50 per cent and above are eligible to participate in the election and to be elected</td>
</tr>
<tr>
<td></td>
<td>b) of the members elected from each Faculty electorate at least one must be a Head of Department or a Professor</td>
</tr>
<tr>
<td>xiii.</td>
<td>student members from Faculty and MGSM electorates, elected annually in accordance with Schedule 1 of the By-law under the following categories:</td>
</tr>
<tr>
<td></td>
<td>a) one student member from each electorate enrolled in an undergraduate program</td>
</tr>
<tr>
<td></td>
<td>b) one student member enrolled in a postgraduate coursework program, and</td>
</tr>
<tr>
<td></td>
<td>c) one student member enrolled in a postgraduate higher degree research program</td>
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</tbody>
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**Comment [JM1]:** If the timing of election to chair and deputy chair is moved to mid-year, then the chair and deputy chair should serve ex-officio so as not to create a biennial casual vacancy.

**Comment [JM2]:** Where Faculties have elected a Chair of Faculty, should that position not also be ex officio a member of Academic Senate?

**Comment [JM3]:** A non-Faculty electorate has been created to enfranchise academic staff employed in PACE, Social Inclusion and Learning and Teaching Centre.

**Comment [JM4]:** Does not require students to be elected from non-Faculty electorate. Should MGSM return postgraduate student members or not, as is the case currently?
3.0 Elections (Procedures for elections in Schedule 1 of MQU By-law)

3.1 The elections will be held biennially in July and the term of office of a member elected at any such an election will commence on the first day of August next following the member’s election and expire two years thereafter.

3.2 A member who is an ex-officio member of Academic Senate is ineligible for election and if a member elected takes up an ex-officio position, the place occupied by that member will thereupon become vacant.

3.3 When a vacancy occurs in the office of a member of the Academic Senate due to the failure of an electorate to elect a member to the eligible positions, the Academic Senate may co-opt to membership a member of the continuing academic staff or student from that electorate, as the case may be.

3.4 (1) Where a casual vacancy occurs in the office of an elected member of the Academic Senate the remaining members of the Academic Senate must proceed to fill the vacancy by co-opting to membership a member of the continuing academic staff or a student member from that electorate, as the case may be.

   (2) A member of the Academic Senate will be deemed to have vacated office if that member:

      a) dies;
      b) resigns that office by notice in writing;
      c) resigns from the University;
      d) proceeds on leave of absence for a period exceeding nine months;
      e) is absent without leave of the Academic Senate from three consecutive meetings of the Academic Senate; or
      f) in the case of an elected student member, ceases to be a student.

3.5 The members of the Academic Senate will elect from the members of Academic Senate:

   1) Any elected full-time academic staff member at level D or E to be Chair of the Academic Senate, and
   2) Any elected academic staff member to be Deputy Chair of Academic Senate, to hold office for the ensuing biennium.

3.6 The Chair and Deputy Chair of Academic Senate are eligible to be elected to two consecutive terms of office.

3.7 A casual vacancy in the office of either the Chair or Deputy Chair of the Academic Senate must be filled by members.
electing one of their number to be Chair or Deputy Chair as the case may be, who must hold office for the residue of the term of office of the Chair or Deputy Chair whose place that person has filled. Any period served in filling such a casual vacancy does not prejudice a person from serving a full two terms in that position if elected at a biennial election.

### 4.0 Proceedings

#### 4.1 The Registrar of the University, or nominee, is Secretary to the Academic Senate.

#### 4.2 The number of members who constitute a quorum must be half the membership plus one.

#### 4.3 All questions which come before the Academic Senate must be decided by the majority of the members present and voting at the meeting and the member presiding at the meeting will have a deliberative vote and, in the case of an equality of votes, a casting vote.

#### 4.4 The Academic Senate may determine its own procedures.

#### 4.5 The Academic Senate may request that other persons attend meetings of Academic Senate

#### 4.6 The Academic Senate may establish committees to assist it in connection with the exercise of any of its functions. It does not matter that any or all of the members of the committees are not members of the Academic Senate.

### 5.0 General Functions of Academic Senate

#### 5.1 Advise Council and the Vice-Chancellor on matters concerning academic and related activities of the University

#### 5.2 Advise Council and the Vice-Chancellor about measures to safeguard the academic freedom of the University

#### 5.3 Advise Council and the Vice-Chancellor on academic standards, quality and teaching effectiveness at the University

#### 5.4 Advise the Council and Vice-Chancellor on the academic priorities of the University, including the adequacy of academic support services and facilities resourcing of academic activities

#### 5.5 Provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community

#### 5.6 Consider and report on matters referred to it by the Council or by the Vice-Chancellor

#### 5.7 Undertake such other functions as specified in Council resolutions

### 6.0 Specific functions of Academic Senate

#### 6.1 Approve policies on academic matters

#### 6.2 Approve the establishment, dis-establishment or changes to a degree, diploma, certificate of other award course, including approve programs of study, majors and award rules and academic requirements to be offered by MQU or through a third party provider.

#### 6.3 Request, consider and take action on reports from Faculties

#### 6.4 Perform the duties of a Faculty for all units not relating to any Faculty or the MGSM.

#### 6.5 Dispense with or suspend any requirements of or prescription of the General Coursework Rule or the Higher Degree Research Rule in any exceptional student case in which it may deem it appropriate to do so.

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**Comment [JM14]:** This is the 'savings clause' from the UG and PG Course Rules.
ITEM 10.5: VICE-CHANCELLOR’S COMMENDATIONS

For approval.
MACQUARIE UNIVERSITY

VICE-CHANCELLOR’S COMMENDATIONS

(1) NOMINATIONS FOR MASTER COURSEWORK CANDIDATES

Nominations for a Vice-Chancellor’s Commendation for Master coursework candidates are listed below. To be eligible for a Vice-Chancellor’s Commendation a Master coursework graduand must have a GPA of 4.0, no more than 25% satisfactory/fail type credit points allowed, and at least 75% of the requirements of the award credit points must have been completed at Macquarie University.

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>41920848</td>
<td>PERRENS, Brianna Jane</td>
<td>Master of Policy and Applied Social Research</td>
</tr>
<tr>
<td>41981189</td>
<td>CUSKELLY, Rebecca</td>
<td>Master of Clinical Psychology</td>
</tr>
<tr>
<td>41452739</td>
<td>EL-SANDOUBY, Ahmed</td>
<td>Master of Applied Linguistics (TESOL)</td>
</tr>
</tbody>
</table>

RECOMMENDED
That the Vice-Chancellor’s Commendation be awarded to the 3 Master coursework graduands listed above.

REGISTRAR
Deidre Anderson
Deputy Vice-Chancellor, Students and Registrar
ITEM 10.7: RESULTS OF ACADEMIC APPEALS

For noting.
ITEM 10.7: OUTCOME OF FIRST HALF YEAR 2013 ACADEMIC APPEALS

As a result of Session 1 examinations (results of examinations were advised to students on 12 July 2013) 32 students were excluded from enrolment in Session 2 pursuant to Bachelor Degree Rules 12 and 13.

The breakdown by exclusion type:

- 25 FOA students excluded for double failure of a prescribed Law unit (Rule 13(1)).
- 2 FOHS students excluded for double failure of a prescribed Education Practicum unit (Rule 13(2)).
- 2 FOA students excluded for taking an unduly long time to complete a program of study (Rule 12(1)).
- 2 FOA students and 1 FBE student excluded for failing to meet the minimum rate of progress in a program of study (Rule 12(2)).

The Academic Appeals Committee considered the 15 student’s appeals against exclusion, pursuant to Rule 14) and determined that 6 students were successful in their appeal; the remaining 9 students had their appeal disallowed.

Recommendation

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Law unit, the appeal for student identified as 42843901 was disallowed.

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Law unit, the appeal for student identified as 42886996 was disallowed.

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Law unit, the appeal for student identified as 42924944 was disallowed.

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Law unit, the appeal for student identified as 42462568 was allowed.

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Law unit, the appeal for student identified as 41228774 was allowed.

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Education Practicum unit, the appeal for student identified as 41739175 was allowed.

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Law unit, the appeal for student identified as 41209532 was allowed.

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Law unit, the appeal for student identified as 42883598 was disallowed.

That following an Application for Academic Appeal against exclusion from enrolment for double failure of a prescribed Law unit, the appeal for student identified as 41478754 was allowed.

That following an Application for Academic Appeal against exclusion from enrolment for failing to meet the minimum rate of progress, the appeal for student identified as 41790243 was disallowed.

That following an Application for Academic Appeal against exclusion from enrolment for failing to meet the minimum rate of progress, the appeal for student identified as 41783255 was disallowed.
That following an Application for Academic Appeal against exclusion from enrolment for failing to meet the minimum rate of progress, the appeal for student identified as 41367022 was disallowed.

That following an Application for Academic Appeal against exclusion from enrolment for taking an unduly long time to complete a program of study, the appeal for student identified as 30064198 was disallowed.

That following an Application for Academic Appeal against exclusion from enrolment for taking an unduly long time to complete a program of study, the appeal for student identified as 30536642 was allowed.

For noting.

Submitted by
Academic Appeals Committee
ITEM 10.8: SAVINGS CASES – RATIFICATIONS OF RECOMMENDATIONS

For ratification.
ITEM 10.8: SAVING CLAUSE CASES

Faculty of Arts

Recommendation
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 42426464 to satisfy degree requirements for Bachelor of Arts majoring in Media, Culture and Communication, completing 1cp less than is specified at 300 level, provided all other degree requirements are met.

Recommendation
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 42496195 to satisfy degree requirements for Bachelor of Arts- Media, without completing 18cp at 300 level and 38cp at 200 level or above, provided all other degree requirements are met.

Faculty of Business and Economics

Recommendation
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to enable the student identified as 41791789 to satisfy degree requirements for Bachelor of Commerce without fulfilling the minimum requirements at 200 level, provided all other degree requirements are met.

Faculty of Science

Recommendation
That in accordance with Rule 14 of Degree of Master by Coursework Rule, the Saving Clause be invoked to allow the student identified as 40302687 to graduate with a Master of Museum Studies completing at least 34 credit points instead of 36 credit points of study, provided all other degree requirements are met.

Recommendation
That in accordance with Rule 20 of the Bachelor Degree Rule, the Saving Clause be invoked to allow the student identified as 41467701 to graduate with a Bachelor of Science/Bachelor of Arts in Museum Studies and Heritage, having completed only nine credit points instead of ten credit points of the GGE15 coherent studies, provided all other degree requirements are met.