MEMBERS OF THE BOARD OF STUDIES – BACHELOR OF PHILOSOPHY (HONS)
Senior Deputy Vice-Chancellor’s Nominee as Chair (Winthrop Professor Krishna Sen)
Deputy Vice-Chancellor (Research) (Professor Robyn Owens)
Pro Vice-Chancellor (Education) (Winthrop Professor Jane Long)
Dean, Graduate Research School (Winthrop Professor Alan Dench)
Appointee of the SDVC and the Chair of Academic Board (Winthrop Professor Ian McArthur)
Appointee of the SDVC and the Chair of Academic Board (vacant)
Appointee of the SDVC and the Chair of Academic Board (Associate Professor Fiona Pixley)
Appointee of the SDVC and the Chair of Academic Board (Professor Trish Todd)
Appointee of the SDVC and the Chair of Academic Board (Winthrop Professor Philippa Maddern)
Registrar or Nominee (Dr Sato Juniper)
Guild President (Mr Matthew McKenzie)
Dr Kabilan Krishnasamy, Executive Officer
Ms Kaye Macpherson-Smith, Executive Officer

STANDING INVITEE
Associate Professor Jenna Mead, Academic Coordinator for Bachelor of Philosophy (Hons)

IN-ATTENDANCE
Senior Academic Reviewer (Winthrop Professor Ian Reid)

BOARD OF STUDIES (BACHELOR OF PHILOSOPHY (HONS)) MEETING – THURSDAY, 24TH MAY 2012

AGENDA

This is to confirm that the next meeting of the Board of Studies for the Bachelor of Philosophy (Hons) (BOS BPhil (Hons)) will be held on Thursday, 24th May 2012, 2.00 – 3.00pm, in the Chancellor’s Room.

Part 1 of the agenda 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 or/and 2 to Part 3.

Kaye Macpherson-Smith
Executive Officer

WELCOME
The Chair will welcome members to the meeting of the Board of Studies for the Bachelor of Philosophy (Hons) degree course.

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.

1. MINUTES – Ref: F27161
Confirmation of the minutes of the Board of Studies for the Bachelor of Philosophy (Hons) meeting held on 23rd March 2012.
PART 1 – ITEM(S) FOR COMMUNICATION TO BE DEALT WITH EN BLOC

2. BUSINESS IN PROGRESS 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>2.1 Review BPhil (Hons) admissions process</td>
<td>(i) Admissions Sub-committee to reconvene and undertake a review of the BPhil entry requirements and selection process, and address relevant issues.</td>
<td>BPhil Admissions Sub-committee</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>(ii) Incorporate additional clause for the Admissions Sub-committee TOR</td>
<td>EO, Admissions S-C convenor</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>(iii) Provide gender breakdown data for BPhil applicants</td>
<td>Ass. Dir. Admissions Centre</td>
<td>Completed</td>
</tr>
<tr>
<td>2.2 Prizes for the new undergraduate degrees: BPhil (Hons)</td>
<td>Transmit BOS BPhil (Hons) extract of minutes to the BCS.</td>
<td>EO</td>
<td>Completed</td>
</tr>
<tr>
<td>2.3 Report from the Academic Co-ordinator BPhil</td>
<td>(i) Provide enrolment status data for BPhil students in a language unit to BOS BPhil.</td>
<td>Academic Coordinator BPhil</td>
<td>Due May meeting Refer item 5.</td>
</tr>
<tr>
<td></td>
<td>(ii) Provide details of Semester 2 cohort events to BOS BPhil.</td>
<td>Academic Coordinator BPhil</td>
<td>Due May meeting Refer 2.3(ii) Attach A</td>
</tr>
<tr>
<td></td>
<td>(iii) Schedule BPhil student meetings with the DVC (Research).</td>
<td>Academic Coordinator BPhil</td>
<td>Refer 2.3 (iii)</td>
</tr>
<tr>
<td></td>
<td>(iv) Provide BPhil SURF feedback to BOS BPhil.</td>
<td>Academic Coordinator BPhil / CATL</td>
<td>Due Jun/Aug meeting</td>
</tr>
</tbody>
</table>

Members are advised:

2.1 Review BPhil (Hons) admissions process
(iii) The Associate Director, Admissions Centre has provided the following information for eligible BPhil (Hons) applicants (those with an ATAR of 98.00 and above) in 2012:

<table>
<thead>
<tr>
<th>Sex</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>148</td>
<td>44%</td>
</tr>
<tr>
<td>M</td>
<td>189</td>
<td>56%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>337</td>
<td>100%</td>
</tr>
</tbody>
</table>

2.3 Report from the Academic Co-ordinator BPhil
(ii) A copy of the proposed Semester 2 cohort events as provided by the BPhil (Hons) Academic Coordinator is attached for members’ information (Attachment A).

(iii) Based on feedback from the BPhil (Hons) Academic Coordinator this item has been revised to reflect that the Coordinator has discussed research contact persons for BPhil students with the DVC (Research). The DVC (R) has briefed the Coordinator on her recommendations for possible research mentors and they agreed that while students are still making decisions about majors or areas of research interest not much more can be done to assign mentors at this stage.
3. **COMMUNICATION TO THE BOARD OF STUDIES** – Ref: F27161

Members will note that the University’s *Principles and Rules for Operations of Committees* (Attachment B) state that the Chair and Executive Officer have a responsibility to ensure the business of the committee is accurately recorded, and is either referred for a decision to the relevant committee or communicated effectively to relevant areas of the University.

As such, it is part of the Executive Officer’s role to receive an item that is for circulation to the Board and to ensure the information is provided to all committee members in a timely manner. The information is then filed in the University’s Record Management System as an official Committee record.

For noting.

4. **UNIVERSITY POLICY ON UNDERGRADUATE DEGREE COURSE RULES FOR THE BACHELOR OF PHILOSOPHY (HONOURS)** – Refs: F35860, F36453

Members are reminded that in December 2011 Academic Council considered by way of a circular the alignment of Rule 13 of the Undergraduate Degree Course Rules for the Bachelor of Philosophy (Hons) as approved by R11/154 (August 2011) with clause 3.6 of the University Policy on Bachelor of Philosophy as approved by Academic Council by R11/91 (June 2011).

As a way forward Academic Council endorsed by R11/233 an amendment to Rule 13 of the Undergraduate Degree Course Rules for the Bachelor of Philosophy (Hons) (BPhil (Hons)) to read as follows: “To make satisfactory progress in a calendar year a student must pass all units in which they remain enrolled after the final date for withdrawal without penalty and normally receive a Weighted Average Mark of 80 or above.”

It was noted that Rule 13 and the University Policy could be difficult to operationalise and the Board of Studies for the BPhil (Hons) would be asked to consider this aspect of the satisfactory progress policy and rule, with account taken of the intent of the operational guidelines endorsed in 2009 and the proposed amendments to the rules and policy for the BPhil (Hons).

An extract of the Noting of Decisions by the Academic Council by way of a circular on 20 December 2011 is attached (Attachment C) for members’ information.

[Executive Officer’s note: Members will note that a discussion paper to consider how to operationalise Rule 13 and the University Policy will be forthcoming.]

For noting.

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

There are no Part 2 items for decision.

PART 3 – ITEMS FOR DISCUSSION AND DECISION

5. **THE STUDY OF A LANGUAGE OTHER THAN ENGLISH FOR BPHIL (HONS) STUDENTS** – Ref: F28852

Members will note that Academic Council by R94/11 (June ‘11) resolved to approve the University’s new undergraduate degree course rules. Rule 7 of the Bachelor of Philosophy (Honours) degree course rules states:

At least one of the units in the BPhil (Hons) degree course must normally involve the study of a language other than English.

Members are reminded of a discussion at the last meeting regarding the University approved operational rules for the BPhil, with respect to rule 7. Some members had advocated there should be exceptions to this requirement.

As was requested at the last meeting (refer minutes extract (Attachment D)), the BPhil Academic Coordinator has provided information and data on the enrolment status of the current BPhil students in a language unit as a guide to discussion of this topic (Attachment E).

Professor Mead will address this data and its alignment with the implementation of language unit enrolment requirements for BPhil students.

Members are asked to consider this information with a view to establishing key principles which should guide the implementation of the BPhil (Hons) rules and policy.

For discussion.
Hello Colleagues,

I'm responding to Krishna's request (BoS Fri 23 Mar) that I send around some dot-points on proposed activities for the BPhil cohort in second semester. These dot-points are very much in process and represent ongoing discussions I've usually initiated. As I indicated at the meeting, I'm pleased to have your feedback and suggestions.

• W/Prof John Dell, Dean, EMC, is keen to offer two events — one early in semester 2 and one later — for BPhil to showcase research opportunities in the disciplines. Professors Cara MacNish (ADE) and Greg Ivey (ADR) have carriage of developing these events. Other Faculties may well offer similar events. There are 18 BPhil students currently in EMC and others may also have interests in this area.

• Dr Judy Berman and Justin Manzano have responded to the idea of BPhil students meeting undergraduate research students from USTC: a social event, a series of talks, a seminar. USTC students will be at UWA 9 Jul - 18 Aug. We've recently confirmed topics for discussion that might include career aspirations, academic aspirations and motivations, experiences as a student in China, experiences as a student in another country. Useful in encouraging BPhil students to think about Degree Rule 10 [http://rules.handbooks.uwa.edu.au/rules/UGDegreeCourseRules/Part4] — especially funding research trips.

• Ms Shaheen Hughes, Director, In the Zone, has developed a paper (attached) outlining participation by BPhil students in the ITZ conference 2 Nov (end of semester 2). Rio Tinto has offered to support registration fee and master class for the cohort.

• I met with Ms Annie Fogarty, Executive Chair, to discuss BPhil students who are award-holders: there are some synergies here. I'm especially interested in the service component of the Foundation's work: there is already some interest among BPhil students.

• Schedule for semester 2 at the IAS hasn't been released as yet but I'm in regular contact with Susan Takao and she's been very helpful with contacts.

• At least one social event for the cohort to meet.
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
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
EXTRACT FROM A NOTING OF DECISIONS TAKEN BY THE ACADEMIC COUNCIL ON 20 DECEMBER 2011 ON ITEMS CONSIDERED BY WAY OF A CIRCULAR

1. UNIVERSITY POLICY ON AND UNDERGRADUATE DEGREE COURSE RULES FOR BACHELOR OF PHILOSOPHY (HONS) – Ref F35860, F36453

At its meeting of July 2009, Academic Council endorsed the ‘Operational Guidelines for the Bachelor of Philosophy (Hons) Working Party report” which states that “That, to remain in the B.Phil (Hons), students normally be required to achieve a Level 1 and Level 2 WAM of 80 or above, and a Level 3 WAM of 75 or above”.

By R91/11 Academic Council approved, at its meeting of June 2011, the University Policy on the Bachelor of Philosophy (Hons) in which clause 3.6 states that: “To remain in the BPhil(Hons), students are normally required to achieve a WAM of 80 or above”.

By R154/11 Academic Council approved, at its meeting of August 2011, the undergraduate degree course rules for the Bachelor of Philosophy (Hons) in which Rule 13 states that: “To make satisfactory progress in a calendar year a student must pass all units in which they remain enrolled after the final date for withdrawal without academic penalty and achieve a Weighted Average Mark of 80 or above”.

Members noted a memorandum, as attached to the circular agenda, which recommended that clause 3.6 of the University Policy on Bachelor of Philosophy (Hons) and Rule 13 of the Undergraduate Degree Course Rules for the Bachelor of Philosophy (Hons) be amended as follows to align with the operational guidelines as endorsed by Council in July 2009:

- **Clause 3.6** of the University Policy on Bachelor of Philosophy (Hons) be amended to read as follows: “To remain in the BPhil(Hons), a student in their first or second academic year is normally required to achieve a WAM of 80 or above in 75 per cent of units undertaken, and a student in their third academic year is normally required to achieve a WAM of 75 or above in 75 per cent units undertaken”.

- **Rule 13** of the Undergraduate Degree Course Rules for the Bachelor of Philosophy (Hons) be amended to read as follows:
  1. To make satisfactory progress, a student must:
     1. pass all units in which they remain enrolled after the final date for withdrawal without academic penalty; and
     2. achieve a weighted average mark of at least 80 in 75 per cent of units undertaken, if the student is in their first or second academic year; or
     3. achieve a weighted average mark of at least 75 in 75 per cent of units undertaken, if the student is in their third academic year.
  2. A student who has not passed one or more of the ACE module, the CARS module or the ISE module when their progress status is assessed will not have made satisfactory progress”.

Feedback from members noted that the amended policy and rule as proposed above included concepts that could be difficult to operationalise and for students to understand. In light of this, the Chair has endorsed the following as a way forward:

(i) That clause 3.6 of the University Policy on Bachelor of Philosophy (Hons), as originally approved by R91/11, remains unchanged to read as follows: “To remain in the BPhil(Hons), students are normally required to achieve a WAM of 80 or above”.

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1 Academic year is defined in the University Policy on Academic year of a bachelor’s degree student calculation as follows: “Students enrolled in a bachelor’s degree course are in their

(a) First academic year until they have accumulated 48 credit points
(b) Second academic year after they have accumulated 48 credit points and until they have accumulated 96 points;
(c) Third academic year after they have accumulated 96 credit points and until they have accumulated 144 points;”
(ii) That rule 13 of the Undergraduate Degree Course Rules for the Bachelor of Philosophy (Hons), as originally approved by R154/11, be amended (changes underlined) to read as follows to align with the policy previously approved by Academic Council: “To make satisfactory progress in a calendar year a student must pass all units in which they remain enrolled after the final date for withdrawal without academic penalty and normally achieve a Weighted Average Mark of 80 or above”.

(iii) That the Board of Studies for the Bachelor of Philosophy (Honours) be asked to consider ways of operationalising the satisfactory progress policy and rule as set out in (i) and (ii) above taking into account the intent of the operational guidelines endorsed in 2009 and the proposed amendments to the rules and policy for the BPhil(Hons) as set out in the circular agenda.

**RESOLVED – 233**

To approve the proposed amendment to Rule 13 of the Undergraduate Degree Course Rules for the Bachelor of Philosophy (Hons) to read as follows: ‘To make satisfactory progress in a calendar year a student must pass all units in which they remain enrolled after the final date for withdrawal without academic penalty and normally achieve a Weighted Average Mark of 80 or above’.

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<th>Recipient Initials</th>
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<tr>
<td>30/11/11</td>
<td>Kabilan Krishnasamy</td>
<td>RMS</td>
<td>Academic Secretary (Sylvia Lang) – Amendment to Policy</td>
<td></td>
<td></td>
<td>Copy extract emailed to: Senior Academic Reviewer (W/Prof Ian Reid); Senior Legislative Officer (Claire McIlroy); Academic secretary (Sylvia Lang); Executive Officers – BoS BPhil (Kabilan Krishnasamy/ Kaye McPherson-Smith); Chair BoS-BPhil (W/Prof Krishna Sen); BPhil Coordinator (Assoc/Prof Jenna Mead); Deans; FAQs; Director Student Services (Jon Stubbs) ; Associate Director, Student Administration (Harvey von-Bergheim)</td>
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<td></td>
<td>Senior Legislative Officer (Claire McIlroy) – Amendment to rules</td>
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<td>Executive officer (BoS – BPhil) (Kabilan / Kaye) – See (iii) above</td>
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Attachment C
Minutes extract of the Board of Studies for the Bachelor of Philosophy (Honours) meeting held on 23 Mar ’12: For committee members’ information

7. REPORT FROM THE ACADEMIC COORDINATOR FOR THE BACHELOR OF PHILOSOPHY (HONS) – Ref: F28852

Members were reminded that the BPhil (Hons) degree commenced in January 2012 with the six day summer residence which was held at St Catherine’s College. As part of the BPhil (Hons) Academic Coordinator’s report for this meeting, a draft report outlined how the residential component was conducted.

The Academic Coordinator’s PowerPoint presentation to members highlighted the demographics and skill mix of the BPhil student cohort, and the course content, presentations and mentor support provided. The speed with which the group became a cohort was emphasised.

The following points were noted in the ensuing discussion:

- Although most students in the BPhil cohort were assumed to be multilingual it was pointed out that all students, in accordance with rule 7 of the University approved operational rules for the BPhil, would be required to enrol in a language unit. Some members advocated that there should be exceptions to this requirement (for example, a student who already has a substantial capacity in a language other than English). As a way forward it was suggested it may be preferable to say that at the end of four years BPhil students should have met the language requirement.

- It was agreed the Academic Coordinator would determine the enrolment status of the BPhil students in a language unit, as a guide to a discussion of this topic at the next meeting.

- Information regarding the ongoing development of the cohort experience was requested; for example, information on future seminars or presentations that would be convened for this purpose. The Academic Coordinator agreed to provide details of the Semester 2 cohort events to the Board.

- Funding for the BPhil degree has been linked to cross subsidisation and a systematic approach was required to develop a financial model for future funding.

- A structured and proactive approach to the allocation of student research mentors needed to be established to ensure students received timely and accurate advice from a mentor who was widely connected in each student’s area of special interest. It was agreed the Academic Coordinator would develop a schedule for each student to meet with the DVC(R) who has agreed to put them in contact with suitable research mentors.

- The Student’s Unit Reflective Feedback (SURF) would be the instrument currently available to evaluate the GCRL1000 unit at the end of semester. The Centre for Advanced Teaching and Learning (CATL) has been developing a specialised tool for the evaluation of the GCRL1000. The Academic Coordinator would provide feedback on this at a future meeting.
BACHELOR OF PHILOSOPHY (HONS) BOARD OF STUDIES

For information

BRIEF SURVEY OF LANGUAGE COMPETENCY IN BPhil (Hons) COMMENCING STUDENTS

BPhil (Hons) students were asked to complete a simple questionnaire (Apr 2012) stating language competency and prior studies (primary and high school to Year 10 and WACE/Stage 3).

This data was then ranked alongside current enrolment via Callista. Further data was gathered from progress interviews conducted by the Academic Co-ordinator.

This survey did not attempt to be comprehensive:

- No data is given by primary or secondary school; nor is any reference to relevant policy considered e.g. [http://www.deewr.gov.au/schooling/NALSSP/Pages/default.aspx](http://www.deewr.gov.au/schooling/NALSSP/Pages/default.aspx).
- No data is summarised by language group although this would be relevant to a larger picture of language competence in commencing BPhil (Hons) students.

Summary data is presented below; categories are defined conservatively.

Language data in BPhil (Hons) Apr
2012

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<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cohort</td>
<td>42</td>
</tr>
<tr>
<td>Bilingual</td>
<td>7</td>
</tr>
<tr>
<td>competence in &gt; 2 languages</td>
<td>6</td>
</tr>
<tr>
<td>International students</td>
<td>4</td>
</tr>
<tr>
<td>LOTE @ home</td>
<td>8</td>
</tr>
<tr>
<td>LOTE @ primary school</td>
<td>22</td>
</tr>
<tr>
<td>1 + languages to Yr 10</td>
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<tr>
<td>WACE Stage 3</td>
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</tr>
<tr>
<td>2012-13 LOTE enrolment</td>
<td>17</td>
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<tr>
<td>LOTE enrolment 2013&gt; ab initio, not currently enrolled in LOTE</td>
<td>25</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>
For Noting

- Degree Rule 7 “At least one of the units in the Bachelor of Philosophy (Honours) degree course must normally involve the study of a language other than English.”
• The Rule specifies no timeframe for this language study by students.

• Currently 17 students are enrolled in a LOTE unit as Category A in semester 1 OR semester 2 OR intend to enrol in 2013.

• 25 students have still to indicate their enrolment preference.

• 4 students will expect to enrol in a LOTE/Category A unit \textit{ab initio} — not being bilingual, not having a LOTE at WACE or to Year 10.

• Category A requirements indicate that a Study Abroad component would normally satisfy LOTE requirement.
  \url{http://handbooks.uwa.edu.au/undergraduate/newcourses2012/bh005/about/broadening}

• No student has indicated non-compliance with the Degree Rule 7.

References

National Asian Languages and Studies in Schools Program
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