The University of Western Australia
Faculty of Life and Physical Sciences

MEMBERS OF THE TEACHING AND LEARNING COMMITTEE

Professor Geoff Hammond (Chair)
Dr Jane Emberson (Academic Student Advisor)
Ms Jenny Gamble (Faculty Manager)
Dr Nancy Longnecker (CATLyst)

Representatives from Schools:
Dr Jan Meyer (Anatomy and Human Biology)
Professor Don Robertson (Biomedical, Biomolecular and Chemical Sciences)
Professor Tim Ackland (Sports Science, Exercise and Health)
Dr Paul Abbott (Physics)
Dr Davina French (Psychology)

Other Representatives:
Ms Marjan Heibloem (Representative from FNAS)
Ms Carmel O’Sullivan (Biological Sciences Library)
Mrs Jacqueline McNally (Postgraduate Student Representative)
Miss Matilda Oke (Undergraduate Student Representative)

TEACHING AND LEARNING COMMITTEE MEETING
Tuesday 13 May 2008

The next meeting of the Teaching & Learning Committee will be held in the Faculty Meeting Room 155 on Tuesday 13 May 2008 at 2pm. All members are expected to attend or ensure that a representative from the School will attend on their behalf.

AGENDA

1. MINUTES

Confirmation of the minutes of the meeting of the Teaching and Learning Committee held on 8 April 2008.

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

The Chair will invite members to declare potential for conflict or perceived conflict of interest if applicable with regard to items on the agenda.

3. ITEMS/BUSINESS IN PROGRESS FOR NOTING SINCE PREVIOUS MEETING

<table>
<thead>
<tr>
<th>Item/Business in Progress</th>
<th>Action</th>
<th>Responsible</th>
<th>Status</th>
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<tbody>
<tr>
<td>Professor Alan Dench, Chair, Animal Ethics asked the Faculty to consider some issues regarding the approval procedure for the use of animal in teaching.</td>
<td>Response to be prepared.</td>
<td>Dr Jan Meyer, Professor Don Robertson and Ms Jenny Gamble</td>
<td>In progress</td>
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<tr>
<td>Teaching and Learning Guide for Faculty Staff</td>
<td>To be redrafted</td>
<td>Ms Heather Morton</td>
<td>In progress</td>
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PART I
Items for Communication

There are no items under Part I

PART II
Items for Decision to be dealt with En Bloc

There are no items under Part II

Part III
Items for discussion and Decision

4. CHAIR’S REPORT
The Chair will report on current Teaching and Learning issues.

5. SCHOOL REPORTS
Representatives will report on teaching and learning issues in their Schools.

6. CATLYST REPORT
CATLySt will report on current Teaching and Learning issues.

7. UWA HANDBOOK: SCIENCE FACULTIES’ POLICY AND GUIDELINES
Dr Jane Emberson has suggested that changes be made to the Science Faculties’ policy and guidelines section of the UWA handbook. A copy of her proposed changes is attached (Attachment A) for members’ information and comment.

For discussion

8. REVIEW OF ENGLISH LANGUAGE SKILLS OF GRADUATES – REF: F19237, F983
In March 2007 a working party had been established to investigate and advise on strategies to ensure that the level of confidence in the English language skills UWA graduates was maintained. Academic Council at a meeting on 5 March 2008 consider the recommendations made the working party and resolved (R16/08) to accept Recommendation 8 which states:

That Faculty Teaching and Learning Committees check that each ‘year’ of the Faculty’s courses require students to demonstrate English language skills, and report their findings to the University’s Teaching and Learning Committee.

A copy of the recommendations was distributed to members at the March meeting of the Faculty Teaching and Learning Committee. Academic Council minutes for the March meeting and the report are available from the UWA website at:


Discussion regarding this item was deferred from the previous meeting of the Committee.

9. OTHER ITEMS OF BUSINESS
SUGGESTED NEW ENTRIES

Credit (Advanced Standing)

The Science Faculties’ policy in principle is to grant credit for units of study passed in a degree course at a recognised tertiary institution, or a completed diploma course at AQF level, where the units are directly equivalent to units in a course in this Faculty, or are judged to be adequate in level and content to provide the prerequisite for units at a higher level. Granting of credit is entirely at the Faculties’ discretion.

The amount of credit granted is limited by the rules and requirements of the particular course and program, and by the Faculties’ time-limits for completion of prerequisites and for completion of a course in which advanced standing is granted. Credit will normally be granted only for units in which a clear pass has been achieved, without supplementary assessment. Unspecified credit may be granted within the points limits allowed by the standard structure of the particular course and program.

It is the responsibility of the student seeking credit to submit a request to the faculty on the appropriate form and to provide full details of the prior study for which credit is sought.


(This is based on the current policy of FLPS.)

Student Exchange

Science students may apply through the Student Exchange Program to undertake one or two semesters of study at a partner university overseas. In planning their studies abroad they should pay attention to practical (e.g. laboratory) components and to the need to meet any prerequisites for higher-level units they hope to take on their return. Units taken on exchange at an approved partner university may be permitted by the Faculty to count towards a science major if they are directly equivalent, in content and standard, to units offered in the major at this University. It is the student’s responsibility to obtain approval in advance and to enrol in accordance with that approval.

Students may in some circumstances be given approval to complete part or all of the BSc (Honours) program at a formally approved exchange partner university. The proposed program must be approved by the relevant head of school or program coordinator. The student must have a supervisor at UWA approved by the Faculty, as well as approved supervision at the exchange institution. The honours dissertation will be assessed at UWA, as will any or all of the other components of the honours course, as approved by the Faculty.

(Par. 1 reflects what was decided in the Board of Studies a few years ago. Par. 2 is based on FLPS practice.)

Cross-institutional Enrolment

Applications for cross-institutional enrolment at another Australian university can be approved by the Faculty if the intended study is academically appropriate to the student’s course. Students may be permitted, on the recommendation of the head of school or program coordinator, to count units taken under cross-institutional enrolment towards a science major, up to a maximum value of twelve points. Approval is unlikely to be granted for enrolment at another West Australian university in units equivalent to any unit offered at The University of Western Australia.

(This was discussed in the Board of Studies a year or two ago and has since then been informal policy in FLPS. The last sentence is long-standing UWA policy.)

Concurrent Enrolment in an Undergraduate Diploma

The Faculty may give approval for a student to apply for entry to a concurrent undergraduate diploma course at this University. The Faculty will not normally support a student’s application for entry to the Diploma in Arts for the purpose of completing a major in a discipline available as a major in the Bachelor of Science course (e.g. anthropology). A student who completes the Diploma in Information Technology course is not permitted to credit any units in computer science towards the Bachelor of Science.
[This reflects long-standing practice in FLPS; however, we have one student currently approved to take the Dip. Arts in anthropology.]

**Calculator Policy** [copied from FECM policy section]

The list of calculators that may be used during examinations and texts is available at http://www.ecm.uwa.edu.au/for/students/policies/calculators. Calculators must have an ‘approved’ sticker attached to them to be taken into any examination or test. These stickers cannot be removed and placed on another calculator. They can be obtained from the Faculty office.

**SUGGESTED CHANGES TO CURRENT TEXT** [suggested revisions underlined]

**Approved Leave**

*Last sentence.* Students in their first calendar year of enrolment are not normally eligible for approved leave and must re-apply for entry. [Changed from ‘in their first semester’, as approved leave is now needed only for a whole academic year without enrolment. With the current wording a student could possibly withdraw from all units in the 1st semester, then in August withdraw from all units in 2nd semester and apply for approved leave for the year.]

**Special Consideration**

*Par. 2.* If preparation for, or performance in, an examination or other item of assessment is seriously impaired by illness or other exceptional circumstances beyond their control, students may apply to the Faculty for special consideration of these circumstances to be taken into account during the process of assessment. They should contact the relevant Faculty Office at the earliest possible opportunity to obtain a form to apply for special consideration. This form must be returned to the Faculty Office along with supporting documentation (e.g. a detailed medical certificate) and a written statement explaining the circumstances. Applications for special consideration can be submitted during the semester but must be received by the Faculty Office no later than three working days following the date of the examination. The Board of Examiners may agree to consider late applications if there are additional exceptional circumstances preventing application within that time-limit, but no applications will be accepted after final results have been recorded.

*[The aim of this is to reinforce the Faculties’ current policy.]*

**Deferred Examinations**

*Add par.*: Unless the Faculty permits otherwise in extreme mitigating circumstances, students who are granted a deferred examination are not permitted to defer the deferred examination. [This is copied from Rule 4.1.3 of the Business School, where it applies to all courses. There has been a suggestion for a University committee of sub-deans to make decisions on applications for second deferral, etc., but there is no indication whether this will go ahead.]

**Supplementary Assessment**

*Add par.*: Unless the Faculty permits otherwise in exceptional circumstances, students who are provided with an opportunity for supplementary assessment are not permitted to defer the supplementary assessment.

*Add par.*: Unless the Faculty permits otherwise in exceptional circumstances, students who fail a deferred examination in a unit are not provided with the opportunity for supplementary assessment in that unit. [This is a rule in the MBBS; there is no provision for exceptions.]

**Progress Status Categories — Unsatisfactory Progress Status**

N.B. Any changes made to these categories would need to be made likewise in Science Rule 9.2.3.

**ON PROBATION**

(a) First-year students who have failed more than 50 per cent of the points undertaken in that year and have a weighted average of 30 per cent.  [Unchanged.]
(b) Students who are granted a waiver of suspension or exclusion on grounds of exceptional circumstances and are permitted to re-enrol.

[An equivalent provision is in the Business School’s policy section, though it doesn’t seem to be spelt out in their rules.]

EXCLUDED

(a) Students who have failed to make satisfactory progress for a second time.

(b) Students who, by reason of successive failures of a core unit, are unable to complete the Bachelor of Science component of a combined course. Such students are eligible for transfer to the Bachelor of Science course, unless they have also made unsatisfactory progress in the combined course in terms of University General Rule 1.2.1.29.

(This is particularly to deal with students who fail MATH1010 or MATH1020 twice in the BSc/B.Enggineering; they cannot possibly complete the course, under the Science Rules, but we have at present no rule that can make them transfer out of it. The suggested provision could be applied to the BSc/BComm and BSc/BEcons as well, as the have compulsory maths at level 1.)

HONOURS COURSE  [Policy section on p.172 in Undergraduate Handbook 2008]

Suggested additions, copied from the policy section of the Business School (Undergraduate Handbook, p.74), and reflecting the views of the Science Honours Working Party when it discussed these issues:

Honours Satisfactory Progress and Progress Status

To make satisfactory progress in the course, students must pass all the units for which they are enrolled after the final withdrawal date. (Needs approval as exception to University General Rule 1.2.1.29.)

Progress Status

The Dean, on the recommendation of the Board of Examiners, may exclude a student who has failed to make satisfactory progress.

SCIENCE FACULTIES’ RULES

Time Limits

9.2.1.2 Where a student is granted credit towards a bachelor’s degree course by virtue of work completed in another degree course at this or another institution, the student must complete the requirements for the new degree course within ten calendar years of the date on which that previous study began.

[We have always applied this time-limit to credit derived from a prior diploma course as well as prior degree courses, so the word ‘degree’ appears inappropriately limiting. N.B. It does not affect the rules on course structure for entrants with a completed university degree.]

Course Structure

9.2.4.3 (1) The course consists of units to a minimum total value of 144 points and a maximum total value of 168 points comprising—

(a) one of the foundation packages set out in 9.2.5, comprising Level 1 units to the value of 48 points and including units leading to at least three of the Science majors listed in Rule 9.2.6.2, which must be in three different subject areas; [...] This has been the practice, but is not spelt out. It is already spelt out for the two different majors at Level 2.

Foundation Packages

There has been some suggestion of changing the foundation packages, because some now require only 24 points and some require 30-36 points. I’m not entirely convinced that it is necessary (given that the rule about three science majors already applies), but if we want to make a change we could add rules as follows:-

Mathematics & Computer Science Foundation Package
(d) Level 1 units to the value of 24 points, chosen in consultation with a Faculty Adviser, and including at least one pair of units from another Science Foundation Package and leading to a third science major.

Life Sciences (Human & Behavioural) Foundation Package

(a) two units from each of at least two of Groups A, B, C, D, E, F or G in Table 9.2.5f [...]—at least 24 points;

and

(b) if only 24 points have been taken under (a), one pair of units from another Science Foundation Package, leading to a third science major;

and

(c) if necessary to make up the required number of points, Level 1 units chosen in consultation with a Faculty Adviser—maximum of 12 points.