MEMBERS OF THE BOARD OF COURSEWORK STUDIES
Senior Deputy Vice-Chancellor's Nominee as Chair (Winthrop Professor Bill Louden)
Chair of the Academic Board (Winthrop Professor Karen Simmer)
Deputy Chair of the Academic Board (Winthrop Professor John Cordery)
Pro Vice-Chancellor (Education) (Winthrop Professor Jane Long)
Executive Director (Academic Services) and Registrar (Mr Peter Curtis)
Chair of the Board of Studies (Bachelor of Arts) (Winthrop Professor Alan Dench)
Chair of the Board of Studies (Bachelor of Commerce) (Winthrop Professor H. Y. Izan)
Chair of the Board of Studies (Bachelor of Design) (Associate Professor Kate Hislop)
Chair of the Board of Studies (Bachelor of Science) (Winthrop Professor Grady Venville)
Academic Secretary (Ms Sylvia Lang)
President of the Guild of Undergraduates (Mr Matthew Mackenzie)
Winthrop Professor David Plowman

STANDING INVITEES
Senior Academic Reviewer (Winthrop Professor Ian Reid)
Senior Legislative Officer (Dr Claire McIlroy)

BOARD OF COURSEWORK STUDIES MEETING –
THURSDAY, 23rd FEBRUARY 2012

AGENDA

This is to confirm that a meeting of the Board of Coursework Studies will be held from 10.00am – 11.30am on Thursday, 23rd February 2012 in the Prescott Room.

Part 1 of the agenda, which relates to items of communication, is to be dealt with en bloc by motion of the Chair. Part 2 of the agenda has items for decision to be dealt with en bloc by motion of the Chair. Part 3 items are for discussion and decision. A member may request the transfer of an item from Parts 1/2 to Part 3.

Dr Kabilan Krishnasamy
Executive Officer
Academic Policy Services

WELCOME

The Chair will welcome members to the meeting of the Board of Coursework Studies.

APOLOGIES

The Chair will record any apologies. Members are reminded that apologies should be forwarded to the Executive Officer prior to the meeting.

DECLARATIONS OF POTENTIAL FOR CONFLICT OR PERCEIVED CONFLICTS OF INTEREST

The Chair will invite members to declare potential for conflict or perceived conflicts of interest, if applicable, with regard to items on the agenda.
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>
</tr>
</thead>
<tbody>
<tr>
<td>University Policy on Ungraded Passes/ Ungraded Fails</td>
<td>That a discussion paper, which compares and analyses the WAM and GPA instruments as selection tools for University courses, be prepared under the auspices of the Pro Vice-Chancellor (Education) with assistance from the Associate Director, Student Services (Admissions).</td>
<td>Pro Vice-Chancellor (Education)</td>
<td>In Progress. Scheduled to report to the Board of Coursework Studies in semester 1 2012.</td>
</tr>
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1. MINUTES – Ref F26981

Confirmation of the minutes of the meeting of the Board of Coursework Studies held on 16th November 2011.

PART 1 – ITEMS FOR COMMUNICATION TO BE DEALT WITH EN BLOC

2. PRINCIPLES AND RULES FOR THE OPERATION OF COMMITTEES – Ref F12202

Members will be aware that all committees of the University are expected to operate according to the principles set out in the Principles for the Operation of Committees.

In 2005 the Deputy Vice-Chancellor and the Executive Director (Academic Services and Registrar) commissioned a “Working Smarter Through Committees” working party in order to investigate ways of streamlining and improving committee processes without compromising collegiality.

In accordance with Recommendation 9 – That the University’s principles and rules for the operation of committees are distributed (as part of the agenda) to all committee members and the Chair explicitly address these at the first meeting of each year – the principles and rules are attached along with the code of conduct. (Attachment A)

For noting.

3. BOARD OF COURSEWORK STUDIES MEETING DATES IN 2012 - Ref F26981

Members are advised that the Board of Coursework Studies meetings dates for 2012 have been confirmed as follows:

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Cut-off date for receipt of Agenda Material (by Mid-day)</th>
<th>Venue</th>
</tr>
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<tbody>
<tr>
<td>Thursday, 23rd February 2012</td>
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<td>Thursday, 22nd March 2012</td>
<td>Friday, 9th March 2012</td>
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<td>Thursday, 19th April 2012</td>
<td>Friday, 6th April 2012</td>
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<tr>
<td>Thursday, 24th May 2012</td>
<td>Friday, 11th May 2012</td>
<td>Prescott room</td>
</tr>
<tr>
<td>Thursday, 21st June 2012</td>
<td>Friday, 8th June 2012</td>
<td>Prescott room</td>
</tr>
</tbody>
</table>

No meeting scheduled in July

| Thursday, 23rd August 2012 | Friday, 10th August 2012 | Prescott room |
| Thursday, 20th September 2012 | Friday, 7th September 2012 | Prescott room |
| Thursday, 25th October 2012 | Friday, 12th October 2012 | Prescott room |
| Thursday, 22nd November 2012 | Friday, 9th November 2012 | Prescott room |

For noting.
4. MODIFYING PREREQUISITES FOR STUDENTS IN TRANSITION – Ref F34876

Attached (Attachment B) for members’ noting is advice from the Chair, Board of Coursework Studies, regarding situations in which students enrolled in a pre-2012 course wish to take a new advanced level unit for which the approved prerequisites have not previously been available.

For noting.

PART 2 – ITEM(S) FOR DECISION TO BE DEALT WITH EN BLOC

5. ITEMS FROM THE BOARD OF STUDIES FOR THE BACHELOR OF SCIENCE

5.1 MAJOR IN APPLIED COMPUTING: PROPOSED STRUCTURAL CHANGES FOR OFFERING MAJOR IN 2013 – Ref F29709

The Board of Studies (BSc) resolved by R3/12 to recommend to the Board of Coursework Studies that the request from the School of Computer Science and Software Engineering, which seeks a minor structural change to the Applied Computing major for offering from 2013, be endorsed.

The requested change, which moves STAT1400 Statistics for Science to become a complementary unit, and which introduces CITS1002 Programming and Systems, into the core, represents a requirement of the Australian Computer Society (ACS), the programme’s accrediting body. This strengthens the computing content of the major. Further, the guideline that at least four units must be unique to this major sequence is not affected.

Attachment C comprises:
- Memorandum from the School of Computer Science and Software Engineering
- Maps of the structure of the major in Applied Computing

If agreed, the Chair suggests that the Board of Coursework Studies recommend to the Academic Council that the proposed minor structural change to the Applied Computing major be approved for offering from 2013.

5.2. ENGINEERING SCIENCE MAJOR – Ref F29710

In April 2011, the Board of Studies (BSc) considered, by way of a circular, a proposal, submitted by the Faculty of Engineering, Computing and Mathematics, for changes to the Chemical Engineering pathway in the Engineering Science major.

By R20/11 the Board of Studies (BSc) accepted the following changes:

1. That the complementary unit CHEM1001 Chemistry - Properties and Energetics be replaced with the complementary unit CHEM1002 Chemistry - Structure and Reactivity.
2. That a new Level 3 core unit Chemical Process Thermodynamics and Kinetics be introduced.
3. That the core unit Introduction to Reaction Engineering be replaced by a new Level 3 unattached elective unit entitled Unit Operations and Unit Processes.
4. That the Level 3 unit entitled Process Design and Synthesis be renamed as Process Synthesis and Design and made an unattached elective unit.

Members will note the Faculty’s clarification that the unattached electives stated in (3) and (4) are not required for completion of the major, but are required before a student can complete the Master’s programme. Otherwise, the student will be required to take these electives as part of a Master’s Prelim.

Although the introduction of the following two new units was accepted, in principle, the Board of Studies (BSc) (formerly known as the Interim Board of Studies (BSc)) at that time did not have the opportunity to formally review the content of two units.
By R5/11, the Board of Studies (BSc) resolved to recommend to the Board of Coursework Studies that the following two units be accepted:

- Level 3 core unit entitled Chemical Process Thermodynamics and Kinetics
- Level 3 unattached elective entitled Unit Operations and Unit Processes

Attached (Attachments D1 – D3) are the following:

- Unit proposal for Level 3 core unit entitled Chemical Process Thermodynamics and Kinetics (Attachment D1)
- Unit proposal for Level 3 unit entitled Unit Operations and Unit Processes (Attachment D2)
- Memorandum from the Faculty as background information (Attachment D3)

If agreed, the Chair suggests that the Board of Coursework Studies recommend to the Academic Council that the Level 3 unit entitled Chemical Process Thermodynamics and Kinetics be approved as a core within the Chemical Pathway in the Engineering Science major and the Level 3 entitled Unit Operations and Unit Processes be approved as an unattached elective in the Bachelor of Science.

### PART 3 – ITEMS FOR DISCUSSION AND DECISION

6. **CONSTITUTIONS OF THE BOARDS OF STUDIES – Ref F28134**

Members will note that Academic Council in November 2011 reviewed the interim status of the Boards of Studies and approved (by R230/11) the proposition that they be made Boards of Studies effective immediately.

Since the Boards of Studies have been formally constituted as a University Committees, the Terms of Reference of the former Interim Boards of Studies will need to be amended accordingly.

The Board of Studies for the Bachelor of Arts (by R2/12), Bachelor of Commerce (by R2/12), Bachelor of Design (by R2/12) and the Bachelor of Philosophy (Hons) (by R1/12) have endorsed the respective constitutions and have referred them for consideration by the Board of Coursework Studies.

The Board of Studies for the Bachelor of Science, however, has resolved by R2/12 to recommend to the Board of Coursework Studies that clause 5(2), which states the following, be deleted: “A member appointed as a nominee under 2.1(b) – (h) cannot serve for more than two consecutive terms.”

**Attachment E** comprises:

- Constitution of the Board of Studies for the Bachelor of Arts (Attachment E1) – F28646
- Constitution of the Board of Studies for the Bachelor of Commerce (Attachment E2) – F28648
- Constitution of the Board of Studies for the Bachelor of Design (Attachment E3) – F28647
- Constitution of the Board of Studies for the Bachelor of Science (Attachment E4) – F28649
- Constitution of the Board of Studies for the Bachelor of Philosophy (Hons) (Attachment E5) – F28650
- Extract from minutes of the meeting of the Board of Studies for the Bachelor of Science held on 6th February 2012 (Attachment E6)

For discussion.

7. **ADVANCED DIPLOMA IN ABORIGINAL LEGAL STUDIES: PHASE ONE PROPOSAL – Ref F40792**

Attached (Attachment F) for members’ consideration is a Phase 1 concept plan for the Advanced Diploma in Aboriginal Legal Studies for offering from 2013. The Advanced Diploma in Aboriginal Legal Studies has been proposed as an accelerated undergraduate course which will be a pathway for Aboriginal Students to the JD.

For discussion.
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:

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

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

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

8. **Membership**: Committee membership ensures the broad University community, in all its diversity, is reasonably 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
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.
- Effective Meetings - A Guide to Good Practice

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


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
MODIFYING PREREQUISITES FOR STUDENTS IN TRANSITION

TRIM FILE REFERENCE: F34876

FILE PATH ON SERVER: C:\Documents AND SETTINGS\KKRISHNA\DESKTOP\DOCUMENT\CONTROL TEMPLATE.DOC

DOCUMENT STATUS

☐ Draft  ☐ Ready for Review  ☑ Final

DOCUMENT MODIFICATION HISTORY

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<tr>
<th>Version Number</th>
<th>Primary Author(s) (name and position)</th>
<th>Description of Version</th>
<th>Date Completed</th>
<th>Provided To</th>
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| 0.1            | W/Prof Ian Reid
Senior Academic Reviewer | First draft | January 2012 | Sylvia Lang
Kabilan Krishnasamy
Jon Stubbs |
| 0.2            | Revised in response to feedback on Version 0.1 | 3 Feb 2012 | Sylvia Lang
Kabilan Krishnasamy
Jon Stubbs |
| 1.0            | Final version | 7 Feb 2012 | Senior DVC |
| 1.0            | Final version | 8 Feb 2012 | Chairs of Boards of Studies; FAOs and Sub-Deans; Associate Deans T&L |

DOCUMENT APPROVAL

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<th>Signature</th>
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| Bill Louden, Senior DVC
Chair, Board of Coursework Studies | | 7 Feb 2012 |
Background

Much work has been done to inform staff members about transition arrangements for students who enrolled before 2012, and to ensure that those students are provided with options and support during the completion of their current degree or elected transition to a New Courses degree. Documents relevant to transition arrangements have been accessible to all staff at [http://www.newcourses2012.uwa.edu.au/staff/student-transition](http://www.newcourses2012.uwa.edu.au/staff/student-transition) (If the page doesn't open when you click on the link, paste the URL into your browser)


Many of the transitional arrangements need no attention from Boards of Studies. Faculties are responsible for (among other things) phasing in and phasing out the units they teach, assessing periodically the suitability of their transition plans, and identifying particular students who should be provided with individual advice, guidance and a tailored study plan.

Nevertheless it is important (1) that Boards of Studies, when any transition-related matters come to their attention, should view them as consistently as possible, and (2) that Faculties should administer their transitional arrangements in keeping with the relevant University Policy, with agreed principles of fairness and transparency, and with respect for the academic integrity of units and majors that have been designed and approved in the context of New Courses 2012.

Prerequisite issues

One area of potential difficulty is the need to manage equitably any situations where a student enrolled in a pre-2012 course wishes to (or must) take a new advanced-level unit for which the approved prerequisites have not previously been available.

Such situations are most likely to arise where Faculties decided to switch over to new Level 2 and Level 3 units in 2012. The Senior DVC issued a memo in late 2010 making it clear that there was no obligation to put a complete suite of new units in place for this year and that Schools thinking of doing so should consider carefully various practical implications, including "whether a new unit can safely replace an existing unit, particularly if different prerequisites might mean a risk of students being left stranded without a pathway to complete their major."

In recent weeks, Boards of Studies have received from Faculties two kinds of requests to modify prerequisites through the “fast-track” approval process. One kind argues that a particular alternative unit or units would provide a student with equivalent or almost equivalent knowledge and skills; the other kind wants to waive specific prerequisites completely or in favour of general requirements (such as x points of study at Level 1 or Level 2).

It is difficult to see how a prerequisite could be waived altogether (or replaced by very general requirements such as x points of study at level y) without placing students at a disadvantage and causing problems for those teaching the unit. Boards have insisted that the integrity of NC2012 units, with their differentiated learning outcomes at each level of study, makes it highly undesirable that students with very diverse and incommensurate kinds of preparation should be taught together – whether they are taking that unit as part of a major or not.
Proposals to recognise specified alternative prerequisites may be less problematic, but only if these proposed substitute units can equip students with knowledge and skills that are equivalent or nearly equivalent to the previously approved prerequisites.

The basic principle of minimising disadvantage to students during the transitional period means that we must allow reasonable substitute units to be counted in some cases. But there are two ways of doing this:

1. The relevant discipline, through its Faculty, presents to the Board of Studies a cogent argument for recognising particular alternative units whose learning outcomes are demonstrably similar to those of existing approved prerequisites; OR

2. The Faculty gives Special Approval through ordinary case-by-case administrative processes for individuals to count X in lieu of a standard prerequisite, rather than seek to widen unduly the general range of approved substitutions.

Several disciplines have been seeking fast-track approval for particular proposals based on a very liberal interpretation of Method 1, which can pose problems. Method 2 usually has practical advantages, though it needs to be governed consistently and transparently by certain principles.

Administrative implications and guiding principles

What does this mean for the Boards of Studies, for those who are processing fast-track requests to modify prerequisites on behalf of the Boards, and for Sub-Deans and others who need to determine special student cases at the Faculty level?

The Senior Deputy Vice-Chancellor, as Chair of the Board of Coursework Studies, advises that for students in transition the following points should guide decisions:

- A Board of Studies should not approve alternative units as substitutes for approved prerequisites unless they demonstrably lead to similar learning outcomes.

- If a student in transition has not completed an approved unit prerequisite, the Faculty should consider using case-by-case Special Approval administrative processes to resolve the difficulty rather than seek to widen unduly the general range of approved substitutions.

- Special Approvals should only be granted after each case has been carefully considered in relation to the Transition Arrangements policy, and these further principles:
  a) The integrity of NC2012 units is not normally separable from their place within a particular disciplinary progression;
  b) There is potential disadvantage to students and teachers if those enrolled in a unit have disparate backgrounds.
Memorandum

To: W/Prof John Dell
CC: Prof Cara MacNish
From: W/Prof Mohammed Bennamoun
Date: 19 January 2012
Re: Changes to Applied Computing Major

We would like to request a change to the Applied computing major from 2013. Specifically, we would like to move STAT1400 Statistics for Science from the Applied Computing core units to be a complementary unit, and add CITS1002 Programming and Systems to the Applied Computing core units.

The reason for this request is that the recent accreditation visit from the Australian Computer Society deemed that the current major does not contain sufficient ICT (Information and Communications Technology) material in its core to qualify for professional accreditation. (See attached recommendations, specifically 3.2.1.)

To receive provisional professional accreditation for the Applied Computing major, we need to include an additional ICT unit in the major from 2013.

Substituting CITS1002 for STAT1400 meets the requirement of the ACS, and as is consistent with the academic objectives of the major. The unit STAT1400 is retained as a complementary unit. When Applied Computing is taken as a second major STAT1400 will still be a recommended elective, but given the nature of applied computing, it is likely that the first major would require a similar complementary unit (for example, SCIE1104 Science, Society and Data Analysis).

Yours sincerely,

Mohammed Bennamoun
Professor, Head of School
School of Computer Science and Software Engineering

Attachments (1)
3 RECOMMENDATIONS ON ACCREDITATION

The following recommendations on accreditation are made to the ACS Professional Standards Board for the programs and specialisations offered by The University of Western Australia.

3.1 Extension of current accreditation based on ACS Guidelines applying at the time of previous accreditation (2009).

3.1.1 Accreditation of the following program at the Professional level be accorded through to the end of 2014.

The Computer Science Major, judged according to the accreditation decisions made in 2009 for the Computer Science major in the Bachelor of Science degree. (It is recognised that the new Computer Science major may be interpreted to satisfy the definition of the Computer Science major in the Bachelor of Science degree as specified in the 2009 accreditation.)

The ACS notes that the Computer Science Major can be taken as part of any of the new UG degrees in Science, Arts, Commerce, Design or Philosophy (honours).

3.2 Provisional extension of current accreditation based on ACS Guidelines applying at the time of previous accreditation (2009).

3.2.1 Provisional accreditation of the following program at the Professional level be accorded through to the end of 2014.

The Applied Computing Major, judged according to the accreditation decisions made in 2009; this major is largely mapped from the Computer Science major accreditation in 2009, but with significant adjustments. This is provisional, subject to the requirement to include an additional computing unit in the major. This could be achieved by moving statistics to the complementary units. It is recognised that this may require UWA to permit the mandating of the statistics complementary unit when the Applied Computing major is taken as a second major. (If this cannot be realised, accreditation of the AC major will be granted at the Associate level.) The ACS requires formal advice that this provision has been addressed before 31 March 2012.

The ACS notes that the Computer Science Major can be taken as part of any of the new UG degrees in Science, Arts, Commerce, Design or Philosophy (honours).

3.3 Joint accreditation with Engineers Australia as detailed in this report and that of Engineers Australia.

The Master of Professional Engineering is accredited as an ICT degree at the professional level, until 2014, subject to the assumption that either the Computer Science major is taken at undergraduate level, or, for articulating students, the entry requirements as specified are applied rigorously to ensure that all aspects of the Computer Science major have been satisfied in the student's prior studies. In particular, this applies to "professional issues", including ethics, that are studied in the unit Professional Computing. For students admitted with gaps in the Computer Science major outcomes, an appropriate Master of Professional Engineering preliminary program will need to be undertaken.

ACS advises that the dual accredited degree meets the curriculum requirements for a Software Engineering degree as specified by the ACS/EA Joint Board on Software Engineering.

3.4 Ongoing development of the programs

The above accreditations include ongoing development of the programs over the accreditation period, subject to the provisions set out in the Conditions of Accreditation.
3.5 Next general review for accreditation

The next general review of programs at the University of Western Australia is scheduled to take place in the third quarter of 2014. At that time, the University should report on implementation of the recommendations made by the Panel in the present report.
# Approved major in Applied Computing

<table>
<thead>
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<th>TRIM</th>
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<th>Type</th>
<th>Level</th>
<th>Unit Code</th>
<th>Name</th>
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<th>Co-req</th>
<th>Incompatibles</th>
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<th>CAT B</th>
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<td>STAT1510 Stats A, STAT1520 Economic and Business Statistics</td>
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<tr>
<td>F31569</td>
<td>Core</td>
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<td>CITS1401</td>
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<td>WACE Mathematics 2C/2D or TEE Discrete Mathematics or equivalent or higher</td>
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<td>Level</td>
<td>Unit Code</td>
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<td>Co-req</td>
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</table>

Note: Units listed in this column may be on offer pre-New Courses 2012 or/and part of New Courses 2012.

Changes highlighted in grey.
Proposed New Unit:
ENSC3006 Chemical Process Thermodynamics and Kinetics

Please note that this unit is not yet approved.

Unit Information

Title: Chemical Process Thermodynamics and Kinetics
Level: 3
Type: Undergraduate in major(s)
Faculty: Engineering, Computing and Mathematics
Contact: Associate Professor Hong Yang (hyang@mech.uwa.edu.au)
Proposed: 14/12/2011

Code alpha prefix: ENSC
First year of offer: 2013
Credit points: 6
Workload hours: 150

Broadening categories:
- Broadening Category A
- Study Abroad
- LOTE
- Broadening Category B
- Elective

Academic information

Unit Content:
This unit will provide the cornerstone and foundational materials needed for a robust and solid Chemical Engineering Program. Upon completion of this unit, students will be well placed to take higher level advanced units. Specifically students will be trained in the equation of state of real gases, Maxwell relations, Phase equilibria: Problem formulation, Fugacity, Phase diagrams, Chemical reaction equilibria, Reaction kinetics and mechanisms, and Introductory reactor designs.

Outcomes:
On completion of this unit students will be able to:
1. Use the equations of state for real gases to obtain thermodynamic properties.
2. Understand the interrelationship between thermodynamic properties.
3. Determine the thermodynamic properties of species in mixtures, the criteria for phase and chemical reaction equilibrium and chemical reaction equilibria, how species distribute among phases, and extent of product syntheses in a chemical reaction.
4. Develop a good understanding of the theory and fundamental governing chemical reaction processes.
5. Appreciate the virtues of different reactor design.

Assessment items:
Two laboratory classes, two assignments and a final examination
Each of the two laboratory classes will carry 10% of the total marks. Each of the two assignments will also carry 10% of the total marks. The final 2 hour open book examination will carry 60% of the total marks.

Assessments tied to outcomes:
Two formative assignments, one for the Thermodynamic aspect and another for the Kinetic and Reactor Design aspect, will be meted out to strengthen students’ understanding. Two laboratory classes, one on Thermodynamic and one on Kinetic, will be arranged. Students are required to submit formal reports to deepen their understanding and to hone their professional communication skills, following IChemE stipulations.

Teaching and Learning Practices:
Lectures, tutorials and laboratory classes

Technologies:

Curriculum from existing units

Unit codes
CHPR2431 Chemical Engineering Thermodynamics and CHPR3432 Chemical Kinetics and Reactor Design

Details
CHPR2431 Chemical Engineering Thermodynamics and CHPR3432 Chemical Kinetics and Reactor Design are no longer being offered

Offerings

Quota: No quota proposed.
### Unit rules

**Prerequisites:**

**Corequisites:**
Nil.

**Incompatibilities:**
CHPR2431 Chemical Engineering Thermodynamics

### Teaching Responsibilities

### Accommodation requirements

**Summary:**
Central Teaching Spaces; Spaces currently controlled by the Faculty/School;

**Further details:**

### Funding

**Source:**
Faculty/School funds

**Details:**
No details provided.

### Consultations

**Library:**
- ✔️ Library Form Approved

Included in the spreadsheet summarising library requirements for ECM undergraduate units forwarded to Sciences Library November 2011

### Committee endorsements and approvals

---

*Wednesday, 15 February 2012*
Proposed New Unit:
ENSC3019 Unit Operations and Unit Processes

Please note that this unit is not yet approved.

Unit Information

Title: Unit Operations and Unit Processes
Level: 3
Type: Undergraduate in major(s)
Faculty: Engineering, Computing and Mathematics
Contact: Assistant Professor John Boxall and Assistant Professor Thomas Rufford (john.boxall@uwa.edu.au)
Proposed: 14/12/2011

Code alpha prefix: ENSC
First year of offer: 2013
Credit points: 6
Workload hours: 150

Broadening categories: [ ] Broadening Category A [ ] LOTE [ ] Study Abroad
[ ] Broadening Category B
[ ] Elective

Academic information

Unit Content: This unit covers the introduction of the mass and heat transfer principles as it applies to typical unit operations. The topics will include: (1) heat exchangers, (2) distillation, (3) multi-effect evaporators, (4) liquid-liquid and gas-liquid extraction, (5) solid-liquid separation, (6) refrigeration, (7) dehydration, and (8) cooling towers. It also includes applications of the unit operations in the process of LNG production and re-gasification.

Outcomes: On completion of this unit, students will be able to:

- Explain the basic science and working principles of unit operations.
- Apply the basic knowledge and skills for designing various mass and heat transfer operation units.
- Perform quantitative analysis of the process operation units including scaling up/down for different applications.
- Perform basic simulations of unit operations using commercial software packages.
- Conduct diagnosis and trouble-shooting of operation units.

Assessment items: This comprises two laboratory reports, two equipment sizing assignments with a related in-class quiz, and a final examination.

Assessments tied to outcomes: Two laboratory reports, two equipment sizing assignments with a related in-class quiz (40%), A final examination (60%)

Teaching and Learning Practices: 1 x 3hr lecture per week per semester 2 x 1.5hr labs

Technologies:

Curriculum from existing units

Unit codes: CHPR3530 Process Modules
Details: CHPR3530 Process Modules is being replaced by Unit Operations and Unit Processes

Offerings

Quota: No quota proposed.

Unit rules

Prerequisites: ENSC3005 Mass and Energy Balances or CHPR2530 Process Fundamentals
Corequisites: ENSC3006 Chemical Process Thermodynamics and Kinetics
### Teaching Responsibilities

### Accommodation requirements

<table>
<thead>
<tr>
<th>Summary</th>
<th>Lecture theatre and dedicated laboratories.</th>
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</thead>
<tbody>
<tr>
<td>Types</td>
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<td>Further details:</td>
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### Funding

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<td>Details:</td>
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<td>Units to be rescinded to provide resources for this one:</td>
<td>CHPR3530</td>
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### Consultations

<table>
<thead>
<tr>
<th>Library: Library Form Approved</th>
<th>Included in the spreadsheet summarising library requirements for ECM undergraduate units forwarded to Sciences Library November 2011</th>
</tr>
</thead>
</table>

### Committee endorsements and approvals
18 April 2011
W/Prof Grady Venville
Chair, Interim Board of Studies for Science

Dear Grady

PROPOSED CHANGES TO THE PATHWAY TO CHEMICAL ENGINEERING IN THE ENGINEERING SCIENCE MAJOR AND UNATTACHED ELECTIVES

After extensive stakeholder consultation the Discipline Leader for Chemical and Process Engineering has proposed the following changes to the pathway to Chemical Engineering:

1. That the complementary unit CHEM1001 Chemistry - Properties and Energetics be replaced with the complementary unit CHEM1002 Chemistry - Structure and Reactivity.
2. That a new Level 3 core unit Chemical Process Thermodynamics and Kinetics be introduced.
3. That the core unit Introduction to Reaction Engineering be replaced by a new Level 3 unattached elective unit entitled Unit Operations and Unit Processes.
4. That the Level 3 unit entitled Process Design and Synthesis be renamed as Process Synthesis and Design and made an unattached elective unit.

The following table summarises the proposed changes.

<table>
<thead>
<tr>
<th>Original</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Core Units</td>
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<td>Fluid Mechanics</td>
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<td>Heat and Mass Transfer</td>
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<td>Introduction to Reaction Engineering</td>
<td>Chemical Process Thermodynamics and Kinetics</td>
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<td>Chemistry - Properties and Energetics</td>
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<tr>
<td>Unit Operations and Unit Processes</td>
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</tbody>
</table>

I have included a letter from the Discipline Leader providing the rationale for the changes. When interpreting this letter please note that the unattached electives, while not required to complete the major, are required before a student can complete the Masters programme. If the student does not
pick these up as electives during their undergraduate programme they will be required to take them as part of a Masters Prelim.

While understanding the urgency of stabilising the 2012 offerings, I would be grateful if the Board would give consideration to these proposed changes.

Sincerely

Prof Cara MacNish
Deputy Dean (Education)
Board of Studies (Bachelor of Arts) Constitution


Role

1. The role of the Board of Studies for the Bachelor of Arts is to:

(a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
   (i) degree-specific majors for the Bachelor of Arts;
   (ii) embedding the UWA Educational Principles in degree-specific majors;
   (iii) pre-requisites, co-requisites and related matters;
   (iv) units, including broadening units;
   (v) articulation agreements;
   (vi) annual course reports, incorporating performance and quality data;

(b) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Arts by the Board of Coursework Studies or Academic Council.

Membership

2. (1) The Board of Studies for the Bachelor of Arts comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Architecture, Landscape and Visual Arts, or nominee;
   (e) the Dean of the Faculty of Business, or nominee;
   (f) the Dean of the Faculty of Education, or nominee;
   (g) the Dean of the Faculty of Law, or nominee;
   (h) the Registrar, or nominee; and
   (i) the President of the Guild or nominee.

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

Members’ Absence and Nominees

3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.

   (2) Unless the Chair requests or permits otherwise, a member or nominee appointed under 2(1)(b)–(i) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee

4. The term of office of a member appointed as a nominee under 2(1)(a) – (h) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee

5. (1) At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (h) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed as a nominee under 2(1)(b) – (h) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members

6. It is desirable that nominees appointed under 2(1)(b) – (g) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum

7. The quorum for the Board of Studies for the Bachelor of Arts is half the current membership plus one.
Decisions
8. (1) All questions that come before the Board are decided by a majority of the members present and voting.
   (2) The Chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November with the exception of July.
Board of Studies (Bachelor of Commerce) Constitution


Role
1. The role of the Board of Studies for the Bachelor of Commerce is to:

   (a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
      (i) degree-specific majors for the Bachelor of Commerce;
      (ii) embedding the UWA Educational Principles in degree-specific majors;
      (iii) pre-requisites, co-requisites and related matters;
      (iv) units, including broadening units;
      (v) articulation agreements;
      (vi) annual course reports, incorporating performance and quality data;

   (b) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Commerce by the Board of Coursework Studies or Academic Council.

Membership
2. (1) The Board of Studies for the Bachelor of Commerce comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Business, or nominee;
   (d) the Dean of the Faculty of Engineering, Computing and Mathematics, or nominee;
   (e) the Dean of the Faculty of Law, or nominee;
   (f) the Registrar, or nominee; and
   (g) the President of the Guild of Undergraduates, or nominee.

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

Members’ Absence and Nominees
3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.

   (2) Unless the Chair requests or permits otherwise, a member or nominee appointed under 2(1)(b) – (g) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee
4. The term of office of a member appointed as a nominee under 2(1)(a) – (f) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee
5. (1) At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (f) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed as a nominee under 2(1)(b) – (f) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members
6. It is desirable that nominees appointed under 2(1)(b) – (e) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum
7. The quorum for the Board of Studies for the Bachelor of Commerce is half the current membership plus one.
Decisions
8. (1) All questions that come before the Board are decided by a majority of the members present and voting.
    (2) The Chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November with the exception of July.
Board of Studies (Bachelor of Design) Constitution

This committee operates in accordance with the Principles and Rules for the Operation of Committees available at http://www.secretariat.uwa.edu.au/page/89528.

Members must act in accordance with the University Committee Members’ Code of Conduct available at http://www.secretariat.uwa.edu.au/page/89528.

Role
1. The role of the Board of Studies for the Bachelor of Design is to:

(a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
   (i) degree-specific majors for the Bachelor of Design;
   (ii) embedding the UWA Educational Principles in degree-specific majors;
   (iii) pre-requisites, co-requisites and related matters;
   (iv) units, including broadening units;
   (v) articulation agreements;
   (vi) annual course reports, incorporating performance and quality data;

(b) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Design by the Board of Coursework Studies or Academic Council.

Membership
2. (1) The Board of Studies for the Bachelor of Design comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Architecture, Landscape and Visual Arts, or nominee;
   (e) the Dean of the Faculty of Engineering, Computing, and Mathematics, or nominee;
   (f) the Registrar, or nominee; and
   (g) the President of the Guild of Undergraduates, or nominee

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

Members’ Absence and Nominees
3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.

   (2) Unless the Chair requests or permits otherwise, a member or nominee appointed under 2(1)(b) – (g) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee
4. The term of office of a member appointed as a nominee under 2(1)(a) – (f) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee
5. (1) At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (f) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed as a nominee under 2(1)(b) – (f) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members
6. It is desirable that nominees appointed under 2(1)(b) – (e) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum
7. The quorum for the Board of Studies for the Bachelor of Design is half the current membership plus one.
Decisions
8. (1) All questions that come before the Board are decided by a majority of the members present and voting.
   (2) The Chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November with the exception of July.
Board of Studies (Bachelor of Science) Constitution

This committee operates in accordance with the Principles and Rules for the Operation of Committees available at http://www.secretariat.uwa.edu.au/page/89528.

Members must act in accordance with the University Committee Members’ Code of Conduct available at http://www.secretariat.uwa.edu.au/page/89528.

Role
1. The role of the Board of Studies for the Bachelor of Science is to:

   (a) provide curriculum development advice to faculties and recommendations, as required, to the Board of Coursework Studies on the following:
      (i) degree-specific majors for the Bachelor of Science;
      (ii) embedding the UWA Educational Principles in degree-specific majors;
      (iii) pre-requisites, co-requisites and related matters;
      (iv) units, including broadening units;
      (v) articulation agreements;
      (vi) annual course reports, incorporating performance and quality data;

   (b) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Science by the Board of Coursework Studies or Academic Council.

Membership
2. (1) The Board of Studies for the Bachelor of Science comprises:
   (a) a nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) a nominee of the Chair of the Academic Board;
   (c) the Dean of the Faculty of Arts, Humanities and Social Sciences, or nominee;
   (d) the Dean of the Faculty of Engineering, Computing and Mathematics, or nominee;
   (e) the Dean of the Faculty of Life and Physical Sciences, or nominee;
   (f) the Dean of the Faculty of Medicine, Dentistry and Health Sciences, or nominee;
   (g) the Dean of the Faculty of Natural and Agricultural Sciences, or nominee;
   (h) the Registrar, or nominee; and
   (i) the President of the Guild of Undergraduates, or nominee

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

Members’ Absence and Nominees
3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.

   (2) Unless the Chair requests or permits otherwise, a member or nominee appointed under 2(1)(b) – (i) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office of a member appointed as a nominee
4. The term of office of a member appointed as a nominee under 2(1)(a) – (h) is up to two years.

Eligibility for a second or Subsequent Term of Office for a member appointed as a nominee
5. (1) At the end of a term of office, a member appointed as a nominee under 2(1)(a) – (h) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed as a nominee under 2(1)(b) – (h) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members
6. It is desirable that nominees appointed under 2(1)(b) – (g) inclusive have a leadership role within the teaching and learning portfolio in their respective functional areas.

Quorum
7. The quorum for the Board of Studies for the Bachelor of Science is half the current membership plus one.
Decisions
8. (1) All questions that come before the Board are decided by a majority of the members present and voting.
    (2) The Chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November with the exception of July.
Board of Studies (Bachelor of Philosophy (Hons)) Constitution

This committee operates in accordance with the Principles and Rules for the Operation of Committees available at http://www.secretariat.uwa.edu.au/page/89528.

Members must act in accordance with the University Committee Members’ Code of Conduct available at http://www.secretariat.uwa.edu.au/page/89528.

Role
1. The role of the Board of Studies for Bachelor of Philosophy (Hons) is to:

(a) ensure that this degree course operates efficiently and effectively, and to make recommendations, as required, to the Board of Coursework Studies on the following matters:
   (i) Selection criteria/procedures for entry into the Bachelor of Philosophy (Hons) degree course;
   (ii) Structure and content of any units devised specifically for the Bachelor of Philosophy (Hons);
   (iii) Annual course reports, incorporating performance and quality data;

(b) advise and guide the coordinator for the Bachelor of Philosophy (Hons) on the implementation of course, including:
   (i) Arrangements for research-intensive experiences and other appropriate learning opportunities and special requirements;
   (ii) The residential program;

(c) review, as directed by the Chair of or the Board of Coursework Studies, any aspect of the Bachelor of Philosophy (Hons) course.

(d) deal executively with or provide advice on other matters referred to the Board of Studies for the Bachelor of Philosophy (Hons) by the Board of Coursework Studies or Academic Council.

Membership
2. (1) The Board of Studies for the Bachelor of Philosophy (Hons) comprises:
   (a) Nominee of the Senior Deputy Vice-Chancellor, as Chair;
   (b) Six members appointed by the Senior Deputy Vice-Chancellor in consultation with the Chair of Academic Council;
   (c) Pro Vice-Chancellor (Education), or Nominee;
   (d) Dean, Graduate Research School, or Nominee;
   (e) Registrar, or Nominee; and
   (f) Guild President, or Nominee

   (2) The Board may invite a person or persons to attend a meeting to provide advice on specific areas or agenda items.

Members’ Absence and Nominees
3. (1) If a member or a nominee is unable to attend a meeting, an apology must be sent to the Executive Officer prior to the relevant meeting.

   (2) Unless the Chair requests or permits otherwise a member or a nominee appointed under 2(1)(b) – (f) who is unable to attend a meeting cannot send anyone else in their stead.

Terms of Office
4. The term of office of a nominee appointed under 2(1)(a),(c) – (e) or a member appointed under 2(1)(b) is up to two years.

Eligibility for a second or Subsequent Term of Office
5. (1) At the end of a term of office, a nominee appointed under 2(1)(a),(c) – (e) or a member appointed under 2(1)(b) is eligible to be appointed for a second or subsequent term of office.

   (2) A member appointed under 2(1)(b) and a nominee appointed under 2(1)(c) – (e) cannot serve for more than two consecutive terms.

Skills and/or Qualifications of Members
6. Nominees appointed under 2(1)(b) must have expertise in honours education or equivalent research supervision.
Quorum
7. The quorum for the Board of Studies for the Bachelor of Philosophy (Hons) is half the current membership plus one.

Decisions
8. (1) All questions that come before the Board are decided by a majority of the members present and voting.
   (2) The Chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November with the exception of July.
3. CONSTITUTION OF THE BOARD OF STUDIES FOR THE BACHELOR OF SCIENCE – Ref: F28649

In November 2011 Academic Council had reviewed the interim status of the Boards of Studies and had approved (by R230/11) the proposition that they be made Boards of Studies effective immediately.

Members noted that since the Board of Studies for the Bachelor of Science had been formally constituted as a University Committee, the Terms of Reference of the former Interim Board of Studies for the Bachelor of Science would need to be amended accordingly.

In considering the constitution of the Board of Studies for the Bachelor of Science, a member raised an objection for the inclusion of clause 5(2), which states that “A member appointed as a nominee under 2.1(b) – (h) cannot serve for more than two consecutive terms”. The objection was raised on the grounds that this could limit the extent to which corporate knowledge gained by the nominee, after serving for two consecutive terms, could be retained and relied by the Faculty Dean.

On the other hand, it was pointed out that the intent of clause 5(2) was to ensure that corporate knowledge was not concentrated within a few individuals and that other staff members within a faculty, who might be interested in the business of the Boards of Studies, should also have the opportunity to participate in and contribute to the work of the Boards of Studies.

Further, it was pointed out that consideration of any proposed amendment to clause 5(2) by the Board of Coursework Studies would need to be consistent and in line with feedback received from the other four Boards of Studies.

Noting the objection raised in relation to clause 5(2), the Bachelor of Science Board of Studies

RESOLVED – 2/12

to recommend to the Board of Coursework Studies that the constitution for the Board of Studies for the Bachelor of Science be endorsed but that consideration be given to the possibility of amending clause 5(2).
Advanced Diploma in Aboriginal Legal Studies

Please note that this concept plan is not yet approved.

### Administration

<table>
<thead>
<tr>
<th>Faculty:</th>
<th>Law</th>
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<tbody>
<tr>
<td>Responsible Org Entity:</td>
<td>Law</td>
</tr>
<tr>
<td>Contact person for proposal:</td>
<td>Winthrop Prof. Mark Israel (<a href="mailto:mark.israel@uwa.edu.au">mark.israel@uwa.edu.au</a>)</td>
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</tbody>
</table>

### Part 1: Concept Plan

**Proposed academic content:**

The Advanced Diploma comprises five taught units - two Level One units offered by the School of Indigenous Studies (Introduction to Aboriginal Legal Studies and EITHER INDG1150 – Aboriginal Encounters: Strangers in Our Backyard OR INDG1140 Knowing Country: The Dreaming and Darwin) plus a sequence of three units offered by Law from the major in Law and Society (Legal Systems, Law in Action and a Level 3 elective) plus seven units achieved through a paid and supervised work placement in a legal context where students will be assessed on their ability to apply their coursework learning to the workplace and engage in work-based project work. The course offers an accelerated pathway to Level 3 study and allows an assessment to make whether the student might succeed if admitted to the Juris Doctor postgraduate degree.

**Alignment with Faculty Strategic and Operational Priorities Plans:**

The Faculty has a long standing commitment to 'Support and enhance the learning experience of Aboriginal students' (OPP 2006-08). The current draft of the Faculty's 2011-14 Strategic and Operational Priorities Plan, which is being revised in accordance with the recent Faculty Review, continues in this vein with an Operational Objective (ED1) to recruit and graduate a diverse student cohort of the highest quality by working ‘with the School of Indigenous Studies to increase the number of and, level of support for, indigenous students’ (ED1.3) and increasing the ‘number of special entry pathway’ students (ED1.2).

**Alignment with University Strategic and Operational Priorities Plans:**

The University’s Strategic Plan identifies equity and merit as the fundamental principles for the achievement of the full potential of all staff and students.

In its Equity and Diversity Management Plan (2009-11), the University adopts the following principles: the student body should reflect the diversity of the Western Australian community; access should be improved for Indigenous Australians in the workforce; measures should be undertaken to address any barriers that inhibit Western Australians from diverse backgrounds to actively participate in all facets of University life.

The University’s entry and access programs provide critical pathways to higher education for Indigenous people. UWA’s approach is based on recognising academic potential and then equipping students to participate and succeed in its highly competitive academic climate. At UWA 75% of Indigenous students enter Bachelor level degree courses through special entry and preparatory courses; this increases to 80% for Law. The Aboriginal Pre-Law Program is an intensive 5-week degree specific course that prepares Indigenous students for Law school. The program has provided a highly successful entry point for Indigenous students to
the Bachelor of Laws with 70% of UWA’s Indigenous Law graduates having completing the Pre-Law program. However, it will not be sufficient to prepare students for the postgraduate Juris Doctor program.

The Advanced Diploma is an initiative informed by the current pre-Law program. It is identified within the University’s Indigenous Education Statement for 2011 and is supported by the Dean of the Faculty of Law, the Dean of the School of Indigenous Studies, the PVC and Senior DVC.

**First year of offer:**
2013

**Expected enrolment:**
10 (based on enrolment in current Indigenous pre-Law program)

**Overlap with other majors in different degrees:**
The Advanced Diploma will include Units in Levels 1 and 2 of Law and Society.

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<tr>
<th>Preliminary consultations</th>
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<tr>
<td>Indigenous Studies</td>
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<tr>
<td>SIS have been partners in the development of the Advanced Diploma and will contribute core Units to the program.</td>
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</tbody>
</table>

**Employer Group: Law Firms**
Approaches have been made to commercial law firms, in-house law departments and the public sector to provide work placements. These negotiations will continue through the first half of 2012 but we already have public declarations of support.