University Secretariat Principles

Principles for the Operation of Committees

While the committee structures provide a suitable framework, it is the members of the committees who determine whether good governance and better practice standards are actually achieved and ensure that the committee is adding value.

General:

1. **Collegiality:** The Committee system is transparent and consultative, and all staff have the opportunity to provide meaningful input into decisions that significantly affect them.

2. **Working Smart:** Committee time is used in ways which make the most efficient and effective use of staff time to deliberate on significant issues and policies.

3. **Good Conduct:** Committee members abide by a Code of Conduct that requires them to be appropriately informed and prepared before the meeting so that they can contribute to the decisions of the committee.

4. **Review:** All committees are regularly reviewed in relation to both the performance of committee business and committee members.

Functional:

1. **Policy Decisions:** Committees are, wherever possible, engaged in establishing policies and rules within which individual staff can manage and administer University business.

2. **Management Decisions:** Committees are involved in management and administrative decisions as close to the activity as is compatible with legislative requirements.

3. **Communication:** Committees are used to provide a contextual framework within which University policies are developed and decisions are made.

4. **Membership:** Committee membership ensures the broad University community, in all its diversity, is represented. However, individual committees are not constituted to represent every possible interest group and the number of members should be kept as low as practicable.

Revised on 16/02/2006
University Secretariat Rules for the Operation of Committees

Establishment and Review of Committees:

1. Committees are to have a constitution that clearly describes the purpose and operation of the committee including membership, Chair, function, decision-making and communication lines, quorum and conduct of meetings.

2. Mechanisms for reporting the business of each committee should be made clear at the time of establishment of the committee.

3. Committees should establish a review regime addressing the frequency and nature of the review process and the allocation of responsibility for conducting and acting on the review.

Conduct of Meetings:

4. Meetings should only commence with the appropriate quorum. If the meeting is inquorate the meeting can be cancelled and business dealt with by circulation or discussion can take place in committee mode with recommendations ratified at the next meeting or by circular.

5. Meetings should be held in accordance with constitution. However, the committee should not meet simply because a meeting has been scheduled rather only when there is important business to transact. If business is limited, consideration should be given to circulating items with the Chair’s recommendation rather than to deferring items to a later meeting.

6. Items brought to the committee for a decision for noting or for communication should be relevant to the business or role of the committee. Consideration should be given to holding a joint meeting of two committees when there is an item of interest for more than one committee. When it is clear that the committee has insufficient knowledge to add value to a decision, then other means of processing the decision should be found within existing policy and legislative provisions.

7. Where decisions are to be referred to other University committees then meeting dates should be scheduled to facilitate the efficient flow of business to these committees.

8. There should be an opportunity at the start of each meeting for members to declare any potential or perceived conflict of interest in respect of any item and where appropriate to absent themselves from discussion and/or the room while the item is being considered.

9. Documentation for committees should be written precisely, accurately, clearly and succinctly. The level of formality and detail should match the purpose and readership of the document.

10. Agendas of meetings should:

   • Contain or have attached any background material necessary to enable members to make informed decisions. If items have been discussed previously a chronology of key elements of the discussion should be attached.
   • Be divided into three parts (Attachment C):

   Part 1. Items for Communication to be dealt with En Bloc - only items for communication that require no decision or discussion, but are relevant to the business of the committee or its future decision-making, or require dissemination by members to staff within their areas;

   Part 2. Items for Decision to be dealt with En Bloc - only items for decision with clear recommendations by the Chair that are likely to require no further discussion;
Part 3. Items for Discussion and Decision.

- Include an Item/Business in Progress List providing an update of actions since the last meeting, where appropriate.
- At the discretion of the Chair allow items of ‘Other Business’ provided there is advance notice to the Chair and the item is not a major policy item.
- Be distributed to members at least three working days before the meeting and items perceived by the Chair to be key issues should be highlighted. Deadlines for placing formal items on the agenda should be enforced by the Chair and the Executive Officer. Rather than delay the distribution of an agenda because one item is not ready, the use of supplementary agendas should be considered.
- Be posted on the Web, with attachments where possible and available to all staff on the University’s intranet, unless issues of confidentiality preclude this.

11. Minutes of meetings should:

- Contain a summary or précis of events, in dot form wherever possible, rather than a detailed account of every contribution. In general names of individuals should not be recorded in the discussion.
- Contain all resolutions and agreements, whether reached formally through motions or through general consensus, and a clear statement of the action to be taken in relation to each item including the person responsible for the action and a timeline for completion, where appropriate.
- Be distributed to committee members within 10 working days of the close of the meeting.
- Be posted on the Web and available to all staff on the University’s intranet, unless issues of confidentiality preclude this.

Role of Members:

12. Members are required to conduct themselves in accordance with the University’s Code of Conduct and the University Committee Members’ Code of Conduct.

13. Members are required to participate actively in committee business and provide appropriate contributions to decision making for the betterment of the University as a whole.

14. University members should only nominate for committees for which they feel they are well placed and appropriately informed to contribute to the business of that committee.

15. Members who represent constituents on a committee should make every attempt to canvass the views and opinion of that group to bring back to the discussion of the committee and report committee decisions back to their constituents.

Role of Chair and Executive Officer:

16. Chairs and Executive Officers are responsible for ensuring these rules for the operation of committees are followed including the appropriate recording of decisions and actions.

17. Chairs should conduct meetings with the degree of formality appropriate to the committee. Generally, greater formality is needed with major committees, committees with a larger membership and where it is required by constitutional and statutory provisions.

18. Chairs should ensure meetings are conducted fluently so members understand the matters at hand and have the opportunity to discuss them, and the voting processes and resolutions are clear. Chairs should try to ensure the active participation by all members of the committee.

19. Chairs and the Executive Officers have a responsibility to ensure the business of the committee is either referred for a decision to the relevant committee or is communicated effectively to relevant areas of the University.
20. Committees should make provision for delegating responsibilities to the Chair and Executive Officer as far as possible, ensuring accountability for these delegations.

21. Chairs and Executive Officers should meet to discuss the draft agenda so both understand the purpose and possible outcomes of the meeting.

22. Executive Officers should familiarise themselves with the working of the University committee system as a whole, and as much as possible work with Executive Officers of other committees to ensure smooth transition of business through the committee system.

23. Executive Officers should work with the Chair to provide all new members with induction briefing material and appropriately induct new members into the committee. Where possible, this should occur well before the member's first attendance at a meeting of the committee. It is recommended that briefing material provided to new members includes:

   The constitution of the committee including information on the position of the committee in the University committee structure (namely maps with pathways for decisions and communication).
   - The Principles and Rules of the Operation of Committees.
   - The Code of Conduct of committee members.
   - Committee meeting dates.
   - Major items of business of the committee of the previous year.
   - Commonly used acronyms and abbreviations which might be used in the conduct of the committee’s business.

Any enquiries relating to the rules for the operation of committees may be directed to the University Secretariat.

Revised 16 February 2006
University Secretariat University Committee Members' Code of Conduct

Code of Conduct

Membership of a University Committee is an important role and brings with it key responsibilities and obligations. The specific membership requirements for University Committees have been prepared to promote good practice and give committee members a summary of their obligations and provide guidance on ethical conduct.

The University Committee Members' Code of Conduct is based on the Western Australian Public Sector Code of Ethics and the template for Code of Conduct for Government Boards and Committees (http://www.wa.gov.au/opssc/documents/)

1. **Personal Conduct**: All members of University committees are required to conduct themselves at all times in accordance with the University's Code of Ethics and Code of Conduct. A copy is available at: http://www.hr.uwa.edu.au/publications/code_of_ethics

Members of committees are also required to:

- Understand the committee's role and purpose within the University.
- Stay informed about relevant matters affecting the committee's business.
- Attend all committee meetings or where attendance is not possible, submit an apology.
- Participate actively and work cooperatively with other committee members and University staff.
- Prepare for all committee meetings by reading and considering the agenda items, papers circulated and other relevant documents.
- Not improperly influence other committee members.
- Make new points succinctly without reiterating at length points already made.

2. **Accountability**: All members have a responsibility to ensure efficient and effective operations of the committee, avoid extravagant and wasteful use of resources and ensure actions are consistent with the role and purpose of the committee.

Members of committees are also required to:

- Participate constructively in committee activities in a lawful, ethical and justifiable manner.
- Ensure decisions are consistent with any statutory and legal requirements.
- Ensure resources, funds and staff are used effectively and economically for committee business.

3. **Record Keeping** and Use of Information: All documentation produced by the committee forms part of the University records and should be maintained in accordance with University’s Record Keeping Plan (http://www.archives.uwa.edu.au/rkp).

In conjunction with specific responsibilities of the Executive Officer, members of committees are also required to:

- Ensure adequate procedures are followed for documenting decisions and actions of the committee.
- Maintain confidentiality of committee business where necessary, ensuring confidential records are subject to appropriate storage and access procedures.
- Respect confidential discussions and not misuse any information obtained through membership of the committee.
- Openly declare any matters of private interest and record any issues with the potential for conflict or perceived conflict to ensure they are transparent and capable of review.
- Where appropriate, disqualify themselves from committee discussions and decisions where a conflict of interest occurs.
- Be aware of the FOI Act 1992 and that access may be sought to all records under this legislation.

Where members are unsure of their obligations or responsibilities under the University Committee Members' Code of Conduct, the member should contact the Chair or Executive Officer of the Committee for assistance.

Revised on 16/02/2006
MINUTES OF THE MEETING OF THE BOARD OF STUDIES IN SCIENCE
HELD IN THE ECONS CONFERENCE ROOM ON TUESDAY 2 JUNE 2009

Present: A/Professor Patrick Finnegan (Chair), Dr Greg Acciaiolo, Prof Tim Ackland, Prof Bruce Elliott, Dr Jane Emberson, Prof Robert Grove, A/Prof Geoff Hammond, Dr Des Hill, Dr Brenton Knott, Dr Nancy Longnecker, Dr Martha Ludwig, Dr Allan McKinley, Ms Imelda Ooi, Prof Don Robertson, Prof Linc Schmitt, Prof Geoff Stewart, Dr Rob Tuckey, Ms Tess Vermeulen, Ms Kath Williams, A/Prof Michael Wise

Apologies: Prof Tony O'Donnell, Prof Lyn Abbott, Ms Jenny Gamble, Dr Jane Heyworth, Prof Hans Lambers, Dr Pieter Poot, Prof Colin Raston, Dr Ben White

Invitees: Ms Marjan Heibloem, Mr David Enright

Invited Guest: Prof Adrian Baddeley

1. MINUTES

It was
RESOLVED – 14/09
To confirm the Minutes of the Meeting held on 5th May 2009

2. DECLARATION OF POTENTIAL FOR CONFLICT OR PERCEIVED CONFLICTS OF INTEREST

The Chair invited members to declare conflicts of interest in relation to any item on the agenda. No conflicts of interest were declared.

3. PROPOSAL TO CANCEL THE COMBINED BA/BSc/MTEACH COURSE

The Faculty of Education Teaching and Learning Committee have recommended to their Faculty that the combined BA/BSc/MTeach course be cancelled as of 2010 due to low enrolments. The recommendation takes into consideration the new University structure and to focus on the postgraduate program. Current students will be encouraged to transfer to single degrees and then apply for the MTeach. (Attachment B to the Agenda)

This item was provided as information to the members of the Board of Studies in Science.

Associate Professor Patrick Finnegan (Chair) introduced Professor Adrian Baddeley from the School of Mathematics and Statistics and invited Professor Baddeley to present Supplementary Agenda Item 2, Proposal From the School of Mathematics and Statistics Regarding the Amalgamation of Statistics A and B and to respond to questions regarding the item.

4. PROPOSAL FROM THE SCHOOL OF MATHEMATICS AND STATISTICS REGARDING THE AMALGAMATION OF STATISTICS A AND B

At the meeting of the Board of Studies in Science held on the 5 May 2009 members agreed with the rationale to merge the 2 statistics units STAT1510 Statistics A and STAT1530 Statistics B into one statistics unit. However, members requested the item be carried over to allow for further consultation with a broader group of academics within the Faculties of Life and Physical Sciences and Natural & Agricultural Sciences, in particular with respect to the unit name.

Professor Baddeley attended the FNAS Teaching & Learning committee held on Friday 22nd May and indicated that the proposal was focused on accommodating students in Life & Physical Sciences and to meet the needs of the Singapore Offshore Students. Members were advised that currently approximately 97% of the students enrolled in STAT1510 and STAT1530 were enrolled in LPS Programs/Majors and that the proposed unit STAT1400 was not meant to compete with or replace the unit STAT2210 Biometrics 1.
The School of Mathematics and Statistics provided documentation which included (Attachment A to the Supplementary Agenda):
1. Draft of unit outline
2. Summary of their intentions on course delivery
3. Table of comparison between similar units

Professor Baddeley advised that the prerequisite for admission to STAT1400 Statistics for Science would be TEE Discrete Mathematics and the unit would be structured emphasizing statistics principles which would include a focus tailored to the cohort of students who would normally have taken STAT1530 Statistics B. The Chair asked for comments regarding the title Statistics for Science and the members of the Board of Studies in Science had no concerns with the proposed name.

It was
RESOLVED – 15/09
to endorse the proposal from the School of Mathematics and Statistics to delete the units STAT1510 Statistics A and STAT1530 Statistics B and replace with the new unit STAT1400 Statistics for Science for the consideration and endorsement by the Faculty Board of the Faculty of Life and Physical Sciences and the Faculty Management Committee of the Faculty of Natural and Agricultural Sciences, effective from 2010.

5. PROPOSED CHANGES TO THE REGULATIONS BSC (EXERCISE AND HEALTH), BACHELOR OF EXERCISE REHABILITATION SCIENCE AND GRADUATE DIPLOMA IN SCIENCE (EXERCISE REHABILITATION)

The School of Sports Science and Exercise Health received notification from the Australian Association for Exercise and Sports Science (AAESS) that the courses – BSc (Exercise and Health), Bachelor of Exercise Rehabilitation Science and Graduate Diploma in Science (Exercise Rehabilitation) had been provisionally accredited. The provisional accreditation was conditional upon the School addressing several issues which will necessitate a number of rule changes for the Bachelor of Science (Exercise and Health), for implementation from 2010. Graduates of this program would obtain automatic accreditation with AAESS and thus gain ‘Provider Status’ from the Australian Government Health Insurance Commission, following the completion of a fourth year through the Bachelor of Exercise Rehabilitation Science or Graduate Diploma of Science (Exercise Rehabilitation). The proposed changes may also provide an opportunity for the PSB course in Singapore to be submitted for accreditation in the future. (Attachment C to the Agenda)

The School proposed the following changes to the rules for the BSc (Exercise and Health) (PG-EXHSC):
1. The majors Physical and Health Education (MJ-HMPED) and Sport & Exercise Science (MJ-SPEXS) be removed from the Exercise & Health program
2. The core units for the Physical and Health Education major be listed as core units for the Exercise & Health Program
3. HMES2290 Physical Activity and Health be listed as a core unit for the Exercise & Health Program
4. That 48 points of Level 3 HMES3XXX units be completed for the Exercise & Health Program of which one unit must be chosen from at least two of the specialist areas in the School (in addition to the listed core units).

Members were provided with modified handbook regulations for the BSc (Exercise and Health) program (Attachment C to the Agenda).

It was
RESOLVED – 16/09
to endorse the recommendations as noted below from the School of Sports Science and Exercise Health for the consideration and approval by the Faculty Board of the Faculty of Life and Physical Sciences:
Proposed changes to the BSc (Exercise and Health) (PG-EXHSC), effective from 2010:
1. The majors Physical and Health Education (MJ-HMPED) and Sport & Exercise Science (MJ-SPEXS) be removed from the Exercise & Health program
2. The core units for the Physical and Health Education major be listed as core units for the Exercise & Health Program
3. Students are required to take only two Level 1 Core Units (12 points) but staff may recommend to students that they consider taking an additional Level 1 unit (6 points)
4. HMES2290 Physical Activity and Health be listed as a core unit for the Exercise & Health Program
4. 48 points of Level 3 HMES3XXX units be completed for the Exercise & Health Program of which one unit must be chosen from at least two of the specialist areas in the School (in addition to the listed core units).
6. **PROPOSED NAME CHANGE OF MAJOR**
The School of Sport Science, Exercise and Health proposed the BSc major Human Movement and Exercise Science be changed to Sport Science, Exercise and Health (Attachment D to the Agenda)

It was

**RESOLVED – 17/09**
to endorse the proposal to rename the major Human Movement and Exercise Science to Sport Science, Exercise and Health for consideration and approval by the Faculty Board of the Faculty of Life and Physical Sciences, effective from 2010

7. **PROPOSED CHANGE TO NEUROSCIENCE PROGRAM**
As the School of Psychology had made changes to the delivery of PSYC second year units, the Program co-ordinator of the BSc (Neuroscience) program proposed to replace the core unit PSYC2205 Psych: Behavioural Neuroscience with the choice of either PSYC2217 Cognitive Neuroscience or PSYC2218 Perception and Sensory Neuropsychology, depending on unit availability. (Attachment E to the Agenda)

It was

**RESOLVED – 18/09**
to endorse the proposal to replace PSYC2205 Psych: Behavioural Neuroscience with either PSYC2217 Cognitive Neuroscience or PSYC2218 Perception and Sensory Neuropsychology for the consideration and approval by the Faculty Board of the Faculty of Life and Physical Sciences, effective from 2010

8. **PROPOSED MAJOR IN LAND, SOIL AND WATER**

Members had before them the proposal from the School of Earth and Environment to amalgamate the Bachelor of Science, Soil Science and Land and Water Management majors in to the 'Land, Soil and Water' major The school advised that the proposal was keeping within the context of the University’s Future Framework and had been endorsed by the FNAS Teaching and Learning committee. (Attachments B, C, D, E, F to the Supplementary Agenda)

The School proposed the following structure for the Land, Soil and Water Major

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EART1105 Earth and Environment:</td>
<td>Dynamic Planet</td>
<td>EART1110 Earth and Environment: Terrestrial</td>
</tr>
<tr>
<td>Level 2</td>
<td>EART2222 Earth Surface Processes &amp; Soils</td>
<td>EART2251 Environmental Hydrology</td>
</tr>
<tr>
<td>Level 3</td>
<td>EART3323 Land, Soil &amp; Water Systems</td>
<td>ENVX3333 Case Studies in Land &amp; Water</td>
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<tr>
<td></td>
<td>ENVX33XX Land, Soil &amp; Water Research Project</td>
<td>Management</td>
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<td></td>
<td></td>
<td>And one unit selected from:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EART3333 Environmental</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Geomorphology of Coasts and Rivers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EART33YY Soil Biology &amp; Plant Nutrition</td>
</tr>
</tbody>
</table>

The above proposal would include the following changes:
- delete the unit EART3322 How Soils Function, from 2010 onwards;
- delete the units ENVX3334 Land and Water Management Research Project Part 1 (Sem 1) and ENVX3335 Land and Water Management Research Project Part 2 (Sem 2) - 12 points - from 2010;
- delete the units EART3334 Research Project in Soil Science Part 1 (Sem 1) and EART3335 Research Project in Soil Science Part 2 (Sem 2) – 12 points - from 2010;
- create a new unit entitled EART33XX Land, Soil and Water Research Project 6 points, available Semester 1, from 2010;
- change the unit EART2240 Soil Biology and Plant Nutrition from a level 2 unit to a level 3 unit;
- request approval from the Board of Studies in Science to count the unit EART1110 Earth and Environment: Terrestrial Ecosystems as a Science unit in the BSc 50110.
It was

RESOLVED – 19/09

to endorse the recommendations as noted below from the School of Earth & Environment for the consideration and approval by the Faculty Board of the Faculty of Life and Physical Sciences and the Faculty Management Committee of the Faculty of Natural and Agricultural Sciences:

Proposed changes effective from 2010:

1. delete the unit EART3322 How Soils Function, from 2010 onwards;
2. delete the units ENV1334 Land and Water Management Research Project Part 1 (Sem 1) and ENV1335 Land and Water Management Research Project Part 2 (Sem 2) – 12 points – from 2010;
3. delete the units EART3334 Research Project in Soil Science Part 1 (Sem 1) and EART3335 Research Project in Soil Science Part 2 (Sem 2) – 12 points – from 2010;
4. create a new unit entitled EART33XX Land, Soil and Water Research Project 6 points, available Semester 1, from 2010;
5. change the unit EART2240 Soil Biology and Plant Nutrition from a level 2 unit to a level 3 unit;
6. EART1110 Earth and Environment: Terrestrial Ecosystems to be included as a level 1 Science unit in the Earth Sciences Foundation Package in the BSc 50110.

9. 2009 MEETING SCHEDULE

All meetings at 2pm in the Economics Commerce Conference Room
Tuesday 7th July 2009
Tuesday 4th August 2009
Tuesday 1st September 2009
9.6.40 Master of Pharmacy (51500)

Applicability of the University General Rules for Academic Courses
9.6.40.1 The rules in 1.1 and 1.2 of the University General Rules for Academic Courses in this handbook apply to the Master of Pharmacy except as set out in the rules that follow.

Applicability of the Science Faculties’ General Provisions
9.6.40.2 The Science Faculties’ General Provisions in 9.6.1 apply to the course.

Articulation
9.6.40.3 The Graduate Diploma in Pharmaceutical Science articulates with the course.

Mode of Study
9.6.40.4 The course may be taken by way of coursework only.

Admission
9.6.40.5(1) The Faculty of Life and Physical Sciences may accept into the course for the degree of Master of Pharmacy an applicant who—
(a) has a bachelor’s degree in Science with a major sequence in the area of biomedical or biophysical science, or equivalent as recognised by the Faculty;

and

(b) has demonstrated to the Faculty adequate knowledge of each of the following at a tertiary level: physiology and anatomy, cell biology, biochemistry, molecular biology, chemistry and mathematics and/or statistics; ¹

and

(c) has a current certification of National Police Certificate indicating no criminal conviction—national police clearance.

¹ Completion of TEE Physics or introductory physics at university level or equivalent is highly recommended.

(2) Applicants with qualifications from overseas institutions where English is not the medium of instruction must provide evidence of English language competency equivalent to an IELTS score of 7.5 overall with no band lower than 7.0.

(3) Applicants whose first language is not English, but who have degrees from institutions where English is the medium of instruction, may be required to provide further evidence of English language competency.

Course Structure
9.6.40.6 The course consists of units to a total value of 144 points, comprising all units in Table 9.6.40a (Master of Pharmacy Core Units).

Supplementary Assessment

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Convocation, UWA Graduates Association Prizes * [F1878]

1. Eleven Convocation, the UWA Graduates Association Prizes, each consisting of a book voucher and certificate, are available annually in the Faculties of Life and Physical Sciences and Natural and Agricultural Sciences.

2. The prizes are awarded by the Board of Examiners in Science as follows:

(1) For each of the following groups one prize is awarded to the best student enrolled in the Bachelor of Science taking Level 1 units to a value of at least six points in a subject within that group:
   
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(2) For each of the following groups one prize is awarded to the best student taking Level 2 units to the value of at least 12 points in a subject within that group:

   (a) mathematics and computer science;
   
   (b) physics, geology and chemistry;
   
   (c) botany and zoology;
   
   (d) anthropology, archaeology, geography, human movement, linguistics and psychology;
   
   (e) anatomy and human biology, biochemistry, microbiology, molecular biology, pharmacology, and physiology and soil science.

3. One prize is awarded to the student in the course for the Bachelor of Science (Exercise and Health Science) who has the highest aggregate of marks in four of the following units: HMES2240 Motor Learning and Control, HMES2250 Biomechanics, HMES2260 Exercise Physiology, HMES2270 Psychosocial Aspects of Human Movement and Exercise Science and HMES2290 Physical Activity and Health.