



Communiqué

The Academic Registrar's Newsletter on Academic Governance and Student Administration



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Issue: June 2010



Letter from the Academic Registrar



David Christie
Academic Registrar

Welcome everyone to the second issue of Communiqué for 2010.

Firstly, I'd like to take this opportunity to thank everyone involved in the compilation of the 2009 Annual Report.

This is quite a busy time of year for ARD, with preparations underway for both Autumn session exams and July Graduations. The Exams team have a total of 41003 exams for 15296 students to organise over 10 days, including 775 reasonable adjustment exams for 305 students who are registered with Disability Services. The Business Solutions and Policy & Governance teams are busy preparing for the July Graduation ceremonies scheduled for 21-23 July.

Enterprise Content Management are currently rolling out the new Records Management System and have also recently developed a new procedure to assist site managers with the creation of new UOW websites.

Student Systems are currently working on the release of SMP_Central Version 3.8 which includes changes made to the Consolidated Results Reporting and Mini Publisher based on Feedback received from Faculty staff during the Spring 2009 Release of Results Process.

The Strategy Unit has been focussed on a number of Student Experience-related projects including the launch of the 2010 Student Experience Questionnaire, coordinating the UOW Student Experience Projects Showcase presentations, the development and promotion of the new UOW Responds website and establishing the Student Communications Working Group.

The Scholarships team are finalising the processing of new schol-

arship applications, supporting the new arrivals of AusAID students for Spring and preparing for a quality assurance audit and internal audit in the next few months.

The Corporate Governance team have been busy with Council, Administrative Committee, Audit Management & Review Committee, Ceremonial & Honorary Awards and iC Oversight Committee meetings in the first half of the year. On 30 April, the Corporate Governance Unit also ran the University's fifth Student Representative Forum, which provided an opportunity for Student Representatives and UOW staff to collectively discuss current issues and develop solutions.

The timetabling team have completed the timetabling for satellite campuses for Spring 2010. This is now available for staff and students to view online.

The Client Service Unit is currently working on a review of the transcript and testamur pricing model, as well as improving SOLS mails communication by introducing a new SOLS Mail request on line form and intranet page.

Over the last couple of months, ARD has also been kept busy in assisting with preparations for AUQA, such as policy reviews and Faculty/Unit Self Reviews, and will continue to do so over the coming months.

Sadly, this will be my last 'Letter from the Academic Registrar', as I am farewelling the University on 18 June to take up a role as Executive Director of Strategy and Programs with the Australian Research Council in Canberra. I would like to take this opportunity to thank everyone for their support during my six years here and wish everyone well for the future.

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Academic Staff Profile

Background:

Grace was born and grew up in Cork, Ireland. She completed her Bachelor of Arts (French and German) as well as her Master of Translation in Ireland before relocating to the United Kingdom. Grace then undertook postgraduate studies in Library Information Studies, followed by a Master of Business Administration. She spent many years in industry in a variety of roles including Manager Business Excellence, Manager Internal Communications and European Director, Customer Service before returning to academia to complete a PhD on Leadership in German and UK organizations. In December 2004, Grace and her family moved to Australia to live in Wollongong.

Hard at Work:

Grace started at the University as a casual lecturer in the Graduate School of Business in 2005. In December 2009, she was appointed to the position of Teaching and Learning Coordinator and Chair of the Sydney Business School Faculty Education Committee (FEC). Grace enjoys a challenge and is the coordinator for the Master of Business Coaching and the Doctor of Business Administration programs, both

of which attract highly motivated and experienced students. Grace's current research interests relate to wellbeing in business and adult education.

Motivators:

Grace is passionate about helping students from all backgrounds find the link between the theoretical concepts they learn at university and their own personal experiences. She promotes the sharing of ideas for improving teaching within Sydney Business School. This year Grace received the Sydney Business School Faculty OCTAL Award.

More about Grace...

Grace's husband Tim works at UOW in the Faculty of Engineering. Together they have a daughter who recently started a Bachelor of Software Engineering and Science, and a son completing Year 11. Grace enjoys taking a short walk on the beach on her way to the new Sydney Business School building at the Innovation Campus.

[Click here to read the General Staff Profile](#)



Dr Grace McCarthy
Senior Lecturer,
Sydney Business
School

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General Staff Profile



Paola Ciccarelli
Acting Senior Manager,
Corporate Governance

Background:

Paola was born and raised in Wollongong, attending St Mary's College and Port Kembla High School to complete her secondary education. She completed her Bachelor of Arts in Secretarial Studies at the Canberra College of Advanced Education, before returning to UOW to complete her Graduate Diploma in European Studies.

Hard at Work:

Before starting at the University Paola worked for QANTEK (an Information Technology subsidiary of QANTAS), HCF Financial Services, as well as the Departments of Immigration and Ethnic Affairs and Defence in Canberra. Paola started work at the University in 1993 as an Administrative Assistant in the Centre for Multicultural Studies. Over the next twelve years she held a number of administrative roles in the Faculty of Arts, before taking up a secondment to join the Policy & Governance Unit as a Policy Officer in 2005. Paola was recently appointed to the role of Acting Senior Manager, Corporate Governance.

Motivators:

Paola loves working at the University and places a high value on education. She is motivated by the fact that the University and its staff make a difference, by empowering the next generation and creating the best possible learning environment for students. She is encouraged by people who have a go no matter what the odds and is passionate about promoting equity and fairness. On a more personal level, Paola is motivated to develop positive relationships with colleagues, family and friends.

More about Paola...

One of Paola's highest priorities is her family. She and her husband Marco have three high school aged children: Paul, Lara and Luca. Paola also enjoys cooking, particularly rustic and traditional Italian food, as well as travelling, socialising with family and friends and relaxing with a good book.

2009 Annual Report Now Available!

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The 2009 University of Wollongong Annual Report has recently been completed and is now available on the University's website at: www.uow.edu.au/about/discover/UOW009578.html.

The design of the 2009 Report was restructured to align with the performance goals and targets of the UOW Strategic Plan. It provides an overview of the University's performance and achievements in 2009 across a range of areas including learning and teaching, research, community engagement, internationalisation, students, international outlook, staff, business and enterprise.

Thanks are extended to all individuals and Units who assisted in the provision of information and support in developing this Report.

Any queries or comments regarding the Report should be directed to Ms Julia Payne, Policy & Governance Unit (email: julia_payne@uow.edu.au or ext. 3216).



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Records Management Update

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The new Records Management System (RMS) roll-out to Administration divisions is well underway. Finance, Buildings & Grounds and Accommodation Services are using the live system. Quality Assurance, the Academic Registrar's Division, Personnel Services, Legal Services and Performance Indicators have been trained and set up in the new system and will move across to the live system shortly.

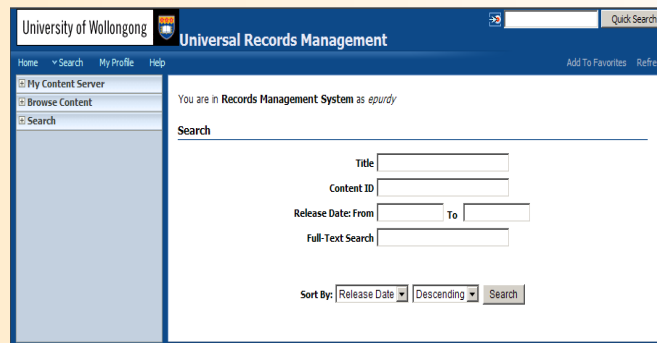
If you are a current ImageREAL user and you have not been contacted about moving across to the Records Management System, please contact the Project Team at rm-request@uow.edu.au.

Migration of records in ImageREAL to the new RMS is scheduled for July 2010.

User Guides, Frequently Asked Questions and tips on the new RMS are available at:

<https://intranet.uow.edu.au/recordsmanagement/>.

For more information about the RMS contact Katie Singh ext. 8127 or Lauren Ross at rm-request@uow.edu.au or ext. 5059.



The screenshot shows the 'Universal Records Management' web application. The header includes the University of Wollongong logo and navigation links like Home, Search, My Profile, and Help. A sidebar on the left contains 'My Content Server', 'Browse Content', and 'Search'. The main content area displays a search form with fields for 'Title', 'Content ID', 'Release Date: From', 'To', and 'Full-Text Search'. Below the form is a 'Sort By' dropdown menu set to 'Release Date' and 'Descending', followed by a 'Search' button.

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To assist Site Managers with their site development needs, there is a new website procedure available on the Web Services intranet site, to guide the creation of new UOW websites. The procedure defines the steps involved in new site development, to ensure that sites are created as directly as possible, and in compliance with policy and standards. The procedure is available at: <https://intranet.uow.edu.au/web/policy/newsite/index.html>.

Need Help?

Contact us if you need help with your site:

Sam Hardaker (Mon & Fri) or Tenille Hoppo (Tue-Thur)
ecm-request@uow.edu.au or ext. 3075

TIPS & TRICKS

Check out the Wiki for Self-Help

NEED HELP?

Submit a Help Request Ticket
ecm-request@uow.edu.au

URGENT JOBS

Call us on ext 3075

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July Graduation will consist of six ceremonies scheduled from Wednesday 21 July to Friday 23 July 2010. The composition of ceremonies is now available and can be viewed [here](#).

Academic Procession

Academic staff members are encouraged to share in the success of their graduates by attending graduation ceremonies. Please register for Academic Procession by Friday 25 June 2010. [Click here for further details](#).

Volunteers

The Academic Registrar's Division greatly values the assistance of staff who volunteer at Graduation. If you are interested in volunteering as a Guest Usher please contact Glen Meznaric on ext. 4401 or glen_meznaric@uow.edu.au.

Building 11 Refurbishment

The refurbishment of Building 11 will see some changes to the traditional access and process of Graduation registration.

Signage will be displayed directing graduands to enter via the UniShop stairs and follow the signs to the Registration desk.

Staff will also be on hand to assist with directing students and their families.



Any Enquiries

[Graduation Frequently Asked Questions](#) are a great resource for any Graduation enquiries. Should you have any other queries regarding Graduation, please do not hesitate to contact the Graduation Coordinator, Deborah Arnold on ext. 5408 or [deb-
oraha@uow.edu.au](mailto:deb-
oraha@uow.edu.au).

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The University of Wollongong has launched the new [UOW Responds](#) website so that students can learn how the University is responding to their feedback.

Feedback from previous surveys has influenced:

- the full refurbishment of the UniCentre (Building 11) to create new and expanded student social spaces;
- the relocation of key student associations to Building 19 to improve student access and awareness;
- the launch of the [Be Safe @ UOW](#) website to provide all the information students need to know about being safe on campus, at home, when commuting and when they are out and about .

If you have survey results or outcomes that you want to include on the [UOW Responds](#) website, contact Fran Walder on ext. 5154 or email fran@uow.edu.au.

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Thank you to all staff who supported the 2010 Student Experience Questionnaire across all campuses. We had a 33% response rate (6,633 responses) which is 5% higher than 2009 result and the highest response rate ever!

The UOW [Student Experience Questionnaire](#) (SEQ10) is the annual online survey that analyses the trends in the attitudes and experiences of UOW students. It contains three core questions relating to overall satisfaction, teaching and course quality as well as questions assessing student perceptions of safety, learning outcomes, research opportunities, service access, lifestyle and their sense of belonging and connectedness to the University and their community.

SEQ10 results will be made available by October 2010 to inform UOW budget and planning processes. A full review of the Student Experience Questionnaire will be undertaken in July.

For more information contact Fran Walder on 4221 5154 or email fran@uow.edu.au.



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What's New:

For the first time the Policy and Governance Unit, in conjunction with the Performance Indicators Unit, conducted a Curriculum Review Information Session on 22 February 2010. The Unit delivered the new Course Approval Training for the first time on Thursday 15 April 2010. Off-Shore Course Approval Training is to be delivered in UOW Dubai in June.

New Course Management information available to users include:

- [Course Approval Guidelines](#)
- [Subject Search Guidelines](#)
- [Subject Approval Bulletin](#)

Recent Updates:

The following Course Management information has recently been updated

- [Course Management Intranet Site](#)
- [Course Approval Checklist and Forms](#)
- [Subject Approval Guidelines](#)
- [Curriculum Review Procedure and Guidelines](#)

Under Development:

The following resources are under development, and users will be advised when they are available.

- [Off-Shore Course Management Intranet Site](#)
- [Curriculum Review Register](#)
- [Off-Shore Course and Subject Approval Bulletin](#)

Policy and Governance Unit will be implementing the Subject Approval Bulletin in the Faculties from June 2010.

Please contact the Course Management Coordinator, Viji Venkat if you have any suggestion or feedback on Course Management on ext. 4790 or email: viji@uow.edu.au



Advancing towards an Integrated Approach

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Senate Elections



Senate Elections

Upcoming Meetings

Every two years, the positions of **Chair of Academic Senate** and **Deputy Chair of Academic Senate** are elected. As per the Academic Senate Terms of Reference, both positions are elected from among Professors and Associate Professors of the University who are not Heads of Academic Units or Deans.

Nominations were therefore invited from eligible academic staff members for election to these positions, for the term commencing on 1 July 2010 and concluding on 30 June 2012.

The current serving Chair of Academic Senate, A/Prof Diana Kelly, and Deputy Chair of Academic Senate, A/Prof Graham Williams, were both re-elected unopposed for the term 1 July 2010 to 30 June 2012.

Further information about Academic Senate can be found [here](#).

Further information about the Academic Senate Electoral Rules can be found [here](#).

Any questions regarding Academic Senate or Academic Senate elections can be forwarded to Nerida Margrie, Academic Senate Executive Officer, at nerida@uow.edu.au or ext 5954.



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Upcoming Committee Meetings

Upcoming meetings for 2010:

University Internationalisation Committee (UIC)	Thursday 3 June 2010
University Council	Friday 11 June 2010
Quality Assurance Sub-Committee (QAS)	Wednesday 16 June 2010
Academic Senate	Wednesday 23 June 2010
International Alliances Committee (IAC)	Friday 25 June 2010
University Education Committee (UEC)	Wednesday 30 June 2010

For a full schedule of committee meetings, please follow the below link:
<http://www.uow.edu.au/governance/committees/schedule/index.html>



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New Code of Practice

New Code of Practice

Academic Integrity & Plagiarism Policy

Student Conduct Rules & Procedures

The University Council has recently approved a new Code of Practice - Student Professional Experience to replace the existing Code of Practice - Practical Placements. The new code becomes operational in Spring Session 2010.

The new code incorporates the following significant changes:

- A name change to reflect the changing nature and the broader scope of experiential learning undertaken by students.
- The code is fully integrated with key related policies including the General Course Rules and the Disability Policy – Students. These provisions have been consolidated into a single section.
- The code includes overarching principles governing the operation of student professional experience, followed by more specific provisions to deal with placement programs.
- Specific placement provisions in the code are ordered sequentially to address the various stages of a placement .

- The code makes clear that remuneration can only be provided to students if it is approved by the University.
- Students must now acknowledge having read and understood the code before undertaking a student professional experience.
- Programs that comprise “Work experience in industry” are not covered by the code. This relates to units of study that are undertaken to give students work experience, but which are not directed, overseen or managed by the University. Universities may not charge for these units on the basis of its limited involvement.

Staff from ARD as well as the Sub-Dean of the Faculty of Education, Associate Professor Pauline Lysaght, will be meeting faculties with significant student professional experience programs to coordinate implementation in the coming month. In the meantime, any queries about the new code should be directed to the Senior Manager, Policy and Governance, Mr Dominic Riordan (ext. 4136 or dominicr@uow.edu.au).

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Academic Integrity & Plagiarism Policy

New Code of Practice

Academic Integrity & Plagiarism Policy

Student Conduct Rules & Procedures

The Policy and Governance Unit is currently in the process of a major review of the Acknowledgement Practice / Plagiarism Policy, which has not had a significant review since 2004. The policy has been re-designed to have a stronger focus on Academic Integrity, and to reinforce this focus, the policy has been renamed “Academic Integrity & Plagiarism Policy”.

The following improvements have been made:

- clear direction to the reader about the support framework provided by the University to both students and staff in how to demonstrate the values of Academic Integrity within academic work;
- specific examples of appropriate acknowledgement practice have been removed and instead replaced by hyperlinks to relevant resources on the UOW website such as Library’s StartSmart program and Learning Development’s information about plagiarism page;
- a clearer link between Academic Integrity, academic misconduct and the Student Conduct

Rules has been provided; and roles and responsibilities have been clearly defined (including those of the University, academic staff, subject coordinators, and students).

Discussions are still underway regarding the use of Turnitin at UOW and how this will be documented within the Academic Integrity & Plagiarism Policy.

The draft Academic Integrity & Plagiarism Policy will be forwarded to EPRS at its 4 August meeting for discussion and endorsement. Following EPRS endorsement, the Academic Integrity & Plagiarism Policy will be open for broader University comment via the Policy Directory website before being submitted to UEC, Academic Senate and University Council for endorsement and approval.

If you would like further information regarding this policy review, please contact Tori Funnell, Policy Analyst, via email at torimc@uow.edu.au or phone on ext. 5146.

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Student Conduct Rules & Procedures

New Code of Practice

Academic Integrity & Plagiarism Policy

Student Conduct Rules & Procedures

The Student Conduct Rules and associated Procedures were approved by University Council on 17 August 2007 and implemented 1 January 2008. Having been in place for two years, the Rules package is now being reviewed to address issues that have been identified during implementation.

Significant improvements include:

- Tightening of definitions of Academic Misconduct and General Misconduct within the Student Conduct Rules, including clear identification of which policy documents specify obligations, any breach of which is misconduct;
- Roles and Responsibilities are clearly defined in the Procedures (previously silent);
- Separation of considerations to take into account when determining whether misconduct has taken place and considerations to take into account when determining an appropriate outcome/penalty;
- Mechanism for ensuring that the complainant is kept informed of the progress and outcome of an investigation;

- Clarification of allowable administrative assistance and provision of advice by officers (other Primary Investigation Officers, Academic Registrar, DVC(A) etc);
- Simplification and eliminating duplication in the steps involved in reviewing student conduct cases – the intention is to reduce the layers of review without disadvantaging students.

The revised Rules and associated Procedures will be open for comment from key stakeholders including Primary Investigation Officers and from the broader University community during June and July, before progressing through the committee structure for endorsement and approval in mid to late 2010.

If you would like further information regarding this policy review, please contact Tori Funnell, Policy Analyst, via email at torimc@uow.edu.au or phone on ext. 5146.

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Library News - StartSmart

Academic and student support for the new StartSmart undergraduate program has been very positive. There are, however, students yet to finish the compulsory quiz, which can impact on the release of their results. First Year Coordinators are asked to remind first year undergraduate students (onshore and offshore) to work through the guides and finish the quiz before the end of Autumn session. The Library will also be sending students email reminders.

To avoid results from being withheld, students need to:

- Complete StartSmart: Essential Academic Information Skills; and
- Pay outstanding Library fees and charges

More information about StartSmart can be found at:

<http://www.uow.edu.au/student/services/fye/resources/startsmart/index.html>



Contact Us

Staff in ARD act as liaison officers for Faculties and Units to ensure there are consistent lines of communication.

[Contact Details for Specific Faculties](#) can be viewed here.

[Contact Details for Specific Divisions and Units](#) can be viewed here.

General Contact Information:

Visit Policy & Governance: www.uow.edu.au/governance/UOW000286.html

Contact Policy & Governance: governance@uow.edu.au

Contact Conferrals Officers: conferrals_compliance@uow.edu.au

Contact Enrolment Management Team: enrolment_management@uow.edu.au

Contact Client Service (Including Fees team): client_service@uow.edu.au

International Student Compliance: esos_enquiries@uow.edu.au

Faculty Specific Contacts

Faculty	Policy & Governance Liaison	Conferrals Officers
Arts	Viji Venkat (x4790)	U/G - Liz Davidson (x3925) P/G - Sandra Ragnoli (x4181)
Commerce	Julia Payne (x3216)	U/G - Liz Davidson (x3925) P/G - Sandra Ragnoli (x4181)
Creative Arts	Shibani Iyer (x8183)	Sally Towse (x3795)
Education	Emma Purdy (x5309)	Sandra Ragnoli (x4181)
Engineering	Nerida Margrie (x5954)	U/G - Elaine Thompson (x3343) P/G - Nerys Webb (x4857)
Health & Behavioural Sciences	Deborah Arnold (x5408)	Nerys Webb (x4857)
Sydney Business School	Tori Funnell (x5146)	Elaine Thompson (x3343)
Graduate School of Medicine	Catriona Taylor (x5972)	Sally Towse (x3795)
Informatics	Catriona Taylor (x5972)	Elaine Thompson (x3343)
Law	Nerida Margrie (x5954)	U/G - Liz Davidson (x3925) P/G - Sally Towse (x3795)
Science	Maret Oser-Tamm (x5014)	Sally Towse (x3795)
WCA	Maret Oser-Tamm (x5014)	-
Other Campuses: Shoalhaven, Bega, Batemans Bay, Moss Vale and Loftus	Dominic Riordan (x4136)	-

Division & Unit Specific Contacts

Division/Unit	Policy & Governance Liaison
Research	Deborah Arnold (x5408)
Personnel (Recruitment, OH&S, PODS, Personnel & Payroll)	Dominic Riordan (x4136)
Finance (Finance & Legal Services)	Dominic Riordan (x4136)
EED/ ASD(including Library)	Maret Oser-Tamm (x5014)
Strategic Planning/ Audit/ UniAdvice	Julia Payne (x3216)
ITS	Viji Venkat (x4790)
Accommodation and Student Services	Deborah Arnold (x5408)
Buildings & Grounds (Cleaning, Security, Parking)	Catriona Taylor (x5972)