



Communiqué



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



June 2011



University of Wollongong



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University of Wollongong



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Academic Staff Profile



Dr Sharon Tindall-Ford
Senior Lecturer,
Faculty of Education

Background:

Sharon was born in Adelaide, South Australia. She has completed a Bachelor of Education from the University of South Australia, a Masters of Education from the University of New South Wales, and a PhD in Cognition and Instruction from the University of New South Wales. Sharon's first job was teaching Physical Education and History at Northfield High School, South Australia.

Hard at Work:

Sharon has been at the University of Wollongong since December 2008, after 10 years in research (mainly part-time at UNSW) and then 4 years (part-time) at Sydney University as a lecturer in Educational Psychology. She hit the ground running at UOW, and after two and half years has still not unpacked her files/ boxes from Sydney University – there has been no time! Sharon's time at UOW has been challenging but has also provided many wonderful experiences and the opportunity to meet and work with inspiring people. Looking back over the last two and half years, Sharon cannot believe how much she has learnt and developed as an academic and as a person, all due to the opportunities and support provided by her colleagues and the University.

Motivators:

Sharon is motivated by the belief that every person deserves a quality education and that education transform peoples lives and is the key to a successful, productive and peaceful society. Working in a field that is so important to individuals, families, communities and society is what motivates her. She believes that if she can make a positive contribution to a child's experience at school, or a pre-service teacher's learning at university and in the education field, then that is what her role is all about.

More about Sharon...

Sharon lives in Sydney and has two teenage children so doesn't really have much time for hobbies as her weekends are spent at Rugby Games and Ballet Recitals! However a walk on the beach, watching AFL, travelling to interesting places and reading are her ways of relaxing.



General Staff Profile

Background:

Natalie was born in Wollongong where she completed a TAFE Certificate IV in Business Human Resources, a Certificate III in IT, and studies in photography. Her first job was at Wendy's while she was still at school, but her first 'real' job was as a Junior Systems Administrator at David Brown Gear Industries in Bulli.

Hard at Work:

Natalie has been with UOW for seven and a half years, with six and a half of those years working in the Academic Registrars Division. She commenced at UOW as an Administration Trainee in 2003 on rotation to various units such as OHS, Staff Services and Reception. Since then, she has held various roles within ARD including Faculty Liaison Officer, Client Service Officer, and while on secondment as the Academic Senate Officer and Student Events. Natalie has recently returned to her current role as an AusAID & Commonwealth Scholarships Officer.

More about AusAID: AusAID Scholarships are fully funded scholarships by the Australian Government awarded to students from developing countries. AusAID Scholarships are an Australian Government initiative designed to promote knowledge, education links and enduring ties between Australia and the global community.

Motivators:

Natalie values working in UOW's relaxed environment. She enjoys being part of a team and having fun at work. Natalie is motivated by the need for improvement, excellence in service and creative solution solving. She likes learning new skills and being involved in her community.

More about Nat...

Natalie's family is her life. Her mother is Italian, her husband is Polish, and she is the eldest child of four siblings with her youngest brother aged 12. Natalie also has a nephew and two nieces whom she adores. Natalie met her husband at UOW, when he was working as IT Support. They have since travelled to Europe, Asia and around Australia together.

Natalie's passions include photography, laughter and being creative in as many ways as possible. She loves being part of the community and being part of charities, fundraisers and helping out in any way she can. Natalie has an English staffy called Bean, named after Coffee Bean and Mr Bean. She owns a 1976 Leyland Mini which is in restoration mode. She enjoys 4wd driving and camping.

Natalie Rachlewicz
AusAID & Commonwealth
Scholarships Officer,
Scholarships and Grants
Office, ARD



Who Processes the Student Forms for ARD?

ENROLMENT MANAGEMENT OFFICERS ARD – BUILDING 17 (Student Central)
Amendment to Academic Record (Online)
Advanced Standing
Completion Letter - Short (Online)
Course Details Letter (Online)
Course Progress Requirements and Exclusion Appeals
Cross Institutional Study
Graduation Guest Invitation Letter (Online)
Intervention Strategy Form
Jury Duty Letter
Late Withdrawal Without Academic Penalty
Leave of Absence (Domestic)
Non-Award Application and Enrolment
Replacement Testamur

CONFERRAL OFFICERS ARD – BUILDING 36
Change of Major/Minor
Completion Letter - Long (Online)
Course Transfer Forms
Change of Grades
Graduation
International Studies Minor
Letter of Remaining Subjects to be Completed (Online)
Offshore Enrolments
UOWD Transfer to UOW

Course Management

AQF—Australian Qualifications Framework

The AQF is a quality assured framework of qualifications in schools, vocational education and training and higher education sectors in Australia. The framework links together all these qualifications and provides a structured pathway to learning.

At the UEC meeting on Wednesday, 4 May 2011, the Committee endorsed the establishment of an AQF Working Group whose role is to identify what the AQF implementation implications are and provide recommendations. Progress reports on the findings of the AQF Working Group will be presented to future UEC meetings.

Curriculum Reviews for 2011

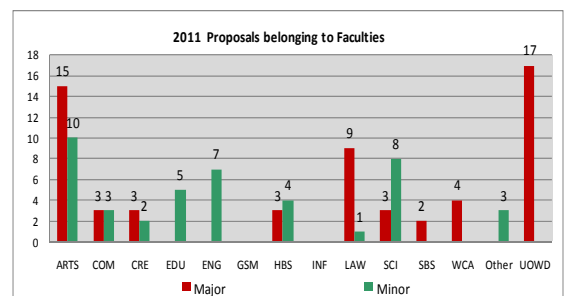
Faculties are asked to check the curriculum review schedule for 2011 and respond to the DVC(A)'s memo regarding initiation of curriculum reviews.

Contact

Viji Venkat
 Course Management Coordinator
 email: viji@uow.edu.au phone: 4221 4790

For updates and to find out more about course management please subscribe to the course approval mailing list: course_approvals@mailman.uow.edu.au

Course Approvals for 2011



The How's and Why's of Course Approvals

This workshop is designed for all staff involved in preparing and managing course and subject proposals to gain a greater understanding in course management and the approval processes. The Program aims at promoting better practice in course and subject approval processes, better communication with stakeholders and management of course approval objectives and deadlines.

Web Kiosk Category: PROF—Professional Development
When: Wednesday, October 5 2011

Policy Update

Academic Integrity & Plagiarism Policy—effective Autumn Session 2011

The Academic Integrity & Plagiarism Policy replaces the Acknowledgement Practice/Plagiarism Policy. The new Policy sets out the University's commitment to the five fundamental Academic Integrity values and defines the importance of acknowledgement practice, as well as defines the roles and responsibilities of staff and students in upholding the values of Academic Integrity.

Student Conduct Rules and Procedures—effective Autumn Session 2011

Revisions have been made to the Student Conduct Rules and Procedures to clarify processes and define roles and responsibilities. Primary Investigation Officers and other staff involved in student misconduct should re-familiarise themselves with their responsibilities.

Student Awards and Prizes Policy—effective December 2010

The main revisions to the Student Awards and Prizes Policy relate to eligibility for the Dean's Merit List and the selection criteria for the Chancellor Robert Hope Memorial Prize. If you are involved in the determination of the Dean's Merit List or the promotion of the Robert Hope Memorial Prize, you should be familiar with the revisions to this Policy.

Student Health Assessment and Leave Policy—effective October 2010

The Student Health Assessment and Leave Policy has been revised and is an important Policy for staff members who might notice concerning student behaviour that may be a result of a serious health condition. The Policy offers a process for these students, for whom the Student Conduct Rules do not offer an appropriate means of management.



Policy Update

Student Academic Consideration Policy—effective October 2010

Staff dealing with Student Academic Consideration enquiries or requests should be familiar with the revisions to this Policy. Revisions relate to the timing of applications for Academic Consideration; the grounds for extenuating circumstances; and some direction regarding students requiring the 'reasonable adjustment' process.

The Student Charter—effective Autumn session 2011

The Student Charter expresses the relationship between the University and its students. It is not a policy but rather a statement which outlines what the University expects from its students and what students can expect from the University. Staff should be aware of these expectations. Staff should also be aware that, with the introduction of the Student Charter, the Code of Practice – Students has been rescinded. The Student Charter can be found at www.uow.edu.au/student/charter.

Discontinuation of the use of Pass Conceded and Pass Restricted Grades – effective 1 January 2012

At its meeting in April 2010, the University Council approved changes to the General Course Rules to discontinue the use of Pass Conceded (PC) and Pass Restricted (PR) grades for marks in the range of 45%-49% and to replace them with a Fail grade which covers all marks in the range of 0%-49%. The effective date for the implementation of this change is 1 January 2012.

This means that PC and PR grades remain in place for:

- Spring Session subjects in 2011; and
- Summer Session subjects 2011/2012.

For Autumn session subjects commencing in 2012, PC and PR grades will no longer be in use.

The issue of supplementary assessments for eligible undergraduate students who are at risk of failing a subject is yet to be finalised. There will be further communication from the Policy & Governance Unit well in advance of the changes in 2012 and further advice about the implications for Subject Outline templates.



Upcoming Committee Meetings

Upcoming meetings for 2011:

Health and Medical (HM)	Tuesday 5th July 2011
Academic Senate	Wednesday 6th July 2011
Thesis Examination Committee (TEC)	Wednesday 6th July 2011
University Policy Ethics Committee (UEPC)	Thursday 7th July 2011
Administrative Committee	Tuesday 12th July 2011
Student Support for Learning Sub Committee (SSLS)	Wednesday 13th July 2011
Arts Faculty Committee	Friday 15th July 2011
UEC Chair Chairs Coordinating Meeting	Monday 18th July 2011
Occupational Health and Safety (OH&S)	Tuesday 19th July 2011
UEC	Wednesday 27th July 2011
Community Engagement Committee	Thursday 28th July 2011
International Student Experience Committee	Thursday 28th July 2011
Social Science (SS)	Thursday 28th July 2011
Science Faculty Committee	Friday 29th July 2011
Web Management Committee	Friday 29th July 2011

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



Contacts

Faculty	Policy & Governance Liaison	Conferrals Officers
Arts	Viji Venkat x4790	U/G - Liz Davidson P/G - Sandra Ragnoli x3925 x4181
Commerce	Julia Payne x5156	U/G - Liz Davidson P/G - Sandra Ragnoli x3925 x4181
Creative Arts	Susan Boyd x5116	Sally Towse x3795
Education	Emily King x5287	Sandra Ragnoli x4181
Engineering	Tori Funnell x5954	Elaine Thompson x3343
Health & Behavioural Sciences	Deborah Arnold x5408	U/G Nerys Webb P/G Sally Towse x4857 x3795
Sydney Business School	Tori Funnell x5146	Elaine Thompson x3343
Graduate School of Medicine	Catriona Taylor x5972	Nerys Webb x4857
Informatics	Catriona Taylor x5972	Elaine Thompson x3343
Law	Susan Boyd x5116	U/G - Liz Davidson P/G - Liz Davidson x3925 x3925
Science	Sarah Amos x1268	Nerys Webb x4857
WCA	Sarah Amos x1268	- -
Other Campuses: Shoalhaven, Bega, Batemans Bay, Moss Vale and Loftus	Julia Payne x5156	- -

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Contacts

Division/Unit	Policy & Governance Liaison
Research	Deborah Arnold x5408
Human Resources (Recruitment, OH&S, PODS, Staff Services & Payroll)	Julia Payne x5156
Finance (Finance & Legal Services)	Julia Payne x5156
EED / ASD (including Library)	Tori Funnell x5146
Strategic Planning/ Audit/ UniAdvice	Tori Funnell x5146
ITS	Viji Venkat x4790
Accommodation and Student Services	Deborah Arnold x5408
Buildings & Grounds (Cleaning, Security, Parking)	Catriona Taylor x5972

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