4. CHAIR'S REPORT ACADEMIC BOARD

4.1. * Chair's Report - Academic Board's #22002

Council is asked to:

1) APPROVE the UNE 2023 Principal Dates #AB22053;

2) APPROVE amendment to the UNE 2022 Principal Dates #AB22064 re: Trimester 3 2022 end-date;

3) APPROVE amendment to the UNE 2022 Principal Dates #ABSC22432 re: additional Autumn graduation celebrations;

4) APPROVE amendment to the:

a. Graduation Rule,

b. Graduation Guidelines (formally Graduation Procedures),

c. Graduation Certification Form (Associated Document to Graduation Guidelines/Procedures)

5) APPROVE amendment to the:

a. Freedom of Speech Principles and Academic Freedom Statement;

b. Freedom of Speech and Academic Freedom Guidelines;

6) APPROVE the revised Human Research Ethics Committee Terms of Reference;

7) ENDORSE and RECOMMEND to the Vice-Chancellor (FOR APPROVAL) amendment to the Code of Conduct (including a mandatory 12-month review);

8) NOTE the amended 'last date to withdraw without academic penalty' from 02 May 2022 to 27 May 2022 (#ABSC22421) as approved by the Vice-Chancellor on 20 March 2022 (VCM22-03); and

9) NOTE the Chair of Academic Board's report to Council, report #22...

For Approval

Presented by Robyn Bartel

Authority	COUNCIL OPEN	*Date*	31 March 2022
Report Ref	#22002	*Item No*	4.1
Proposer	Professor Robyn Bartel, Chair Academic Board		
Developed with	Specialist, Academic Board Secretariat		
Authorised by	Mr James Harris, UNE Chancellor		

#22002 – Chair Report – Academic Board

Report Purpose & Origin

Purpose	To advise the Council regarding key academic matters approved or considered by the Academic Board since the last Council meeting, including:
	• strategic academic matters (such as new academic developments, priorities, and policy-related issues) and any recommendations;
	• the quality and delivery of academic programs, including teaching and learning and research, including risks or significant issues, major developments, and key changes;
	• progress against academic quality initiatives, including performance against agreed academic quality measures; assurance regarding compliance with Higher Education Standards Framework (HESF) and Education Services for Overseas Students (ESOS) regulatory frameworks; and details of any risks or significant issues identified and their proposed treatments;
	• updates re: key academic partnerships;
	• details of Academic Board's use of the authorities delegated to it by the Council, such as some academic policy approvals; and
	• other significant academic matters impacting the sector or University relevant to the functions of the Council.
Origin	Standing Item
Governance focus	Council Policy: Oversee and monitor the academic activities of the University. TEQSA Act 2011 Ref: 6. Governance and Accountability: 6.2.1f (Corporate Monitoring and Accountability), 6.3 (Academic Governance).
Accountability	UNE Council

Resolution

Council is asked to:
1) APPROVE the UNE 2023 Principal Dates #AB22053;
2) APPROVE amendment to the UNE 2022 Principal Dates #AB22064 re Trimester 3 2022 end-date;
3) APPROVE ~~{subject to Academic Board Standing Committee endorsement}~~ amendment to the UNE 2022 Principal Dates #ABSC22432 re additional Autumn graduation celebrations;
4) APPROVE ~~{subject to Academic Board Standing Committee endorsement}~~ amendment to the:
   a. Graduation Rule,
   b. Graduation Guidelines (formally Graduation Procedures),

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **1** of **19**

Council OPEN Meeting

Page 47 of 282

    c.   Graduation Certification Form (Associated Document to Graduation Guidelines/Procedures)

5) APPROVE ~~{subject to Academic Board Standing Committee endorsement}~~ amendment to the:

    a.   Freedom of Speech Principles and Academic Freedom Statement;

    b.   Freedom of Speech and Academic Freedom Guidelines;

6) APPROVE ~~{subject to Academic Board Standing Committee endorsement}~~ the revised Human Research Ethics Committee Terms of Reference;

7) ENDORSE ~~{subject to Academic Board Standing Committee endorsement}~~ and RECOMMEND to the Vice-Chancellor (FOR APPROVAL) amendment to the Code of Conduct (including a mandatory 12-month review);

8) NOTE the amended '*last date to withdraw without academic penalty*' from 02 May 2022 to 27 May 2022 (#ABSC22421) as approved by the Vice-Chancellor on 20 March 2022 (VCM22-03); and

9) NOTE the Chair of Academic Board's report to Council, report #22002.

Executive Summary

This report provides, for the consideration of Council, relevant updates of the business and general affairs of Academic Board, Committees and Working Groups, including both urgent and routine matters as well as emerging issues, and advising Council, as befitting of requirements (see *UNE By-Law* 2005), of all developments and initiatives relating to and affecting the University's teaching and research activities and its educational programs.

This report concentrates on all major matters brought before the Academic Board and Committees of Board since 18 January 2022, i.e. since the last Chair's report to Council, including the following:

- UNE 2023 Principal Dates
- Amendment to the UNE 2022 Principal Dates re
  - T3 2022 end-date
  - additional Autumn graduation celebrations
  - amended Withdraw Without Academic Penalty (WWAP) date for T1, 2022
- Amendment to the Graduation Rule and Procedures (~ Guidelines)
- Academic Freedom policies and Code of Conduct
- Human Research Ethics Committee Terms of Reference
- Course and Unit Design and Approval Guidelines re course withdrawal process amendments
- Third-party arrangements.

Summary coverage of all matters progressed via Committees and Board is provided here in the **Annexure.**

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **2** of **19**

Council OPEN Meeting

Page 48 of 282

'Mini-tables' below provide greater detail of the following matters brought before Committees of Academic Board since 18 January, as follows:

Teaching and Learning Committee:
- Job-Ready Graduates Package Update #TLC22272 reported to Board #AB22030, and Policy Amendment(s) re Job-Ready Graduates Implementation #TLC22274, noted (not endorsed) at the Teaching and Learning Committee meeting on 7 March 2022
- 2020 Academic Integrity, Plagiarism, and Academic Misconduct Report, #TLC22256, reported to Board #AB22030
- 2020 Open Universities Student Cohort Monitoring #TLC22271, reported to Board #AB22030
- 2020-2021 Annual Student Surveys Report #TLC22258, reported to Board #AB22030
- 2021 T2 Unit Monitoring Report #TLC22255, reported to Board #AB22030.

Curriculum Committee:
- 2021 Monitoring and Compliance Report: Course and Unit Design and Approval Guidelines #CC22168, reported to Board #AB22036.
- Graduation Review and Integrity of Award Conferral Concerns #CC22100.

Research Committee: At its first meeting for this year on 17 March 2022, Research Committee endorsed amendments to the Human Research Ethics Committee (see Attachment 7). Further information on the business of this meeting will be provided in a future report and Research Committee will next meet on 12 May 2022.

Workplans: are still in development for 2022, this is being progressed collaboratively. As a first step, the Chairs have invited responses from the Executive Principals EF and SE and Policies to self-nominate their respective reports in draft maps which are being used as input into draft workplans that will then be re-circulated for a second round of consultation to confirm coverage and feasibility, etc. This second round of feedback will then be used to finalise the formal draft workplans for the Committees (which will then go to each Committee for approval), and to develop a draft Workplan for Academic Board. External, including abridged Council, reviews have also been presented to Board for noting, and recommended actions will be embedded in workplans. An annual report will be presented to Council once Committees have completed theirs.

Work is also in progress for recommencing face-to-face meetings in the absence of our previous venue (Rm 224) in the Education building which was detrimentally impacted by the October 2021 Supercell.

Membership Matters:
Board and Committees have recently welcomed the following new members:
- Professor Gerd Schmalz, Deputy Chair of Academic Board, has been appointed Chair of Research Committee following an EOI process
- Professor Nigel Andrew, SABL Associate Dean Research, *ex officio* Member of Research Committee
- Academic Board Student Representatives:

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page 3 of **19**

Council OPEN Meeting

Page 49 of 282

- o Postgraduate Representative: Mr James Adams
- o Undergraduate Representative(s): Ms Cassie Benson, and Ms Felicity Williams
- Teaching and Learning Committee:
  - o Aboriginal or Torres Strait Islander Representative: Ms Donna Moodie
  - o Senior SABL Academic Representative: Associate Professor Janelle Wilkes
  - o Undergraduate Representative: Mr James Ruben; Deputy Mrs Viki Tuchtan
  - o Postgraduate Representative: Mrs Claire Learned; Deputy to be appointed
- Curriculum Committee:
  - o Senior M&H Academic Representative: Associate Professor Susan Watt
  - o Undergraduate Representative: Ms Adele Geddes; Deputy Mr Mick Searle
  - o Postgraduate Representative: Mr Josh Mountford; Deputy Ms Enya Xu

There are significant number of vacant or pending appointment/election/confirmation positions:
- 2 X SABL Level B/C Academic Representative(s) to Academic Board
  - o 1 Nomination received, pending confirmation by Returning Officer
  - o 1 vacant position with an ongoing nomination process (close date: 29 March 2022)
- 2 X Academic Board Standing Committee Representatives from Academic Board
  - o 1 Student Representative, pending close of nomination period (date: 28 March 2022)
  - o 1 SABL Academic Representative, call for nominations pending above election(s)
- 1 x M&H Level A/B Academic Representative to Curriculum Committee (pending Appointment by the Committee following confirmation of eligibility of nominee by People & Culture)
- 1 X M&H Level A/B Academic Representative to Teaching and Learning Committee (pending Appointment by the Committee following close of EOI: 29 March 2022)
- 3 X Faculty Academic Representatives to Research Committee (pending appointment by Committee).

Thanks also to outgoing Board Members: Mr Adrian Cardinali, Mr Ray Harris, Ms Annette Rudd, Associate Professor Francois Soyer (promoted), Dr Sharl Marimuthu, Dr Mary McMillan (departing UNE), Professor Jane Edwards for service to Academic Board in the acting role of Dean of HASSE, Professor Linda Agnew for service to Academic Board in the interim role of Dean of SABL, Professor Hugh Barrett for service to Academic Board in the interim role of Dean of M&H, and outgoing Committee Member Associate Professor Jason Stoessel for service to Research Committee in the acting role of Associate Dean Research HASSE.

The Chair's activity diary for major events concludes the key information and summary coverage of all major matters considered since 18 January, with an outline also of future dates for the delivery of the Certificate in Governance Practice by the Governance Institute of Australia (GIA).

Key Information

Academic Calendar and 2023 Principal Dates

Cl 15 (b) of the *Principal Dates Guidelines* provides that Council holds the authority to approve the Principal Dates of the University. The Executive Principal Education Futures is responsible for submission of the…Principal Dates to Academic Board (cl 19) for endorsement to Council for approval (cl 15.b).

Council will recall my previous advice (see CONFIRMED Council OPEN Minutes 28 January 2022 at Item 6.1 from p. 4) that an academic calendar bridging plan for 2023 is in place which sees a similar academic calendar—as that for 2022—be rolled over for 2023, given that the more advanced academic calendar revitalisation is not ready for implementation.

At its meeting of 21 February 2022, Academic Board endorsed the proposed 2023 Principal Dates (#AB22054). The Council is asked to APPROVE UNE 2023 Principal Dates #AB22053 (**Attachment 1**);

Amendment to the 2022 Principal Dates

Cl 15 (b) of the *Principal Dates Guidelines* provides that Council holds the authority to approve the Principal Dates of the University. Cl 17 of the *Guidelines* provides that under exceptional circumstances the University can change a Principal Date (but not a Statutory Date) after it has been published.

Amendment 1 re T3 2022 end-date

At its meeting of 21 February 2022, during discussion of the proposed 2023 Principal Dates (#AB22054), members raised an issue relating to a minimal break (one weekend) between the completion of Trimester 3 2022 and the commencement of Trimester 1 2023. This was identified as having a high likelihood of negative impact on staff and student workload, wellbeing, and progression.

Following consideration of options, Academic Board endorsed (#AB22064) that the 2022 Principal Dates be amended to allow a one-week break between Trimester 3 2022 and Trimester 1 2023 by reducing the Trimester 3 2022 end-of-trimester assessment period from 3 weeks to 2 weeks. This also impacts on Year-Long Period 2 2022 and Flexible Period B 2022, however, the impact is expected to be minimal.

The Council is asked to APPROVE amendment to the UNE 2022 Principal Dates #AB22064 re Trimester 3 2022 end-date (**Attachment 2**). This would amend the Trimester 3, Year Long Period 2, and Flexible Period B (2022) end date from 24 February 2023 to 17 February 2023.

Amendment 2 re additional Autumn graduation celebrations

As part of the University's decision (see Vice-Chancellor Communique dated 15 March 2022 – enclosed within **Attachment 3 – Updated**) to resume in-person graduation ceremonies and schedule additional graduation ceremonies, an amendment to the published 2022 Principal Dates is required to add additional Autumn Graduation celebrations:

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **5** of **19**

Council OPEN Meeting

Page 51 of 282

Date	Graduation/Celebration Days
Friday 29 April 10.30 am	Faculty of Science, Agriculture, Business and Law Awards
Friday 29 April 3.00 pm	**Faculty of Science, Agriculture, Business and Law Celebrations 2019/2020 RND1/2020 RND2 backlog**
Saturday 30 April 10.30 am	Faculty of Humanities, Arts, Social Sciences and Education Awards
Saturday 30 April 3.00 pm	Faculty of Medicine and Health Awards
Sunday 01 May 10.30 am	**Faculty of Humanities, Arts, Social Sciences and Education Celebrations 2019/2020 RND1/2020 RND2 backlog**
Sunday 01 May 3.00 pm	**Faculty of Medicine and Health Celebrations 2019/2020 RND1/2020 RND2 backlog**

It should be noted that additional celebration dates are expected to be added to the Winter (26-27 August) and Summer (8-10 December) Graduation events.

Pending endorsement from the Academic Board Standing Committee (on 28 March 2022) Council is asked to APPROVE amendment to the UNE 2022 Principal Dates #ABSC22432 re additional Autumn graduation celebrations.

Amendment 3 re amended T1 2022 Withdraw Without Academic Penalty Date
Following discussion by the COVID-19 Academic Response Team (CART) and endorsement by the Academic Board Standing Committee (via Flying Minute #ABSC22421 – see **Attachment 4**), the Vice-Chancellor (on 20 March 2022 via VCM22-03) approved amending the T1 2022 Withdraw Without Academic Penalty (WWAP) date from 02 May 2022 to 27 May 2022 to ensure that a students' academic record (including GPA) is not disadvantaged by COVID-19. Following consideration of Attachment 4, Council is asked to NOTE this amendment.

Academic Freedom and Code of Conduct
At its meeting of 21 February 2022, the Academic Board endorsed several recommendations made by the Academic Board Academic Freedom Working Group (#AB22062) in response to amendments proposed to the Code of Conduct ("COC"), Freedom of Speech Principles, and Academic Freedom Statement ("Principles/Statement") and the Freedom Of Speech and Academic Freedom Guidelines (Guidelines) (versions contained in #AB22056).

These recommendations were made in light, *inter alia* of the Walker (2020) and French (2019) reviews, and the previous recommendations made by the Working Group in #AB20086 and #AB20346, in addition to #AB21219, #AB21286, #AB21505, and #AB21510.

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **6** of **19**

Council OPEN Meeting

Page 52 of 282

Recommendations that were endorsed relating to the policy amendments are as follows (#AB22062):
- That a mirror statement be provided in the Principles/Statement consistent with that in cl 17 of the proposed Code of Conduct and following similar wording to cl 4 Operations of the Model Code (UCC Version); and
- That the glossary definition for academic freedom reflects more closely the wording of Principle 2 and cl 11 and cl 12 of the Principles/Statement.

The glossary definition includes reference to the definition in the *Higher Education Support Act* 2003 (Cth) (Schedule 1 Dictionary), which is the same version as that in the UCC Model Code (Walker, 2020), and the UNE Principles/Statement. The latter provides support for academic freedom which is beyond compliance, i.e. is additional to (and not inconsistent with) the Model Code definition, and thereby also provides supplementary (and not contradictory) support for academic freedom. The UNE Principles/Statement in other words, 'goes further' and 'beyond compliance' to protect academic freedom (which is supported by the Walker (2020) review, see *inter alia* p 34). (see also discussion in #AB21505 and #AB22062).

Clarifications regarding intellectual freedom and academic freedom have also been progressed. These amendments, actions in response to recommendations endorsed by Academic Board, and Standing Committee (pending its meeting on 28 March 2022), appear in **Attachment 5**, for Council's approval and endorsement as detailed in the resolution above.

Course Withdrawal Policy and Process Amendments
At its meeting of 21 February 2022, the Academic Board endorsed (#AB22030) amendments to the Course and Unit Design and Approval Guidelines to remedy the gap in the process for notifying the Commonwealth re course withdrawals.

Under the funding agreement between the Commonwealth and UNE (under the Higher Education Support Act 2003), UNE is required to seek the Commonwealth's approval to withdraw certain Courses: *"the Provider must consult the Commonwealth and obtain the Commonwealth's approval for the closure of the course"* if the course: *"prepares students for entry into any occupation that is experiencing a skills shortage"* (cl 26.1), *"would be likely to create a Skills Shortage"* (cl 26.2), is a *"specialised course directed at the regional economy"* (cl 26.3), and or the course is *"in areas of priority under the Job-Ready Graduates package"* (cl 26.4).

Changes to the Course and Unit Design and Approval Guidelines and associated Course Suspension and Withdrawal workflows are required to action the Commonwealth's requirement. A new process has been implemented in the Curriculum Management System (CourseLoop) to ensure the Commonwealth's approval is sought in the required circumstances. This process requires the Academic Portfolio Executive Committee to confirm if a proposed course withdrawal needs the Commonwealth's approval and if so, arrange confirmation of the Government's support before the course is withdrawn. While the Government's support is being sought, the proposal can proceed through governance, however, the Vice-Chancellor's final approval cannot be provided until the Government's support is received.

This process change has required updates to the Course and Unit Design and Approval Guidelines (CAUDAG) and the associated Course Suspension and Withdrawal Workflow. Previously, the process for course suspension and withdrawal was the same but with these new changes, the workflows have been separated into a new Course Withdrawal Workflow and Course Suspension Workflow.

The Vice-Chancellor approved these amendments via VC Memo (VCM22-02) on 21 March 2022. A copy of this Memo and ancillary documents are provided in the Convene Document Library (**Attachment 8**) for information.

Third-Party Arrangements

At its meeting of 21 February 2022, the Academic Board #AB22046 received the closeout report on one of its third-party arrangements, with Monarch Institute, for the Bachelor of Commerce (Financial Planning) (BCOMFP) and the matter of outstanding accreditation with the Financial Advisers Standards and Ethics Authority (FASEA).

REDACTED

In addition to course level quality assurance, suspending enrolments into the course while the outcome was uncertain, and managing the existing students' experience on an individual basis the University has also undertaken:

1) An immediate review of the Third-Party Education Agreement Provider guidelines, was undertaken and published in the UNE Policy Register in November 2021.
   i) This review incorporated improvements arising from benchmarking, current experience with third parties, including Monarch;
2) A review of the Monarch arrangement was made against the guidelines, and the Faculty is to provide an implementation plan by the end of Q1 2022.

3) A working party of the Academic Board was established to monitor the implementation actions relating to broader third-party agreements including Monarch, and
4) Establishing annual Academic Quality Assurance Reviews for third-party agreements.

Graduation Rule, Guidelines, and Certification

In light of the decision to resume graduations in April 2022, the Deputy Vice-Chancellor convened a Graduations Working Group (proposed to be provided for by clause (25) of the Graduation Guidelines) in February 2022. The Working Group has focused on two principal topics:

- ensuring that the processes for determining the eligibility of students to graduate (and thus the contents of graduation lists) are operating effectively
- overseeing the arrangements for graduation ceremonies.

The Graduation Guidelines recognise the potential for the University to engage a commercial provider of services related to the graduation ceremony event, at the same time acknowledging that the University retains responsibility for all activities related to graduation, including the graduation ceremony event. The proposed amendments to the clause (23) of the Graduations Guidelines are intended to facilitate engagement of a commercial service provider while retaining clear responsibility with the University. The Guidelines, therefore, include provision for the role of Graduation Officer to coordinate all activities related to graduation, including the graduation ceremony event. It is not intended that the Graduation Officer carries out all functions, but this role should be accountable for all tasks related to the graduation process.

Changes to the Graduation Rule have moved to a more direct, inclusive language, and the realignment between Rule and Guidelines where necessary. There are no substantive changes in these proposed amendments (see **Attachment 6 – Updated**).

Human Research Ethics Committee Terms of Reference

At the Research Committee meeting held 17 March 2022, the Committee considered a report from the Chair of Human Research Ethics Committee seeking endorsement to Academic Board (Standing Committee) and Council of revised Terms of Reference. These Terms of Reference were updated In late 2021 and underwent a full review and revision to meet external requirements set out in the National Statement on Ethical Conduct in Human Research 2007 (Updated 2018). Moreover, these Terms of Reference have been updated to meet current University standards, and following Council Approval will be added to the UNE Policy Register Database. A copy of these Terms of Reference is provided in Attachment 7 to this report. Subject to Academic Board Standing Committee endorsement (28 March 2022) Council is asked to APPROVE the revised Human Research Ethics Committee Terms of Reference.

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **9** of **19**

Council OPEN Meeting

Page 55 of 282

Committee Updates

The 'mini-tables' below expand on the summary coverage provided in the enclosed **Annexure.**

Teaching and Learning Committee
- Job-Ready Graduates Package Update #TLC22272 reported to Board #AB22030, and Policy Amendment(s) re Job-Ready Graduates Implementation #TLC22274, noted (not endorsed) at the Teaching and Learning Committee meeting on 7 March 2022.

AREA	OVERVIEW				COMMENTS
Job-Ready Graduates	*Functional Alignment*				The *Higher Education Support Amendment (Job-Ready Graduates and Supporting Regional and Remote Students) Act* 2020 amended the *Higher Education Support Act* 2003. Significant components came into effect in 2022. Schedule 4 of the Amendment Act extends the regulatory regime for non-university higher education providers within the Provider Integrity Act to all higher education providers and provides additional circumstances in which a person is not a Commonwealth supported student, these amendments require that students be assessed as 'academically suited', by any requirements in the Higher Education Provider Guidelines, before a provider enrols them in a unit of study.
Teaching and Learning Committee	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date: 7 March 2022	4, 15	1, 6, 7	1, 2, 3	R4, 5, 6, 10	
Report #TLC22274	*Quality Assurance and Progress Status*				
Provenance: EPSE/DVC	**Activity**	**Responsibility**	**Destiny**		
Motion/Resolution: NOTED	Update of activities: 1) Overview re Future Fit/UNE implications 2) Development of proposed amendments to Policy and Procedure, particularly to the Course Progression Rule and Procedures, and the Admission Credit and Enrolment Guidelines, 3) Practice Application within the Student Experience Portfolio, 4) Draft Student Communications.	Deputy Vice-Chancellor, Executive Principal Student Experience	Reporting re activities and policy amendments, to address three areas with particular implications for the UNE student experience: 1) Low Completion Rate (and non-eligible students) 2) Tertiary Access Payment 3) National Priorities and Industry Linkage Fund (NPILF) and Industry Work Experience.		

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **10** of **19**

Council OPEN Meeting

Page 56 of 282

- 2020 Academic Integrity, Plagiarism, and Academic Misconduct Report, #TLC22256, reported to Board #AB22030.

AREA	OVERVIEW				COMMENTS
Academic Integrity 2020	*Functional Alignment*				In addition to business process improvements, several responses are currently under consideration to reduce potential misconduct including: • opportunity to revisit Academic Integrity Module; • Additional training for Unit Coordinators. • Additional training for Academic Integrity Officers • Reviewing UNE's definitions and categories of misconduct. • Updating the communication to students regarding academic misconduct. • Reviewing the application and scaffolding of penalties. • Additional reporting to assist Academic Integrity Officers and Heads of School.
Teaching and Learning	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date: 21 Feb 2022	4, 15b	5.2, 6.3.2.d	1	R9	
Report #TLC22256, reported to Board #AB22030	***Quality Assurance and Progress Status***				
Provenance: EPEF	**Activity**	**Responsibility**	**Destiny**		
Motion/Resolution: NOTED	Update to TLC earlier reported numbers in annual report (pursuant to cl 65 of the Student Coursework Academic Misconduct Procedures) that in 2020 of 1077 instances, 267 had no reported outcomes. The total increase from 2019 is 463.	*Reporting:* Executive Principal Education Futures *Document Management:* ALL UNE Staff, pursuant to cl 8 of the Records Management Rule.	Reporting on key milestones and progress, including: Stage one [Nov 2021 – Jan 2022] • community of practice for Academic Integrity Officers and Academic Integrity Administration to improve communication and consistency • Review of current policy, processes, reporting tools, and structures, and resourcing approach • Benchmarking Stage two [Feb – April 2022] • New reporting tools and structures • Design of new policy and processes • Development of		

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **11** of 19

Council OPEN Meeting

Page 57 of 282

			recommendation on resourcing Stage three [May – Nov 2022] • Implementation of new policy and processes • Investigation of potential systems solutions • Building expertise for academic integrity advising, training, and support.	

- 2020 Open Universities Student Cohort Monitoring #TLC22271, reported to Board #AB22030.

AREA	OVERVIEW				COMMENTS
Cohort Monitoring – Open Universities 2020	*Functional Alignment*				OUA data does not form part of the UNE government reportable statistics for retention, noting also that TEQSA had a lower retention benchmark for OUA which sets a different level of expectation for OUA but the data presented here compares these students against UNE's accepted standard as a monitoring tool. Overall, the average OUA student struggles to attain a passing grade, progresses at a much lower rate and is less satisfied with their educational experience overall
Teaching and Learning	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date: 21 Feb 2022	4, 15	2, 5. 6	1	R5	
Report #TLC22256, reported to Board #AB22030	*Quality Assurance and Progress Status*				
Provenance: EPEF /DVC	**Activity**	**Responsibility**	**Destiny**		
Motion/Resolution: NOTED	Report received and recommendations: The performance of OUA students who are enrolled in degree-seeking programs was commensurate of other UNE cohorts, however nondegree seeking OUA students underperform,	Deputy Vice-Chancellor, Executive Principal Education Futures, Future: also Executive Principal Brand Partnership and Business Development (EPBPBD)	Referred to the EPBPBD: The performance of OUA students who are enrolled in degree-seeking programs was commensurate of other UNE cohorts, however nondegree seeking OUA students present as a significant risk requiring re-		

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **12** of **19**

Council OPEN Meeting

Page 58 of 282

	requiring re-evaluation of UNE's OUA Strategy by the EPBPBD.		evaluation of UNE's OUA Strategy by the EPBPBD.	than their online and part-time counterparts.

- 2020-2021 Annual Student Surveys Report #TLC22258, reported to Board #AB22030

AREA	OVERVIEW				COMMENTS
Annual Student Survey 2020-21	*Functional Alignment*				This report details the Quality in Learning and Teaching (QILT) Student Experience Survey (SES) and the Graduate Outcomes Survey (GOS). The report observed that the UNE student cohort, generally, may not be looking for interactions with other students, etc, as an important aspect of their student experience. Interactions must therefore be designed to provide meaningful contributions to learning and the student experience, rather than a perfunctory attempt to ensure compliance.
Teaching and Learning	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date: 21 Feb 2022	4, 15	1, 2, 5, 6	1	R3, 5	
Report #TLC22256, reported to Board #AB22030	***Quality Assurance and Progress Status***				
Provenance: EQ, EPEF, DVC	**Activity**	**Responsibility**	**Destiny**		
Motion/Resolution: NOTED	Report received and recommendations: SES: UNE ranked top five of all universities for SES Overall Educational Experience and Ranked bottom five of all universities for SES Learner Engagement; GOS: top five for GOS full-time employment and salaries, and overall satisfaction.	Deputy Vice-Chancellor, Executive Principal Education Futures, EQD	Key actions and implementation for review in future, including investigation and consideration of methods to increase opportunities for online students to work and interact with other students to increase the SES Learner Engagement score, with the information provided to the TLC by the end Q2 2022.		

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **13** of **19**

Council OPEN Meeting

Page 59 of 282

- 2021 T2 Unit Monitoring Report #TLC22255, reported to Board #AB22030

AREA	OVERVIEW				COMMENTS
Unit Monitoring – T2 2021	*Functional Alignment*				Discussion at several meetings has considered that evaluation is a multidimensional process including peer observation, self-review, learning analytics, and benchmarking as well as requiring reflection on expectations, responsibilities, and engagement. Student response rates to unit evaluations have declined to 23% for external and 14.6% for internal cohorts.
Teaching and Learning	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date: 21 Feb 2022	4, 15	1, 5. 6	1	R3, 5	
Report #TLC22256, reported to Board #AB22030	*Quality Assurance and Progress Status*				
Provenance: EQ, EPEF, DVC	**Activity**	**Responsibility**	**Destiny**		
Motion/Resolution: NOTED	Report received and recommendations: Broad correlation between overall satisfaction and feedback and/or resourcing. Unit fail and pass, and commitment, rates improved over the five-year reporting period. The percentage of units that failed are at their lowest levels in T2 2021 for the five-year reporting period. Average GPA for both commencing and continuing cohorts are at their highest levels in the reporting period. However, the percentage of units passed (success rate) are the lowest for the same period.	Deputy Vice-Chancellor, Executive Principal Education Futures, Future: also Executive Principal Brand Partnership and Business Development	Key actions and implementation for review in the future, including attending to units exhibiting lower unit evaluations and strategies to increase response rates. Survey instrument amended to include additional item re engagement. .		

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **14** of **19**

Council OPEN Meeting

Page 60 of 282

Curriculum Committee

- 2021 Monitoring and Compliance Report: Course and Unit Design and Approval Guidelines #CC22168, reported to Board #AB22036

AREA	OVERVIEW				COMMENTS
CAUDAG Monitoring – 2021	*Functional Alignment*				Members recognised the high number of amendments to some courses; significant; minor; or editorial—noting the benefit of being able to determine and report on the nature of amendments and their cause and impact (e.g. amended and resulting in improved student satisfaction and retention).
Curriculum	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date: 21 Feb 2022	4, 16	3, 5, 6	1	R8	
Report #CC22168, reported to Board #AB22030	*Quality Assurance and Progress Status*				
Provenance: EPEF /DVC	**Activity**	**Responsibility**		**Destiny**	
Motion/Resolution: NOTED	Report received and recommendations: annual report is produced pursuant to cl 65 of the Student Coursework Academic Misconduct Procedures).	Executive Principal Education Futures		Further development of courseloop and training, quality of information recorded (e.g. nature of amendments), and utility (e.g. course reviews).	

- Graduation Review and Integrity of Award Conferral Concerns #CC22100

AREA	OVERVIEW				COMMENTS
Graduation review	*Functional Alignment*				As previously reported to Council there is significant risk in the current process (#21025; #21026). Members have repeatedly stressed the importance of ensuring the integrity of graduation conferrals and the graduation list which requires that the Curriculum Committee have confidence in the accountability, control, and assurance
Curriculum	**TOR**	**HESF**	**Future Fit**	**Risk Register**	
Date: 21 Feb 2022	1, 18, 22	1.5, 6.3	2, 3	pending	
Report #CC22100	*Quality Assurance and Progress Status*				
Provenance: Chair's report	**Activity**	**Responsibility**		**Destiny**	
Motion/Resolution: NOTED	Report received and recommendations: Graduation review report scheduled for 06 December 2021 Academic Board meeting has yet to be provided to Curriculum	Deputy Vice-Chancellor, Executive Principal Student Experience		As reported to Academic Board in December 2021, the Executive Principal Student Experience has accepted responsibility for	

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **15** of 19

Council OPEN Meeting

Page 61 of 282

	Committee or Academic Board. A report is now expected in early 2022. The #CC22160 Autumn Graduation List (Coursework Students) 2022 is expected to Curriculum Committee for 7 April 2022.		progressing an external review of all aspects of graduations, including such components as events, academic matters such as progression, implementation of My eQuals, and documentation and reporting.	mechanisms before endorsement. Members have subsequently also raised considerable concerns regarding the process, timeframe, and lack of guidance surrounding the review and certification attestation of the graduation list.

Note: A more fulsome and comprehensive report is provided as **Attachment 6** to this report.

Activity Diary for Chair Robyn Bartel and Acting Chair Robyn Cox

Chair Activity Diary	MAJOR SCHEDULED MEETINGS
17 January 2022	Start date for this activity window
17 January 2022	Meeting with PVCI – Acting Chair Robyn Cox
17 January 2022	CART meeting – Acting Chair Robyn Cox
18 January 2022	EPSE meeting – Acting Chair Robyn Cox
14 January 2022	Executive meeting – Acting Chair Robyn Cox
Professor Robyn Bartel resumes role	
28 January 2022	Council Meeting - Open
28 January 2022	Council Meeting - Confidential
31 January 2022	AB Executive meeting
31 January 2022	Teaching and Learning Committee
31 January 2022	Short-form courses guidelines meeting
03 February 2022	Curriculum Committee
03 February 2022	DVC meeting
04 February 2022	Strategic Priorities Retreat
07 February 2022	AB Executive meeting
07 February 2022	HDR Cultural safety meeting
07 February 2022	Dean SABL meeting
07 February 2022	Chairs meeting re membership of Committees/recruitment
07 February 2022	Academic Freedom and COC progress meeting
07 February 2022	Quality Enhancement Taskforce meeting
07 February 2022	Academic Board Chairs and student representatives meeting

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **16** of **19**

Council OPEN Meeting

Page 62 of 282

14 February 2022	AB Executive meeting
14 February 2022	PVCI meeting
14 February 2022	AB observers meeting
14 February 2022	AB elected representatives meeting
16 February 2022	Mission-Based compact briefing
16 February 2022	VC meeting
16 February 2022	Debrief meeting for exiting AB representatives
16 February 2022	Academic Freedom Working Group meeting
17 February 2022	Rapid Action Group – Undergraduate Certificates
17 February 2022	Onboarding meeting for new AB representatives
18 February 2022	Mission-Based compact meeting
21 February 2022	Academic Board
21 February 2022	Handover Research Committee with new Chair
22 February 2022	Operational Executive Team meeting
22 February 2022	CART meeting
23 February 2022	Meeting with prospective member
24 February 2022	Audit & Risk Committee
24 February 2022	Finance & Infrastructure Committee
24 February 2022	Governance Working Party
24 February 2022	Nominations Committee
28 February 2022	AB Executive meeting
28 February 2022	HASSE elected reps meeting
03 March 2022	DVC meeting
07 March 2022	AB Executive meeting
07 March 2022	Teaching and Learning Committee
07 March 2022	Quality Enhancement Taskforce meeting
08 March 2022	Strategy Executive Team Meeting
09 March 2022	Vice-Chancellors Committee (Open)
10 March 2022	Leadership Monthly meeting
10 March 2022	Curriculum Committee
10 March 2022	AB meeting venue scouting
14 March 2022	AB Executive meeting
14 March 2022	SARG meeting
15 March	*End date for this activity window*

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **17** of **19**

Council OPEN Meeting

Page 63 of 282

Certificate in Governance Practice Update

Funding has been secured to deliver an academic governance focussed training program specifically for Academic Board Members with the Governance Institute of Australia (GIA). The course is the Certificate in Governance Practice, which includes the following units (contextualised to our specific requirements):

- Core units:
    - Assessing, Analysing & Treating Risk
    - Duties of Officers & Directors
    - Financial Analysis for Officers & Directors
    - Governance Essentials
- Elective units:
    - Not-for-Profit Officers, Directors and the Board
    - Ethics, Culture and Governance

The units will be delivered over a 6-week period as full day sessions (9.00 am – 5.00 pm) on the below dates. A trainer from GIA will be travelling to Armidale to deliver the sessions face to face at the NOVA venue in Armidale. If any sessions are missed attendees will need to make up the material in their own time.

- 30 March 2022
- 6 April 2022
- 13 April 2022
- 20 April 2022
- 27 April 2022
- 4 May 2022

Given that some Academic Board members have been unable to accept the invitation, given existing commitments and scheduling requirements, several 'understudy' positions have been filled by members of Committees of Board.

Future Fit Alignment	Contribution of this initiative
☒ Goal 1: Crafting, adapting, and supporting learning journeys that are distinctive in their accessibility and flexibility.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the benefit of students and the public good. See further cl 26, 27, and 28 of AB TOR.

TRIM: D22/17389
[24 March 2022]
Version: 4.0

Page **18** of **19**

Council OPEN Meeting

Page 64 of 282

☒ Goal 2: Creating and sharing knowledge to make a difference locally, regionally, and globally.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance for the purpose of sharing knowledge with students, including for the benefit of local, regional and global communities. See further cl 26, 27, and 28 of AB TOR.
☒ Goal 3: Committing to environmental, social, and financial resilience for the University, our staff, our students, and our communities.	AB is responsible for leading academic governance at UNE and contributes in particular to quality definition and enhancement as well as assurance, continuous improvement, and strategic leadership of good academic governance including building the sustainability and resilience of the university, its staff, students, communities, and the public good. See further cl 26, 27, and 28 of AB TOR.

Financials

The 2022 Academic Board budget has not yet been confirmed. Pending Director Governance and University Confirmation.

Key Risks

None specific to this report, general comment is that without adequate academic governance, quality assurance, and oversight, as well as strategic leadership of good academic governance, the university will be unable to deliver public benefit and thus may also risk its institutional status and sustainability.

Appendices / Supporting Documentation

Attachment 1:   UNE 2023 Principal Dates #AB22053
Attachment 2:   UNE 2022 Principal Dates Amendment 1 #AB22064
Attachment 3:   UNE 2022 Principal Dates Amendment 2 #ABSC22432
Attachment 4:   COVID-19 T1 Student Support Package #ABSC22421
Attachment 5:   Policy Amendments re Academic Freedom, and Code of Conduct #ABSC22430
Attachment 6:   Policy Amendments re Graduation Rule and Guidelines #ABSC22431
Attachment 7:   Chair of Research Committee Report re HREC ToR #ABSC22423

Available via Convene Document Library > Council and Council Committees > OPEN > 2022 March 31
Attachment 8:   VC Memo from Chair AB re Course and Unit Design and Approval Guidelines
Attachment 9:   Chair Academic Board Standing Committee Report #ABSC22400

Annexure: Academic Governance Matters and Monitoring Table

ANNEXURE
Academic Governance Matters and Monitoring Table

ACADEMIC BOARD						21/02/22	26/04/22	27/06/22	22/08/222	24/10/22	05/12/22
Reports: *Motion*	Origin	ToR	HESF (6.3) +	Future Fit	Risk Register						
Academic Delegations and Delegations Guidelines: *Endorse/Note*	DGUS	28-30	6.3.1-2	3	4,6	#AB22055					
Academic Freedom Policies & Code of Conduct: *Endorse/Note*	DGUS	26-30	6.1.4	2	4,6	#AB22056					
Academic Freedom Working Group Report: *Endorse/Note*	AFWG	26-30	6.1.4	2	4,6	#AB22062					
Bachelor of Commerce Financial Planning Update: *Note*	DVC	26-30	5.1,3-4 6.2.1	1, 3	7	#AB22046					
Chair of Academic Board Report: *Note*	CAB	28-30	6.3.1-2	1-3	4,6	#AB22000					
Chair of APEC Update re TEQSA Summary Report: *Note*	DVC	26-30	5.3.3, 6.3.2	1, 3	4,6	#AB22054					
Chair of Curriculum Committee Report: *Endorse/Note*	CC Chair	26-30	5.3, 6.3.1-2	1, 3	4,7,8,10	#AB22036					
Chair of Research Committee Report: *Note*	RC Chair	28-29	4.1, 4.2	1-3	1,2,4,6	#AB22024					
Chair Teaching and Learning Committee Report: *Endorse/Note*	TLC Chair	26-30	2,3,5,6	1-3	3,5,9	#AB22030					
Council Update and External Review: *Note*	DGUS	26-30	6.3.1-2	1,3	4,6	#AB22058					
Education Quality Progress Report: *Note*	EQD	26-30	5.3, 6.3.1-2	1,3	1-10	#AB22047					
Learning and Teaching Plan (Draft): *Note*	EPEF	26-28, 30	6.3.1	1-3	3	#AB22061					
Policy; Governance Framework Rule and Governance Integrity and Standards Policy: *Note*	DGUS	28-30	6.3.1-2	3	4,6	#AB22060					
Policy; Reform Project Update and 2022 Timeline: *Note*	HRPG	28-30	6.3.2	1-3	4,6	#AB22057					
Principal Dates (2023) and Academic Calendar: *Note*	EPEF	26-30	7.1-2	1-3	10	#AB22053					
Principal Dates (2022 Amendment 1): *Endorse*	EPEF	26-30	7.1-2	1-3	10	Flying Minute #AB22064 – CONFIRMED 17 March 2022					
Student Representatives Report: *Note*	Students	27-28	6.3.3	1	4	#AB22006					
VC & CEO Report: *Note*	VC/CEO	26-30	6.2.1, 6.3.1-2	1-3	1-10	#AB22012					

ANNEXURE
Academic Governance Matters and Monitoring Table

STANDING COMMITTEE						24/01/22 CANCELLED	28/03/22	23/05/22	25/07/22	26/09/22	24/11/22
Reports: *Motion*	Origin	ToR	HESF (6.3) +	Future Fit	Risk Register						
Academic Freedom Policies & Code of Conduct: *Pending*	DGUS	AB26-30	6.1.4	2	4,6		#ABSC22430				
Bachelor of Commerce (Financial Planning): *Endorse*	SABL	AB26-30	5.1,3-4 6.2.1	1, 3	7	Flying Minute #ABSC22422 – CONFIRMED 03 February 2022					
Chair of Research Committee Report: *Pending*	RC Chair	AB28-29	4.1, 4.2	1-3	1,2,4,6		#ABSC22423				
Chair of Stranding Committee Report: *Pending*	CAB	ABSC5, 22, 25, 26, 30	6.3.1-6.3.2	1-3	4,6		#ABSC22400				
Policy; Graduation Rule and Guidelines/Procedures: *Pending*	DGUS	ABSC5, 22-25, 27-28, 30-34	1.5, 6.3.2	1-3	10		#ABSC22431				
Principal Dates (2022 Amendment 2): *Pending*	EPEF	AB26-30	7.1-2	1-3	10		#ABSC22432				
Trimester 1 2022 COVID-19 Student Support Package: *Endorse*	EPSE	AB26-30	7.1-2	1-3	4,5,6,10	Flying Minute #ABSC22421 – CONFIRMED 19 March 2022					
University Medals (Autumn Graduation): *Pending*	HCC Chair	ABSC5, 22-23	6.3.2	1	4		#ABSC22405				

ANNEXURE
Academic Governance Matters and Monitoring Table

CURRICULUM COMMITTEE						03/02/22	10/03/22	07/04/22	05/05/22	06/06/22	07/07/22	04/08/22	08/09/22	06/10/22	10/11/22
Reports: *Motion*	Origin	ToR	HESF (6.3) +	Future Fit	Risk Register										
Chair of Curriculum Committee Report: *Note*	CC Chair	16-20	6.3.1.d	1-3	4-10	#CC22100	#CC22101								
Education Enterprise Education Cttee Report: *Note*	DEC Chair	16-20	3.1-2, 5.1	1-3	4-10	#CC22150	#CC22151								
HASSE Education Cttee Report: *Endorse/Note*	FEC Chair	16-20	3.1-2, 5.1	1-3	4-10	#CC22120	#CC22121								
M&H Education Cttee Report: *Endorse/Note*	FEC Chair	16-20	3.1-2, 5.1	1-3	4-10	#CC22130	#CC22131								
SABL Education Cttee Report: *Endorse/Note*	FEC Chair	16-20	3.1-2, 5.1	1-3	4-10	#CC22140	#CC22141								
Bachelor of Commerce (Financial Planning): *Endorse*	SABL	16-20	5.1,3,4 6.2.1	1, 3	7	Flying Minute #CC22169 – CONFIRMED 26 January 2022									
Policy: Course and Unit Design and Approval Guidelines: *Endorse*	EPEF	16	3.1, 5.1, 6.2.3	1, 3	4-6,8,10	#CC22168									
Student Representatives Report	Students	16-20	6.3.3	1	4		#C22111								

ANNEXURE
Academic Governance Matters and Monitoring Table

TEACHING AND LEARNING COMMITTEE						31/01/22	07/03/22	04/04/22	02/05/22	06/06/22	04/07/22	01/08/22	05/09/22	10/10/22	07/11/22
Reports: *Motion*	Origin	ToR	HESF (6.3) +	Future Fit	Risk Register										
Academic Integrity (2021 Closeout): *Note*	EPEF	15-17	5.2.1 6.3.2d	1	4,9	#TLC22256									
Chair of Teaching and Learning Committee: *Note*	TLC Chair	15-17	6.3.1.d	1-3	4,6	#TLC22200	#TLC22201								
Education Enterprise Education Cttee Report: *Note*	DEC Chair	15-17	1-3, 5-7	1-3	4-10	#TLC22260	#TLC22261								
HASSE Education Cttee Report: *Note*	FEC Chair	15-17	1-3, 5-7	1-3	4-10	#TLC22240	#TLC22241								
M&H Education Cttee Report: *Note*	FEC Chair	15-17	1-3, 5-7	1-3	4-10	#TLC22230	#TLC22231								
SABL Education Cttee Report: *Note*	FEC Chair	15-17	1-3, 5-7	1-3	4-10	#TLC22220	#TLC22221								
Learning & Teaching Plan (Draft)	EPEF	15-17	6.3.1	1-3	3		#TLC22273								
Open Universities Cohort Monitoring: *Approve/Endorse/Note*	EQD	15-17	1.3.5 5.3.7	1-3	3-6,9-10	#TLC22271									
Policy: Course and Unit Design and Approval Guidelines: *Endorse*	EPEF	15-17	3.1, 5.1. 6.3.1	1, 3	4,6,8,10	#TLC22270									
Policy: Job-Ready Graduates: *Note*	EPSE	15-17	1.4, 6.3.1	1-3	3-6, 10	#TLC22272	#TLC22274								
Principal Dates (2023 For-Comment): *Note*	EPEF	15-17	7.1-2	1-3	10	#TLC22259									
Student Representatives Report: *Note*	Students	15-17	6.3.3	1	4	#TLC22210	#TLC22211								
Student Surveys (2021 Annual Report): *Note*	EQD	15-17	1.3.5 5.3	1,3	3-6,9-10	#TLC22258									
Unit Monitoring: *Endorse/Note*	EQD	15-17	1.3.5 5.3	1,3	3-6,9-10	#TLC22255 (T2 2021)									

ANNEXURE
Academic Governance Matters and Monitoring Table

RESEARCH COMMITTEE						17/03/22	~~14/04/22~~ CANCELLED	12/05/22	~~16/06/22~~ CANCELLED	14/07/22	11/08/22	15/09/22	13/10/22	17/11/22
Reports: *Motion*	Origin	ToR	HESF (6.3) +	Future Fit	Risk Register									
Animal Ethics Committee Report: *Note*	AEC Chair	15-18	4.1-2 5.3	1-3	1-2,4,6	#RC22345								
Chair of Graduate Research Committee Report: *Note*	GRC Chair	15-18	4.1-2 5.3	1-3	1-2,4,6	#CC22381								
Chair of Research Committee Report: *Note*	RC Chair	15-18	4.1-2 6.3	1,3	1-2,4,6	#RC22300								
Deputy VC Research Report: *Note*	DVCR	15-18	4.1-4.2	1-3	1-2,4,6	#RC22318								
Human Research Ethics Committee Report: *Note (Endorse ToR)*	HREC Chair	15-18	4.1-2 6.3	1-3	1-2,4,6	#RC22336								
HASSE Research Cttee Report: *Note*	FRC Chair	15-18	4.1 6.3	1,3	1-2,4,6	#RC22372								
M&H Research Cttee Report: *Note*	FRC Chair	15-18	4.1	1,3	1-2,4,6	#RC22363								
SABL Research Cttee Report: *Note*	FRC Chair	15-18	6.3	1,3	1-2,4,6	#RC22354								
Student Representatives Report: *Note*	Students	15-18	6.3.3	1	4	#RC22309								

KEY		
Acronyms and Abbreviations		*Formatting and Notes*
AB	*Academic Board*	Cells that have been *shaded dark grey* are addressed in more detail within the Chair's report.
ABSC	*Academic Board Standing Committee*	
CAB	*Chair, Academic Board*	
CC	*Curriculum Committee*	
DCAB	*Deputy Chair, Academic Board*	Cells that have been *shaded light grey* have been reported in previous Chairs reports to Council.
EPBPBD	*Brand Partnership and Business Development (Executive Principal, Mr Anthony Smith)*	
EPEF (also Ef and EdEF)	*Education Futures (Executive Principal, Professor Steven Warburton)*	
EPSE (also SE)	*Student Experience (Executive Principal, Professor Shelley Kinash)*	
EQ (also EQD or DEQ)	*Education Quality (Acting Director, see EPBPD)*	
FFit	*Future Fit [https://www.une.edu.au/strategic-plan]*	
HESF	*Higher Education Standards Framework (threshold Standards) [https://www.legislation.gov.au/Details/F2015L01639]*	
RC (ResCom)	*Research Committee*	
RR	*Academic Risk Register*	
TLC	*Teaching and Learning Committee*	
ToR	*Terms of Reference [https://www.une.edu.au/policies]*	

Authority	ACADEMIC BOARD	*Date*	21 February 2022
Report Ref	#AB22053	*Item No*	5.3.1
Proposer	Professor Steven Warburton, Executive Principal Education Futures		
Developed with			
Authorised for inclusion on agenda	Professor Robyn Bartel, Chair, Academic Board		

#AB22053 – 2023 Principal Dates and Academic Calendar Update

Report Purpose & Origin

Purpose:	To seek Academic Board endorsement of the 2023 Principal Dates and provide an update on the Academic Calendar project.
Origin	Scheduled Item
Governance	Principal Dates Guidelines: 15(b) (Academic Board endorsement), 16 (Approval), 19 (Submission to Academic Board). Academic Board Terms of Reference: 26, 27, 28(a)(i,iv), 28(b)(vi-viii), 30 University of New England Act: 15 (Academic Board, 28(1)(a) (By-laws), 29 (Rules) University of New England By-Laws: 21 (Function of Academic Board), Higher Education Support Act: s 169-25 Higher Education Standards Framework (Threshold Standards): Domain 7 (**Representation, Information and Information Management**); 7.1.1, 7.2.1, 7.2.2(a-b, d), 7.2.4, 7.3.2(f).
Academic Risk	Risk 10: Information Representation and Information Management
Accountability	Executive Principal Education Futures

Resolution

The Academic Board is asked to:

1) ENDORSE to Council (FOR APPROVAL) the 2023 Principal Dates
2) NOTE the 2023 Principal Dates and Academic Calendar Update, report #AB22053.

Executive Summary

An external contractor is currently progressing work to assist with the development of a new academic calendar. While a decision on the new academic calendar remains pending, the 2023 Principal Dates have been prepared to provide guidance to students and staff on next year's calendar.

Consultation on the dates has now concluded and the 2023 Principal Dates (Attachment 1) are provided for Academic Board's endorsement before Council approval.

Key Information

Academic Calendar

As flagged to the December 2021 Academic Board meeting (#AB21297), UNE has engaged an external contractor to conduct further analysis of the risks and impacts (business and financial) of the proposed model and to provide advice on any recommend treatments.

KPMG was the successful contractor and commenced in mid-December. A report is due to UNE in late February / early March and further decisions relating to a new academic calendar will be considered following receipt and evaluation of the report.

Principal Dates

Introduction

Each year UNE publishes principal dates covering the dates of teaching periods, examinations period and graduation days (amongst others).

As advised to Academic Board and Teaching and Learning Committee previously, while normally dates for each year are approved and published 20 months in advance, the 2023 Principal Dates were delayed due to the current consideration around a new academic calendar for 2023.

However, as noted above, KPMG is currently conducting further work on the calendar and therefore a decision relating to a new calendar is not expected until after provision and consideration of KPMG's advice.

Accordingly, given the lengthy work involved in preparing and finalising principal dates and the need to provide guidance to staff and students for 2023, Education Futures has prepared the 2023 Principal Dates based on the current academic calendar and the Principal Dates Guidelines.

Consultation

In December 2021, the draft dates were provided to key implementation areas across UNE for feedback. Feedback received was used to update the dates for formal consultation in accordance with clause 15 of the Principal Dates Guidelines. Academic Board and Teaching and Learning Committee members were also invited (via the Secretariat) to provide feedback.

Some changes to the draft dates were made in response to feedback received. A register of comments received and the responses is at Attachment 2.

Recommendation/Action

The 2023 Principal Dates (Attachment 1) are provided for Academic Board's consideration and endorsement. Subject to the Board's endorsement, the Dates will be provided to Council for approval.

TRIM: D22/8355
8 February 2022
Version: 1.0

Page **2** of **4**

Council OPEN Meeting

Page 72 of 282

Future Fit Alignment	**Contribution of this initiative**
☒ Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	Publication of the principal dates for 2023 will support students in making decisions around accessing higher education in that year

Financials (provide financial workings if more detailed estimates are available)	
Item	**Estimate**
Cost to develop and implement project	N/A
Annual cost to maintain	N/A
Estimated annual cost savings	N/A
Estimated additional annual revenue	N/A
In Budget/requires Budget allocation	N/A

Key Risks (refer to Action Guidance below)		
Risks	**Consequences and possible mitigation**	**Risk Action Guidance**
Strategic Importance:	Delayed publication of 2023 Principal Dates may have a negative impact on students planning new or continued study with UNE in 2023. Publications of the dates will mitigate this risk	Low

Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

Appendices / Supporting Documentation

Attachment 1:   Draft Principal Dates 2023 (FOR ENDORSEMENT)

Attachment 2:   Feedback Register

Draft 2023 Principal Dates

Sunday	1 January 2023	**NEW YEAR'S DAY**
Monday	2 January 2023	**NEW YEAR'S DAY HOLIDAY**
Tuesday	3 January 2023	**Lectures Recommence for Trimester 3 2022** **Census Day Flexible Period F (2022)** **Lectures Start for Block A** **Lectures Start for Extended Period 1** **Lectures Start for Flexible Period A** Orientation Day (International and On-Campus) for Block A, Extended Period 1 and Flexible Period A
Wednesday	4 January 2023	Latest day for release of results for Flexible Period A (2022), Extended Period 2 (2022), Block F (2022)
Thursday	5 January 2023	Last Day to add Block A units to an existing enrolment
Tuesday	10 January 2023	Last Day to add Extended Period 1 units to an existing enrolment Last Day to add Flexible Period A units to an existing enrolment
Tuesday	17 January 2023	**Census Day Block A**
Wednesday	26 January 2023	**AUSTRALIA DAY**
Monday	30 January 2023	Last day to withdraw without academic penalty for Year Long Honours 2 (2022)
Tuesday	31 January 2023	Last day to withdraw without academic penalty for Block A
Friday	3 February 2023	**Lectures End for Trimester 3 (2022)** **Lectures End for Year Long Period 2 (2022)**
Monday	6 February 2023	**Census Day Extended Period 1** Trimester 3 (2022) - Intensive & Assessment Period 2 Starts Year Long Period 2 (2022) - Intensive & Assessment Period Starts Last day to withdraw without academic penalty for Flexible Period E (2022)
Friday	10 February 2023	**Lectures End for Block A** **Lectures End of Flexible Period B (2022)**
Monday	13 February 2023	Flexible Period B (2022) - Intensive & Assessment Period Starts Block A - Intensive & Assessment Period Starts
Friday	17 February 2023	Block A – Intensive & Assessment Period Ends **Block A Ends**
Monday	20 February 2023	Orientation Start (International & On-Campus) for Trimester 1, Year Long Period 1, Year Long Honours Period 1, Block B and FlexiblePeriod B
Friday	24 February 2023	Trimester 3 (2022) - Intensive & Assessment Period Ends **Trimester 3 2022 Ends** Year Long Period 2 (2022) - Intensive & Assessment Period Ends **Year Long Period 2 (2022) Ends**

		Orientation End (International & On-Campus) for Trimester 1, Year Long Period 1, Year Long Honours Period 1, Block B and FlexiblePeriod B Flexible Period B (2022) – Intensive & Assessment Period Ends **Flexible Period B (2022) Ends**
Monday	27 February 2023	**Lectures Start for Trimester 1** **Lectures Start for Year Long Period 1** **Year Long Honours 1 Starts** **Lectures Start for Block B** **Lectures Start for Flexible Period B**
Wednesday	1 March 2023	Last Day to add Block B units to an existing enrolment
Monday	6 March 2023	Last Day to add Year Long Period 1 units to an existing enrolment Last Day to add Flexible Period B units to an existing enrolment Last Day to add Year Long Honours 1 units to an existing enrolment
Friday	3 March 2023	Latest Day for results release for Block A
Wednesday	8 March 2023	Latest Day for results release for Trimester 3 (2022) Latest Day for results release for Year Long Period 2 (2022) Latest Day for results release for Flexible Period B (2022
Monday	13 March 2023	**Census Day Block B** Last Day to add Trimester 1 units to an existing enrolment
Tuesday	14 March 2023	**Census Day Flexible Period** A
Monday	20 March 2023	**Census Day Trimester 1**
Monday	27 March 2023	Last day to withdraw without academic penalty for Block B
Thursday	6 April 2023	**Year Long Honours 2 (2022) Ends** **Trimester 1 Lectures End** **Lectures End for Flexible Period C (2022)** **Lectures End for Block B**
Friday	7 April 2023	GOOD FRIDAY
Sunday	9 April 2023	EASTER SUNDAY
Monday	10 April 2023	EASTER MONDAY
Tuesday	11 April 2023	Trimester 1 - Intensive & Assessment Period 1 Starts Flexible Period C (2022) – Intensive & Assessment Period Starts Block B – Intensive & Assessment Period Starts Last day to withdraw without academic penalty for Flexible Period F (2022)
Friday	14 April 2023	Block B – Intensive & Assessment Period 1 Ends **Block B Ends**

Monday	17 April 2023	**Census Day Year Long Period 1**
Thursday	20 April 2023	Latest Day for results release for Year Long Honours 2 (2022)
Friday	21 April 2023	Trimester 1 - Intensive & Assessment Period 1 Ends
		Flexible Period C (2022) - Intensive & Assessment Period Ends
		Flexible Period C (2022) Ends
		Orientation (International) for Block C and Flexible Period C
Monday	24 April 2023	**Lectures Recommence for Trimester 1**
		Census Day Year Long Honours 1
		Lectures Start for Block C
		Lectures Start for Flexible Period C
		Orientation (On-Campus) for Block C and Flexible Period C
Tuesday	25 April 2023	ANZAC DAY
Wednesday	26 April 2023	Last Day to add Block C units to an existing enrolment
Friday	28 April 2023	**Graduation Day – Faculty of Humanities, Arts, Social Sciences and Education Awards and Faculty of Medicine and Health Awards**
		Latest Day for results release for Block B
Saturday	29 April 2023	**Graduation Day – Faculty of Science, Agriculture, Business and Law Awards**
Monday	1 May 2023	Last day to withdraw without academic penalty for Year Long Period 3 (2022)
		Last day to withdraw without academic penalty for Trimester 1
		Last Day to add Flexible Period C units to an existing enrolment
Tuesday	2 May 2023	Last day to withdraw without academic penalty for Extended Period 1
Friday	5 May 2023	**UNE Open Day**
		Latest Day for results release for Flexible Period C (2022)
Monday	8 May 2023	**Census Day Block C**
Thursday	11 May 2023	**Census Day Flexible Period B**
Monday	22 May 2023	Last day to withdraw without academic penalty for Block C
Friday	26 May 2023	**Lectures End for Year Long Period 3 (2022)**
		Lectures End for Trimester 1
Monday	29 May 2023	Year Long Period 3 (2022) - Intensive & Assessment Period Starts
		Trimester 1 - Intensive & Assessment Period 2 Starts
		Last day to withdraw without academic penalty for Year Long Honours 3 (2022)
Friday	2 June 2023	**Lectures End for Extended Period 1**
		Lectures End for Block C
		Lectures End for Flexible Period D (2022)

Monday	5 June 2023	Block C - Intensive & Assessment Period Starts
		Extended Period 1 - Intensive & Assessment Period Starts
		Flexible Period D (2022) – Intensive & Assessment Period Starts
Friday	9 June 2023	Trimester 1 – Intensive & Assessment Period 2 Ends
		Trimester 1 Ends
		Block C – Intensive & Assessment Period Ends
		Block C Ends
Monday	12 June 2023	QUEEN'S BIRTHDAY
Friday	16 June 2023	Year Long Period 3 (2022) - Intensive & Assessment Period Ends
		Year Long Period 3 (2022) Ends
		Flexible Period D (2022)- Intensive & Assessment Period Ends
		Flexible Period D (2022) Ends
		Extended Period 1 Ends
		Extended Period 1 - Intensive & Assessment Period Ends
Tuesday	20 June 2023	Last day to withdraw without academic penalty for Flexible Period A
Wednesday	21 June 2023	Orientation (International) start for Trimester 2, Year Long Period 2, Year Long Honours Period 2, Block D, Extended Period 2 andFlexible Period D
Friday	23 June 2023	Latest Day for results release for Trimester 1
		Latest Day for results release for Block C
		Orientation Day (On-campus) and Orientation End (International) for Trimester 2, Year Long Period 2,Year Long Honours Period, Block D, Extended Period 2 and Flexible Period D
Monday	26 June 2023	**Lectures Start for Trimester 2**
		Lectures Start for Year Long Period 2
		Year Long Honours 2 Starts
		Lectures Start for Block D
		Lectures Start for Extended Period 2
		Lectures Start for Flexible Period D
Wednesday	28 June 2023	Last Day to add Block D units to an existing enrolment
		Latest Day for results release for Year Long Period 3 (2022)
		Latest Day for results release for Flexible Period D (2022)
Friday	30 June 2023	Latest Day for results release for Extended Period 1
Monday	3 July 2023	Last Day to add Trimester 2 units to an existing enrolment
		Last Day to add Year Long Period 2 units to an existing enrolment
		Last Day to add Extended Period 2 units to an existing enrolment
		Last Day to add Flexible Period D units to an existing enrolment

		Last Day to add Year Long Honours 2 units to an existing enrolment
Thursday	6 July 2023	**Census Day Flexible Period C**
Monday	10 July 2023	**Census Day Block D**
Monday	17 July 2023	**Census Day Trimester 2**
Monday	24 July 2023	Last day to withdraw without academic penalty for Block D
Monday	31 July 2023	**Census Day Extended Period 2**
Friday	4 August 2023	**Year Long Honours 3 (2022) Ends** **Lectures End for Trimester 2** **Lectures End for Flexible Period E (2022)** **Lectures End for Block D**
Monday	7 August 2023	Trimester 2 - Intensive & Assessment Period 1 Starts Flexible Period E (2022) - Intensive & Assessment Period Starts Block D - Intensive & Assessment Period Starts
Friday	11 August 2023	Block D – Intensive & Assessment Period Ends **Block D Ends**
Monday	14 August 2023	**Census Day Year Long Period 2** Last day to withdraw without academic penalty for Flexible Period B
Wednesday	16 August 2023	Latest Day for results release for Year Long Honours 3 (2022)
Thursday	17 August 2023	Orientation (International) for Block E and Flexible Period E
Friday	18 August 2023	Trimester 2 - Intensive & Assessment Period 1 Ends Flexible Period E (2022) - Intensive & Assessment Period Ends **Flexible Period E (2022) Ends** Orientation (On-Campus) for Block E and Flexible Period E
Monday	21 August 2023	**Lectures Recommence for Trimester 2** **Census Day Year Long Honours 2** **Lectures Start for Block E** **Lectures Start for Flexible Period E**
Wednesday	23 August 2023	Last Day to add Block E units to an existing enrolment
Friday	25 August 2023	**Graduation Day – Faculty of Science, Agriculture, Business and Law Awards** Latest Day for results release for Block D
Saturday	26 August 2023	**Graduation Day – Faculty of Humanities, Arts, Social Sciences and Education Awards and Faculty of Medicine and Health Awards**
Monday	28 August 2023	Last Day to add Flexible Period E units to an existing enrolment Last day to withdraw without academic penalty for Trimester 2 Last day to withdraw without academic penalty for Year Long Period 1

Wednesday	30 August 2023	Latest Day for results release for Flexible Period E (2022)

Monday	4 September 2023	**Census Day Block E**
Tuesday	5 September 2023	**Census Day Flexible Period D**
Monday	18 September 2023	Last day to withdraw without academic penalty for Block E
Friday	22 September 2023	**Lectures End for Trimester 2** **Lectures End for Year Long Period 1**
Monday	25 September 2023	Trimester 2 - Intensive & Assessment Period 2 Starts Year Long Period 1 - Intensive & Assessment Period Starts
Friday	29 September 2023	**Lectures End for Flexible Period F (2022)** **Lectures End for Block E**
Monday	2 October 2023	LABOUR DAY
Tuesday	3 October 2023	Flexible Period F (2022) - Intensive & Assessment Period Starts Block E - Intensive & Assessment Period Starts Last Day to withdraw without academic penalty for Year Long Honours 1
Friday	6 October 2023	Trimester 2 – Intensive & Assessment Period 2 Ends **Trimester 2 Ends** Block E – Intensive & Assessment Period 2 Ends **Block E Ends** Year Long Period 1 – Intensive & Assessment Period Ends **Year Long Period 1 Ends**
Monday	9 October 2023	Last day to withdraw without academic penalty for Flexible Period C
Friday	13 October 2023	Flexible Period F (2022)- Intensive & Assessment Period Ends **Flexible Period F (2022) Ends**
Friday	20 October 2023	Latest Day for results release for Trimester 2 Latest Day for results release for Block E Orientation (International and On-Campus) for Trimester 3, Year Long Period 3, Year Long Honours 3,Block F and Flexible Period F
Monday	23 October 2023	**Lectures Start for Trimester 3** **Lectures Start for Year Long Period 3** **Year Long Honours 3 Starts** **Lectures Start for Block F** **Lectures Start for Flexible Period F** Last day to withdraw without academic penalty for Extended Period 2
Wednesday	25 October 2023	Last Day to add Block F units to an existing enrolment

		Latest Day for results release for Flexible Period F (2022)

Friday	27 October 2023	Latest Day for results release for Year Long Period 1
Monday	30 October 2023	Last Day to add Trimester 3 units to an existing enrolment
		Last Day to add Year Long Period 3 units to an existing enrolment
		Last Day to add Flexible Period F units to an existing enrolment
		Last Day to add Year Long Honours 3 units to an existing enrolment
Thursday	2 November 2023	**Census Day Flexible Period E**
Monday	6 November 2023	**Census Day Block F**
Monday	20 November 2023	**Census Day Trimester 3**
		Last day to withdraw without academic penalty for Block F
Friday	24 November 2023	**Year Long Honours 1 Ends**
Friday	1 December 2023	**Lectures End for Trimester 3**
		Lectures End for Block F
		Lectures End for Extended Period 2
		Lectures End for Flexible Period A
Monday	4 December 2023	Trimester 3 - Intensive & Assessment Period 1 Starts
		Block F - Intensive & Assessment Period Starts
		Extended Period 2 - Intensive & Assessment Period Starts
		Flexible Period A - Intensive & Assessment Period Starts
Thursday	7 December 2023	**Graduation Day – Faculty of Humanities, Arts, Social Sciences and Education Awards**
Friday	8 December 2023	**Graduation Day – Faculty of Medicine and Health Awards**
		Block F – Intensive & Assessment Period Ends
		Block F Ends
Saturday	9 December 2023	**Graduation Day – Faculty of Science, Agriculture, Business and Law Awards**
Monday	11 December 2023	**Census Day Year Long Period 3**
		Last day to withdraw without academic penalty for Trimester 3
		Last day to withdraw without academic penalty for Year Long Period 2
		Last day to withdraw without academic penalty for Flexible Period D
Friday	15 December 2023	Trimester 3 - Intensive & Assessment Period 1 Ends
		Extended Period 2 - Intensive & Assessment Period Ends
		Extended Period 2 Ends
		Flexible Period A - Intensive & Assessment Period Ends
		Flexible Period A Ends

		Latest Day for results release for Year Long Honours 1
Monday	18 December 2023	**Census Day Year Long Honours 3**
Friday	22 December 2023	Latest Day for results release for Block F

Draft 2023 Principal Dates

Monday	25 December 2023	CHRISTMAS DAY
Tuesday	26 December 2023	BOXING DAY
Monday	1 January 2024	NEW YEAR'S DAY
Tuesday	2 January 2024	**Lectures Recommence for Trimester 3 (2023)** **Census Day Flexible Period F (2023)**
Friday	5 January 2024	Latest Day for results release for Extended Period 2 (2023) Latest Day for results release for Flexible Period A (2023)
Friday	26 January 2024	AUSTRALIA DAY
Monday	29 January 2024	Last day to withdraw without academic penalty for Year Long Honours 2 (2023)
Friday	2 February 2024	**Lectures End for Trimester 3 (2023)** **Lectures End for Year Long Period 2 (2023)**
Monday	5 February 2024	Trimester 3 (2023)- Intensive & Assessment Period 2 Starts Year Long Period 2 (2023)- Intensive & Assessment Period Starts Last day to withdraw without academic penalty for Flexible Period E (2023)
Friday	9 February 2024	**Lectures End for Flexible Period B (2023)**
Monday	12 February 2024	Flexible Period B (2023)- Intensive & Assessment Period Starts
Friday	16 February 2024	Trimester 3 (2023) – Intensive & Assessment Period 2 Ends **Trimester 3 (2023) Ends** Year Long Period 2 (2023) – Intensive & Assessment Period Ends **Year Long Period 2 (2023) Ends**
Friday	23 February 2024	Flexible Period B (2023) - Intensive & Assessment Period Ends **Flexible Period B (2023) Ends**
Friday	1 March 2024	Latest Day for results release for Trimester 3 (2023) and Year Long Period 2 (2023)
Friday	8 March 2024	Latest Day for results release for Flexible Period B (2023)
Friday	29 March 2024	GOOD FRIDAY
Sunday	31 March 2024	EASTER SUNDAY
Monday	1 April 2024	EASTER MONDAY
Friday	5 April 2024	**Year Long Honours 2 (2023) Ends** **Lectures End for Flexible Period C (2023)**
Monday	8 April 2024	Flexible Period C (2023) - Intensive & Assessment Period Starts

Draft 2023 Principal Dates

		Last day to withdraw without academic penalty for Flexible Period F (2023)
Friday	19 April 2024	Flexible Period C (2023) - Intensive & Assessment Period Ends **Flexible Period C (2023) Ends**
Thursday	25 April 2024	ANZAC DAY
Friday	26 April 2024	Latest Day for results release for Year Long Honours 2 (2023)
Monday	29 April 2024	Last day to withdraw without academic penalty for Year Long Period 3 (2023)
Friday	3 May 2024	Latest Day for results release for Flexible Period C (2023)
Friday	24 May 2024	**Lectures End for Year Long Period 3 (2023)**
Monday	27 May 2024	Year Long Period 3 (2023) - Intensive & Assessment Period Starts Last day to withdraw without academic penalty for Year Long Honours 3 (2023)
Friday	31 May 2024	**Lectures End for Flexible Period D (2023)**
Monday	3 June 2024	Flexible Period D (2023) - Intensive & Assessment Period Starts
Friday	7 June 2024	Year Long Period 3 (2023) – Intensive & Assessment Period Ends **Year Long Period 3 (2023) Ends**
Monday	10 June 2024	QUEEN'S BIRTHDAY
Friday	14 June 2024	Flexible Period D (2023) - Intensive & Assessment Period Ends **Flexible Period D (2023) Ends**
Friday	21 June 2024	Latest Day for results release for Year Long Period 3 (2023)
Friday	28 June 2024	Latest Day for results release for Flexible Period D (2023)
Friday	3 August 2024	**Year Long Honours 3 (2023) Ends** **Lectures End for Flexible Period E (2023)**
Monday	5 August 2024	Flexible Period E (2023) - Intensive & Assessment Period Starts
Friday	16 August 2024	Flexible Period E (2023) - Intensive & Assessment Period Ends **Flexible Period E (2023) Ends**
Friday	23 August 2024	Latest Day for results release for Year Long Honours 3 (2023)
Friday	30 August 2024	Latest Day for results release for Flexible Period E (2023)
Friday	27 September 2024	**Lectures End for Flexible Period F (2023)**
Monday	7 October 2024	LABOUR DAY
Friday	11 October 2024	Flexible Period F (2023)- Intensive & Assessment Period Ends **Flexible Period F (2023) Ends**
Friday	25 October 2024	Latest Day for results release for Flexible Period F (2023)
Wednesday	25 December 2024	CHRISTMAS DAY
Thursday	26 December 2024	BOXING DAY

Draft 2023 Principal Dates

Draft 2023 Principal Dates

2023 Trimester Dates

Trimester 1		Trimester 2		Trimester 3	
Trimester Dates		**Trimester Dates**		**Trimester Dates**	
Start Date	Monday 27 February 2023	Start Date	Monday 26 June 2023	Start Date	Monday 23 October 2023
End Date	Friday 9 June 2023	End Date	Friday 6 October 2023	End Date	Friday 16 February 2024
Teaching & Assessment Dates		**Teaching & Assessment Dates**		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*		*Teaching Period*	
Start Date	Monday 27 February 2023	Start Date	Monday 26 June 2023	Start Date	Monday 23 October 2023
End Date	Friday 26 May 2023	End Date	Friday 22 September 2023	End Date	Friday 2 February 2024
Lectures End Date		*Lectures End Date*		*Lectures End Date*	
	Thursday 6 April 2023		Friday 4 August 2023		Friday 1 December 2023
Mid-Trimester Assessment/Intensive Period		*Mid-Trimester Assessment/Intensive Period*		*Mid-Trimester Assessment/Intensive Period*	
Start Date	Tuesday 11 April 2023	Start Date	Monday 7 August 2023	Start Date	Monday 4 December 2023
End Date	Friday 21 April 2023	End Date	Friday 18 August 2023	End Date	Friday 15 December 2023
Teaching Resumption Date		*Teaching Resumption Date*		*Teaching Resumption Date*	
Start Date	Monday 24 April 2023	Start Date	Monday 21 August 2023	Start Date	Tuesday 2 January 2024
End Trimester Assessment/Intensive Period		*End Trimester Assessment/Intensive Period*		*End Trimester Assessment/Intensive Period*	
Start Date	Monday 29 May 2023	Start Date	Monday 25 September 2023	Start Date	Monday 5 February 2024
End Date	Friday 9 June 2023	End Date	Friday 6 October 2023	End Date	Friday 16 February 2024
Final Date For Results Release		*Final Date For Results Release*		*Final Date For Results Release*	
	Friday 23 June 2023		Friday 20 October 2023		Friday 1 March 2024
Other Administrative Dates		**Other Administrative Dates**		**Other Administrative Dates**	
International Orientation		*International Orientation*		*International Orientation*	
Start Date	Monday 20 February 2023	Start Date	Wednesday 21 June 2023	Start Date	Friday 20 October 2023
End Date	Friday 24 February 2023	End Date	Friday 23 June 2023	End Date	Friday 20 October 2023
On-campus orientation		*On-campus orientation*		*On-campus orientation*	
Start Date	Monday 20 February 2023	Start Date	Friday 23 June 2023	Start Date	Friday 20 October 2023
End Date	Friday 24 February 2023	End Date	Friday 23 June 2023	End Date	Friday 20 October 2023
Other key dates		*Other key dates*		*Other key dates*	
Last Date to Enrol	Monday 13 March 2023	Last Date to Enrol	Monday 3 July 2023	Last Date to Enrol	Monday 30 October 2023
Census Date	Monday 20 March 2023	Census Date	Monday 17 July 2023	Census Date	Monday 20 November 2023
Last Day to WWAP	Monday 1 May 2023	Last Day to WWAP	Monday 28 August 2023	Last Day to WWAP	Monday 11 December 2023

Draft 2023 Principal Dates

2023 Block Dates

Block A		Block B		Block C	
Block Dates		**Block Dates**		**Block Dates**	
Start Date	Tuesday 3 January 2023	Start Date	Monday 27 February 2023	Start Date	Monday 24 April 2023
End Date	Friday 17 February 2023	End Date	Friday 14 April 2023	End Date	Friday 9 June 2023
Teaching & Assessment Dates		**Teaching & Assessment Dates**		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*		*Teaching Period*	
Start Date	Tuesday 3 January 2023	Start Date	Monday 27 February 2023	Start Date	Monday 24 April 2023
End Date	Friday 10 February 2023	End Date	Thursday 6 April 2023	End Date	Friday 2 June 2023
Block Assessment/Intensive Period		*Block Assessment/Intensive Period*		*Block Assessment/Intensive Period*	
Start Date	Monday 13 February 2023	Start Date	Tuesday 11 April 2023	Start Date	Monday 5 June 2023
End Date	Friday 17 February 2023	End Date	Friday 14 April 2023	End Date	Friday 9 June 2023
Final Date For Results Release		*Final Date For Results Release*		*Final Date For Results Release*	
	Friday 3 March 2023		Friday 28 April 2023		Friday 23 June 2023
Other Administrative Dates		**Other Administrative Dates**		**Other Administrative Dates**	
International Orientation		*International Orientation*		*International Orientation*	
Start Date	Tuesday 3 January 2023	Start Date	Monday 20 February 2023	Start Date	Friday 21 April 2023
End Date	Tuesday 3 January 2023	End Date	Friday 24 February 2023	End Date	Friday 21 April 2023
On-campus orientation		*On-campus orientation*		*On-campus orientation*	
Start Date	Tuesday 3 January 2023	Start Date	Monday 20 February 2023	Start Date	Monday 24 April 2023
End Date	Tuesday 3 January 2023	End Date	Friday 24 February 2023	End Date	Monday 24 April 2023
Other key dates		*Other key dates*		*Other key dates*	
Last Date to Enrol	Thursday 5 January 2023	Last Date to Enrol	Wednesday 1 March 2023	Last Date to Enrol	Wednesday 26 April 2023
Census Date	Tuesday 17 January 2023	Census Date	Monday 13 March 2023	Census Date	Monday 8 May 2023
Last Day to WWAP	Tuesday 31 January 2023	Last Day to WWAP	Monday 27 March 2023	Last Day to WWAP	Monday 22 May 2023

Draft 2023 Principal Dates

Block D		Block E		Block F	
Block Dates		**Block Dates**		**Block Dates**	
Start Date	Monday 26 June 2023	Start Date	Monday 21 August 2023	Start Date	Monday 23 October 2023
End Date	Friday 11 August 2023	End Date	Friday 6 October 2023	End Date	Friday 8 December 2023
Teaching & Assessment Dates		**Teaching & Assessment Dates**		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*		*Teaching Period*	
Start Date	Monday 26 June 2023	Start Date	Monday 21 August 2023	Start Date	Monday 23 October 2023
End Date	Friday 4 August 2023	End Date	Friday 29 September 2023	End Date	Friday 1 December 2023
Block Assessment/Intensive Period		*Block Assessment/Intensive Period*		*Block Assessment/Intensive Period*	
Start Date	Monday 7 August 2023	Start Date	Tuesday 3 October 2023	Start Date	Monday 4 December 2023
End Date	Friday 11 August 2023	End Date	Friday 6 October 2023	End Date	Friday 8 December 2023
Final Date For Results Release		*Final Date For Results Release*		*Final Date For Results Release*	
	Friday 25 August 2023		Friday 20 October 2023		Friday 22 December 2023
Other Administrative Dates		**Other Administrative Dates**		**Other Administrative Dates**	
International Orientation		*International Orientation*		*International Orientation*	
Start Date	Wednesday 21 June 2023	Start Date	Thursday 17 August 2023	Start Date	Friday 20 October 2023
End Date	Friday 23 June 2023	End Date	Thursday 17 August 2023	End Date	Friday 20 October 2023
On-campus orientation		*On-campus orientation*		*On-campus orientation*	
Start Date	Friday 23 June 2023	Start Date	Friday 18 August 2023	Start Date	Friday 20 October 2023
End Date	Friday 23 June 2023	End Date	Friday 18 August 2023	End Date	Friday 20 October 2023
Other key dates		*Other key dates*		*Other key dates*	
Last Date to Enrol	Wednesday 28 June 2023	Last Date to Enrol	Wednesday 23 August 2023	Last Date to Enrol	Wednesday 25 October 2023
Census Date	Monday 10 July 2023	Census Date	Monday 4 September 2023	Census Date	Monday 6 November 2023
Last Day to WWAP	Monday 24 July 2023	Last Day to WWAP	Monday 18 September 2023	Last Day to WWAP	Monday 20 November 2023

Draft 2023 Principal Dates

2023 Extended Period Dates

Extended Period 1		Extended Period 2	
Extended Period Dates		**Extended Period Dates**	
Start Date	Tuesday 3 January 2023	Start Date	Monday 26 June 2023
End Date	Friday 16 June 2023	End Date	Friday 15 December 2023
Teaching & Assessment Dates		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*	
Start Date	Tuesday 3 January 2023	Start Date	Monday 26 June 2023
End Date	Friday 2 June 2023	End Date	Friday 1 December 2023
Assessment/Intensive Period		*Assessment/Intensive Period*	
Start Date	Monday 5 June 2023	Start Date	Monday 4 December 2023
End Date	Friday 16 June 2023	End Date	Friday 15 December 2023
Final Date For Results Release		*Final Date For Results Release*	
	Friday 30 June 2023		Friday 5 January 2024
Other Administrative Dates		**Other Administrative Dates**	
International Orientation		*International Orientation*	
Start Date	Tuesday 3 January 2023	Start Date	Wednesday 21 June 2023
End Date	Tuesday 3 January 2023	End Date	Friday 23 June 2023
On-campus orientation		*On-campus orientation*	
Start Date	Tuesday 3 January 2023	Start Date	Friday 23 June 2023
End Date	Tuesday 3 January 2023	End Date	Friday 23 June 2023
Other key dates		*Other key dates*	
Last Date to Enrol	Tuesday 10 January 2023	Last Date to Enrol	Monday 3 July 2023
Census Date	Monday 6 February 2023	Census Date	Monday 31 July 2023
Last Day to WWAP	Tuesday 2 May 2023	Last Day to WWAP	Monday 23 October 2023

Draft 2023 Principal Dates

2023 Flexible Period Dates

Flexible Period A		Flexible Period B		Flexible Period C	
Flexible Period Dates		**Flexible Period Dates**		**Flexible Period Dates**	
Start Date	Tuesday 3 January 2023	Start Date	Monday 27 February 2023	Start Date	Monday 24 April 2023
End Date	Friday 15 December 2023	End Date	Friday 23 February 2024	End Date	Friday 19 April 2024
Teaching & Assessment Dates		**Teaching & Assessment Dates**		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*		*Teaching Period*	
Start Date	Tuesday 3 January 2023	Start Date	Monday 27 February 2023	Start Date	Monday 24 April 2023
End Date	Friday 1 December 2023	End Date	Friday 9 February 2024	End Date	Friday 5 April 2024
Assessment/Intensive Period		*Assessment/Intensive Period*		*Assessment/Intensive Period*	
Start Date	Monday 4 December 2023	Start Date	Monday 12 February 2024	Start Date	Monday 8 April 2024
End Date	Friday 15 December 2023	End Date	Friday 23 February 2024	End Date	Friday 19 April 2024
Final Date For Results Release		*Final Date For Results Release*		*Final Date For Results Release*	
	Friday 5 January 2024		Friday 8 March 2024		Friday 3 May 2024
Other Administrative Dates		**Other Administrative Dates**		**Other Administrative Dates**	
International Orientation		*International Orientation*		*International Orientation*	
Start Date	Tuesday 3 January 2023	Start Date	Monday 20 February 2023	Start Date	Friday 21 April 2023
End Date	Tuesday 3 January 2023	End Date	Friday 24 February 2023	End Date	Friday 21 April 2023
On-campus orientation		*On-campus orientation*		*On-campus orientation*	
Start Date	Tuesday 3 January 2023	Start Date	Monday 20 February 2023	Start Date	Monday 24 April 2023
End Date	Tuesday 3 January 2023	End Date	Friday 24 February 2023	End Date	Monday 24 April 2023
Other key dates		*Other key dates*		*Other key dates*	
Last Date to Enrol	Tuesday 10 January 2023	Last Date to Enrol	Monday 6 March 2023	Last Date to Enrol	Monday 1 May 2023
Census Date	Tuesday 14 March 2023	Census Date	Thursday 11 May 2023	Census Date	Thursday 6 July 2023
Last Day to WWAP	Tuesday 20 June 2023	Last Day to WWAP	Monday 14 August 2023	Last Day to WWAP	Monday 9 October 2023

Draft 2023 Principal Dates

Flexible Period D		Flexible Period E		Flexible Period F	
Flexible Period Dates		**Flexible Period Dates**		**Flexible Period Dates**	
Start Date	Monday 26 June 2023	Start Date	Monday 21 August 2023	Start Date	Monday 23 October 2023
End Date	Friday 14 June 2024	End Date	Friday 16 August 2024	End Date	Friday 11 October 2024
Teaching & Assessment Dates		**Teaching & Assessment Dates**		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*		*Teaching Period*	
Start Date	Monday 26 June 2023	Start Date	Monday 21 August 2023	Start Date	Monday 23 October 2023
End Date	Friday 31 May 2024	End Date	Friday 2 August 2024	End Date	Friday 27 September 2024
Assessment/Intensive Period		*Assessment/Intensive Period*		*Assessment/Intensive Period*	
Start Date	Monday 3 June 2024	Start Date	Monday 5 August 2024	Start Date	Monday 30 September 2024
End Date	Friday 14 June 2024	End Date	Friday 16 August 2024	End Date	Friday 11 October 2024
Final Date For Results Release		*Final Date For Results Release*		*Final Date For Results Release*	
	Friday 28 June 2024		Friday 30 August 2024		Friday 25 October 2024
Other Administrative Dates		**Other Administrative Dates**		**Other Administrative Dates**	
International Orientation		*International Orientation*		*International Orientation*	
Start Date	Wednesday 21 June 2023	Start Date	Thursday 17 August 2023	Start Date	Friday 20 October 2023
End Date	Friday 23 June 2023	End Date	Thursday 17 August 2023	End Date	Friday 20 October 2023
On-campus orientation		*On-campus orientation*		*On-campus orientation*	
Start Date	Friday 23 June 2023	Start Date	Friday 18 August 2023	Start Date	Friday 20 October 2023
End Date	Friday 23 June 2023	End Date	Friday 18 August 2023	End Date	Friday 20 October 2023
Other key dates		*Other key dates*		*Other key dates*	
Last Date to Enrol	Monday 3 July 2023	Last Date to Enrol	Monday 28 August 2023	Last Date to Enrol	Monday 30 October 2023
Census Date	Tuesday 5 September 2023	Census Date	Thursday 2 November 2023	Census Date	Tuesday 2 January 2024
Last Day to WWAP	Monday 11 December 2023	Last Day to WWAP	Monday 5 February 2024	Last Day to WWAP	Monday 8 April 2024

Draft 2023 Principal Dates

2023 Year Long Period Dates

Year Long Period 1		Year Long Period 2		Year Long Period 3	
Year Long Period Dates		**Year Long Period Dates**		**Year Long Period Dates**	
Start Date	Monday 27 February 2023	Start Date	Monday 26 June 2023	Start Date	Monday 23 October 2023
End Date	Friday 6 October 2023	End Date	Friday 16 February 2024	End Date	Friday 7 June 2024
Teaching & Assessment Dates		**Teaching & Assessment Dates**		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*		*Teaching Period*	
Start Date	Monday 27 February 2023	Start Date	Monday 26 June 2023	Start Date	Monday 23 October 2023
End Date	Friday 22 September 2023	End Date	Friday 2 February 2024	End Date	Friday 24 May 2024
Assessment/Intensive Period		*Assessment/Intensive Period*		*Assessment/Intensive Period*	
Start Date	Monday 25 September 2023	Start Date	Monday 5 February 2024	Start Date	Monday 27 May 2024
End Date	Friday 6 October 2023	End Date	Friday 16 February 2024	End Date	Friday 7 June 2024
Final Date For Results Release		*Final Date For Results Release*		*Final Date For Results Release*	
	Friday 23 October 2023		Friday 1 March 2024		Friday 21 June 2024
Other Administrative Dates		**Other Administrative Dates**		**Other Administrative Dates**	
International Orientation		*International Orientation*		*International Orientation*	
Start Date	Monday 20 February 2023	Start Date	Wednesday 21 June 2023	Start Date	Friday 20 October 2023
End Date	Friday 24 February 2023	End Date	Friday 23 June 2023	End Date	Friday 20 October 2023
On-campus orientation		*On-campus orientation*		*On-campus orientation*	
Start Date	Monday 20 February 2023	Start Date	Friday 23 June 2023	Start Date	Friday 20 October 2023
End Date	Friday 24 February 2023	End Date	Friday 23 June 2023	End Date	Friday 20 October 2023
Other key dates		*Other key dates*		*Other key dates*	
Last Date to Enrol	Monday 6 March 2023	Last Date to Enrol	Monday 3 July 2023	Last Date to Enrol	Monday 30 October 2023
Census Date	Monday 17 April 2023	Census Date	Monday 21 August 2023	Census Date	Monday 11 December 2023
Last Day to WWAP	Monday 28 August 2023	Last Day to WWAP	Monday 11 December 2023	Last Day to WWAP	Monday 29 April 2024

Draft 2023 Principal Dates

2023 Year Long Honours Period Dates

Year Long Honours Period 1		Year Long Honours Period 2		Year Long Honours Period 3	
Year Long Honours Period Dates		**Year Long Honours Period Dates**		**Year Long Honours Period Dates**	
Start Date	Monday 27 February 2023	Start Date	Monday 26 June 2023	Start Date	Monday 23 October 2023
End Date	Friday 24 November 2023	End Date	Friday 5 April 2024	End Date	Friday 2 August 2024
Teaching & Assessment Dates		**Teaching & Assessment Dates**		**Teaching & Assessment Dates**	
Final Date For Results Release		*Final Date For Results Release*		*Final Date For Results Release*	
	Friday 15 December 2023		Friday 26 April 2024		Friday 23 August 2024
Other Administrative Dates		**Other Administrative Dates**		**Other Administrative Dates**	
International Orientation		*International Orientation*		*International Orientation*	
Start Date	Monday 20 February 2023	Start Date	Wednesday 21 June 2023	Start Date	Friday 20 October 2023
End Date	Friday 24 February 2023	End Date	Friday 23 June 2023	End Date	Friday 20 October 2023
On-campus orientation		*On-campus orientation*		*On-campus orientation*	
Start Date	Monday 20 February 2023	Start Date	Friday 23 June 2023	Start Date	Friday 20 October 2023
End Date	Friday 24 February 2023	End Date	Friday 23 June 2023	End Date	Friday 20 October 2023
Other key dates		*Other key dates*		*Other key dates*	
Last Date to Enrol	Monday 6 March 2023	Last Date to Enrol	Monday 3 July 2023	Last Date to Enrol	Monday 30 October 2023
Census Date	Monday 24 April 2023	Census Date	Monday 21 August 2023	Census Date	Monday 18 December 2023
Last Day to WWAP	Tuesday 3 October 2023	Last Day to WWAP	Monday 29 January 2024	Last Day to WWAP	Monday 27 May 2024

Comment	Response
27 February 2023 - T1 starts **6 March 2023** - Last day to change T1 units **8 March 2023** - Results from T3 released - This means failed units in T3 2022 will invalidate T1 2023 units at a point where students can't change their T1 enrolment. It also means students will be enrolled for T1, without having the previous periods results available to help them plan their load. Information does not change over in the system (enrolled to Invalid – unless we get Callista to change the windows for automatic change – even so, this would only get them to lose load – we cannot replace load lost) so students remain enrolled in units they have not met the pre-reqs for. This also shortens Grad check times	Results release dates changed to two weeks after end of assessment period after discussions with Exams and Results teams. For T1 2023 only, last day to change T1 units moved back a week to provide students with opportunity to change based on T3 2022 results.
Would it be helpful to explain Census a little in the dates? For example: CENSUS DAY Trimester 1 (etc.) • Last day to withdraw from units or you will be liable for the fees • Last day UNE can legally accept up-front HECS payments • Last day to pay the Student Services and Amenities Fee • Last day for eligible students to submit a SA-HELP form	Will consider including separate guidance on what census dates means to avoid adding excessive detail to calendar.
Regarding "Teaching starts" or "Lectures start?"/teaching ends, could we perhaps reword to make it a little clearer? For example: Trimester 1 teaching starts, Trimester 1 Break, Trimester 1 teaching recommences, Trimester 1 Teaching ends, Trimester ends etc… Probably a bit wordy but we are getting calls about 2022 already with people thinking the Trimesters are shorter because they say teaching ends. The point above covers this but the wording around the mid-trimester break can be confusing. Break -> recommence might be a good suggestion.	There has previously been concern about the use of 'breaks' to describe intensive periods as these are not breaks for many staff and students. Nomenclature will continue to be considered as part of the new academic calendar discussions.

Page **1** of **3**

Another suggestion might be to break them up into separate calendars for each period, however, I realise this might be very difficult.	Presentation of the dates will be considered further in the context of a new calendar.
Do we need to include all the information relating to Blocks/Flexible periods? If any of these are not being utilised, can they be removed for ease of reading?	While we note these extra periods add confusion to the principal dates, as these periods are officially part of the calendar and could have units offered, we consider that they should continue to be included.
Only a weekend between the end of T3 and the beginning of T1. Implications for BOE's, release of results, T1 enrolments (particularly those where the T3 unit is prerequisite), unit preparation and opening. Additional workload to (a) 'over-ride pre-requisite requirement, then monitor T3 pre-requisite unit to ensure it was passed, then withdraw student from T1 unit if they didn't pass T3 pre-requisite unit).	We acknowledge the limitations of the current calendar.

The dates relating to T3 2022 have been approved by Council and published and therefore changes can only be made in exceptional circumstances.

While it would be ideal to include a longer break between T3 2022 and T1 2023, the requirement to fit our prescribed teaching periods within an academic year means that additional breaks between trimesters are difficult to achieve. |
| Some students may be required to travel to intensive school locations on this public holiday given the intensive period starts the following day. | While we acknowledge that travelling on a public holiday is not ideal, delaying the start of intensives by another day is problematic as due to the public holiday, the full two weeks for intensive schools is already not available. We consider that it is more important to maximise the days available for intensives noting current challenges associated with intensive scheduling.

Should individual schools wish to avoid students travelling on a public holiday, they can be accommodated within individual scheduling. |
| Perhaps this could become the last day of Intensive and assessment Period one, given my comments above. This would provide either more 'academic' time or travel time for students, meaning that they wouldn't have to be travelling on a Public Holiday at the beginning of the Intensive period. Also, T1 teaching could then recommence after Anzac Day holiday. | While this would address the issue of travelling on intensive schools, we consider this would create additional issues around requiring intensive school students to stay around for another weekend and day (potentially causing travel/leave issues) while also removing time from the teaching period. |
| Students may need to travel on the Public Holiday to attend intensive schools the next day. | This comment is in reference to an assessment period (where no travel is required) rather than an intensive period. We also expect this to impact zero students. |

Given that some assessment tasks can only be completed after attendance at the intensive school (particularly for skills-based units) this timeframe is problematic.	The phrase 'intensive and assessment period 2' refers to the traditional exam period and the trimester concludes at the end of the exam period. We understand that any intensives scheduled during this time would normally not have assessment or have assessment included into the intensive school.
See my comment above. Completion of assessment tasks post-intensive period, marking, BOE, T3 enrolment implications if T2 units pre-requisites.	See comment above.
Implication for attendance if student attending T3 intensive?	We anticipate that there would be minimal students in this category and would hope that attending graduation would be a legitimate reason to miss part of an intensive.
See previous comments re: intensives and teaching ending on the same day.	The phrase 'intensive and assessment period 2' refers to the traditional exam period and the trimester concludes at the end of the exam period. We understand that any intensives scheduled during this time would normally not have assessment or have assessment included into the intensive school.
The 2 week period between T1 ending and T2 is still very short – especially for staff who teach across both trimesters who will need to be finalising grades, marking exams and opening new Moodle sites etc.	We acknowledge the limitations of the current calendar, in particular the limited breaks between trimesters. We expect that a new calendar (once approved and implemented) will increase the breaks between trimesters.
Within the postgrad programs, there is an intensive school the week prior to T2 as well as placement orientation for MPP students, which also means that students are essentially only getting a 1 week break – feedback from previous years has been that such a short break does not allow students sufficient downtime between trimesters.	We acknowledge the limitations of the current calendar, in particular the limited breaks between trimesters. We expect that a new calendar (once approved and implemented) will increase the breaks between trimesters.

Page **3** of **3**

Authority	ACADEMIC BOARD	*Date*	03 March 2022
Report Ref	#AB22064	*Item No*	FLYING MINUTE
Proposer	Professor Steven Warburton, Executive Principal Education Futures		
Authorised for inclusion on agenda	Professor Robyn Bartel, Chair, Academic Board		

#AB22064 – Amendment: 2022 Principal Dates

Report Purpose & Origin

Purpose:	To seek Academic Board endorsement of an amendment to the published 2022 Principal Dates.
Origin	Scheduled Item
Governance	Principal Dates Guidelines: 15(b) (Academic Board endorsement), 16 (Approval), 19 (Submission to Academic Board). General Rules: 47 (Publication) Academic Board Terms of Reference: 26, 27, 28(a)(i,iv), 28(b)(vi-viii), 30 University of New England Act: 15 (Academic Board, 28(1)(a) (By-laws), 29 (Rules) University of New England By-Laws: 21 (Function of Academic Board), Higher Education Support Act: s 169-25 Higher Education Standards Framework (Threshold Standards): Domain 7 (**Representation, Information and Information Management**); 7.1.1, 7.2.1, 7.2.2(a-b, d), 7.2.4, 7.3.2(f).
Academic Risk	Risk 10: Information Representation and Information Management
Accountability	Executive Principal Education Futures

Resolution

The Academic Board is asked to:

1) ENDORSE to Council (FOR APPROVAL) an amendment to the published 2022 Principal Dates.
2) NOTE the Amendments: 2022 Principal Dates, report #AB22064.

Executive Summary

The development and approval process of the 2023 Principal Dates indicated an issue with a minimal break between the end of Trimester 3 2022 and commencement of Trimester 1 2023.

This paper proposes an amendment to the published 2022 Principal Dates to allow a one-week break between the end of Trimester 3 2022 and commencement of Trimester 1 2023. This will also impact Year Long Period 2 and Flexible Period B 2022.

This amendment is provided for Academic Board's consideration and endorsement to Council for approval.

TRIM: D22/21062
1 March 2022
Version: 1.0

Page **1** of **4**

Council OPEN Meeting

Page 97 of 282

Key Information

Issue

The 2023 Principal Dates were provided to the 21 February 2022 Academic Board meeting for endorsement (see report #AB22054 – **Attachment 2**). At the meeting, members raised an issue between the published 2022 Principal Dates and the proposed 2023 Principal Dates as there is only weekend between the completion of Trimester 2 2022 and the commencement of Trimester 1 2023.

This short break has a negative impact on both staff and students. For students, there is a minimal break between trimesters, contributing to feelings of burnout and potentially impeding progression. Students would also not receive their results before the commencement of Trimester 1 which may impact enrolments and the student experience.

For staff, there is significant pressure to finalise marking, complete Board of Examiners meetings and release results in very tight timeframes, while at the same time preparing for the next trimester. This has a negative impact on staff workload and wellbeing.

After receiving this feedback, Education Futures explored potential options for addressing this issue and sought feedback from the Deputy Vice-Chancellor, Chair Academic Board, Deans and Associate Deans Teaching and Learning.

Following consideration of the responses received, Education Futures recommends the following amendments to the published 2022 Principal Dates:

- Amend the published 2022 Principal Dates to reduce the Trimester 3 2022 end-of trimester assessment period from 3 weeks to 2 weeks. This will allow a one-week break between Trimester 3 2022 and Trimester 1 2023.
- Amend the published 2022 Principal Dates to reduce the Year Long Period 2 2022 end-of trimester assessment period from 3 weeks to 2 weeks.
- Amend the published 2022 Principal Dates to reduce the Flexible Period B 2022 end-of trimester assessment period from 2 weeks to 1 weeks.

While a one-week break between trimesters is still not ideal, this will align this break with the standard one week break between trimesters.

Rationale

The 2022 Principal Dates were approved by Council in May 2020 and were subsequently published on the UNE website. The Principal Dates Guidelines (which govern the development and approval process of principal dates) state that published principal dates can only be changed in "exceptional circumstances". However, Education Futures considers that the negative impacts of the one weekend gap between trimesters for staff and student workload, wellbeing and progression should be sufficient reason for amending the dates.

TRIM: D22/21062
1 March 2022
Version: 1.0

Page **2** of **4**

Council OPEN Meeting

Page 98 of 282

The reduction in assessment weeks for Trimester 3 2022 from 3 to 2 weeks will bring the 2022 calendar in line with both current practice (T3 2021 and T3 2023 have a two-week assessment period) and the Principal Dates Guidelines which state that Trimester 3 includes a 2 week end of session assessment period. It will also likely have a benefit for workload and progression as it allows additional timing for marking, results finalisation and release, and preparation for Trimester 1.

The impact of this change is likely to be minimal as most current Trimester 3 units are based on an 11 week teaching and 2 week assessment period (per the 2021 calendar). While non-examination assessments for Trimester 3 2022 are yet to be finalised, it is expected that the due dates for these assessments could easily be accommodated within a 2 week period as this is the current practice. For examinations, there are currently 78 units with examinations scheduled for Trimester 3 2022. Once duplicates are removed (i.e. 300 and 500 versions of same unit), there are 63 units with exams. These could easily be accommodated within a two-week period as in the most recent Trimester 3 assessment period (2021), the examination timetable required only 8 days.

The impact of the change on Year Long Period 2 and Flexible Period B is also likely to be minimal. There are 39 units in these 2 periods, but based on 2021 data, this would only impact 12 students and assessment will be able to be completed in the reduced weeks.

Recommendation/Action
The amendments to the published 2022 Principal Dates (**Attachment 1**) is provided for Academic Board's consideration and endorsement. Subject to the Board's endorsement, the amended dates will be provided to Council for approval.

Future Fit Alignment	Contribution of this initiative
☒ Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	Amendment of the 2022 principal will assist in more appropriate management of staff and student workload and progression.

Financials (provide financial workings if more detailed estimates are available)

Item	Estimate
Cost to develop and implement project	N/A
Annual cost to maintain	N/A
Estimated annual cost savings	N/A

TRIM: D22/21062
1 March 2022
Version: 1.0

Page **3** of **4**

Council OPEN Meeting

Page 99 of 282

Estimated additional annual revenue	N/A
In Budget/requires Budget allocation	N/A

Key Risks (refer to Action Guidance below)		
Risks	**Consequences and possible mitigation**	**Risk Action Guidance**
Strategic Importance:	Minimal breaks between trimesters have a negative impact on staff and student workload and progression Approval of the amendment to the dates will mitigate this risk	Low

Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

Appendices / Supporting Documentation

Attachment 1: Proposed amendments to 2022 Principal Dates

Attachment 2: #AB22053 – Principal Dates and Academic Calendar Update

Proposed amendments to the published 2022 Principal Dates

This document outlines the proposed changes to the Trimester 3, Year Long Period 2 and Flexible Period B dates for 2022. The changes are in bold and highlighted yellow.

Extract – Published 2022 Principal Dates – February 2023

Friday	3 February 2023	**Lectures End for Trimester 3 (2022)** **Lectures End for Year Long Period 2 (2022)**
Monday	6 February 2023	Trimester 3 (2022)- Intensive & Assessment Period 2 Starts Year Long Period 2 (2022)- Intensive & Assessment Period Starts Last day to withdraw without academic penalty for Flexible Period E (2022)
Friday	10 February 2023	**Lectures End for Flexible Period B (2022)**Lectures End **Block A**
Monday	13 February 2023	Flexible Period B (2022)- Intensive & Assessment Period StartsBlock A - Intensive & Assessment Period Starts
Friday	17 February 2023	Trimester 3 (2022) – Intensive & Assessment Period 2 Ends **Trimester 3 (2022) Ends** Year Long Period 2 (2022) – Intensive & Assessment Period Ends **Year Long Period 2 Ends** Flexible Period B (2022) – Intensive & Assessment Period Ends **Flexible Period B (2022) Ends**
Monday	20 February 2023	Orientation Starts (International & On-Campus) for Trimester 1, Year Long Period 1, Year Long Honours 1, Block B, Flexible Period B
Friday	24 February 2023	~~Trimester 3 (2022) - Intensive & Assessment Period 2 Ends~~ ~~**Trimester 3 (2022) Ends**~~ ~~Year Long Period 2 (2022) – Intensive & Assessment Period Ends~~ ~~**Year Long Period 2 Ends**~~ ~~Flexible Period B (2022) – Intensive & Assessment Period Ends~~ ~~**Flexible Period B (2022) Ends**~~ Block A – Intensive & Assessment Period Ends **Block A Ends** Latest Day for results release for Trimester 3 (2022), Flexible Period B (2022), Year LongPeriod 2 (2022)
Monday	27 February 2023	**Lectures Start Trimester 1** **Lectures Start Year Long Period 1** **Year Long Honours 1 Starts** **Lectures Start for Block B** **Lectures Start for Flexible Period B**
Monday	8 March 2023	Latest Day for results release for Block A, ~~Trimester 3 (2022), Flexible Period B (2022), Year LongPeriod 2 (2022)~~

D22/21065

Trimester 3 2022

Trimester 3 2022 – Current published dates		Trimester 3 2022 – Proposed dates	
Trimester Dates		**Trimester Dates**	
Start Date	Monday 24 October 2022	Start Date	Monday 24 October 2022
End Date	Friday 24 February 2023	End Date	**Friday 17 February 2023**
Teaching & Assessment Dates		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*	
Start Date	Monday 24 October 2022	Start Date	Monday 24 October 2022
End Date	Friday 3 February 2023	End Date	Friday 3 February 2023
Lectures End Date		*Lectures End Date*	
	Friday 2 December 2022		Friday 2 December 2022
Mid-Trimester Assessment/Intensive Period		*Mid-Trimester Assessment/Intensive Period*	
Start Date	Monday 5 December 2022	Start Date	Monday 5 December 2022
End Date	Friday 16 December 2022	End Date	Friday 16 December 2022
Teaching Resumption Date		*Teaching Resumption Date*	
Start Date	Tuesday 3 January 2023	Start Date	Tuesday 3 January 2023
End Trimester Assessment/Intensive Period		*End Trimester Assessment/Intensive Period*	
Start Date	Monday 6 February 2023	Start Date	Monday 6 February 2023
End Date	Friday 24 February 2023	End Date	**Friday 17 February 2023**
Final Date For Results Release		*Final Date For Results Release*	
	Wednesday 8 March 2023		**Friday 24 February 2023**
Other Administrative Dates		**Other Administrative Dates**	
International Orientation		*International Orientation*	
Start Date	Friday 21 October 2022	Start Date	Friday 21 October 2022
End Date	Friday 21 October 2022	End Date	Friday 21 October 2022
On-campus orientation		*On-campus orientation*	
Start Date	Friday 21 October 2022	Start Date	Friday 21 October 2022
End Date	Friday 21 October 2022	End Date	Friday 21 October 2022
Other key dates		*Other key dates*	
Last Date to Enrol	Monday 31 October 2022	Last Date to Enrol	Monday 31 October 2022
Census Date	Monday 21 November 2022	Census Date	Monday 21 November 2022
Last Day to WWAP	Monday 12 December 2022	Last Day to WWAP	Monday 12 December 2022

D22/21065

Year Long Period 2 2022

Year Long Period 2 – current published dates		Year Long Period 2 – proposed dates	
Year Long Period Dates		**Year Long Period Dates**	
Start Date	Monday 27 June 2022	Start Date	Monday 27 June 2022
End Date	Friday 24 February 2023	End Date	**Friday 17 February 2023**
Teaching & Assessment Dates		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*	
Start Date	Monday 27 June 2022	Start Date	Monday 27 June 2022
End Date	Friday 3 February 2023	End Date	Friday 3 February 2023
Assessment/Intensive Period		*Assessment/Intensive Period*	
Start Date	Monday 6 February 2023	Start Date	Monday 6 February 2023
End Date	Friday 24 February 2023	End Date	**Friday 17 February 2023**
Final Date For Results Release		*Final Date For Results Release*	
	Wednesday 8 March 2023		**Friday 24 February 2023**
Other Administrative Dates		**Other Administrative Dates**	
International Orientation		*International Orientation*	
Start Date	Wednesday 22 June 2022	Start Date	Wednesday 22 June 2022
End Date	Friday 24 June 2022	End Date	Friday 24 June 2022
On-campus orientation		*On-campus orientation*	
Start Date	Friday 24 June 2022	Start Date	Friday 24 June 2022
End Date	Friday 24 June 2022	End Date	Friday 24 June 2022
Other key dates		*Other key dates*	
Last Date to Enrol	Monday 4 July 2022	Last Date to Enrol	Monday 4 July 2022
Census Date	Monday 15 August 2022	Census Date	Monday 15 August 2022
Last Day to WWAP	Monday 12 December 2022	Last Day to WWAP	Monday 12 December 2022

D22/21065

Flexible Period B 2022

Flexible Period B 2022 – current published dates		Flexible Period B 2022 – proposed dates	
Flexible Period Dates		**Flexible Period Dates**	
Start Date	Monday 28 February 2022	Start Date	Monday 28 February 2022
End Date	Friday 24 February 2023	End Date	**Friday 17 February 2023**
Teaching & Assessment Dates		**Teaching & Assessment Dates**	
Teaching Period		*Teaching Period*	
Start Date	Monday 28 February 2022	Start Date	Monday 28 February 2022
End Date	Friday 10 February 2023	End Date	Friday 10 February 2023
Assessment/Intensive Period		*Assessment/Intensive Period*	
Start Date	Monday 13 February 2023	Start Date	Monday 13 February 2023
End Date	Friday 24 February 2023	End Date	**Friday 17 February 2023**
Final Date For Results Release		*Final Date For Results Release*	
	Wednesday 8 March 2023		**Friday 24 February 2023**
Other Administrative Dates		**Other Administrative Dates**	
International Orientation		*International Orientation*	
Start Date	Monday 21 February 2022	Start Date	Monday 21 February 2022
End Date	Friday 25 February 2022	End Date	Friday 25 February 2022
On-campus orientation		*On-campus orientation*	
Start Date	Monday 21 February 2022	Start Date	Monday 21 February 2022
End Date	Friday 25 February 2022	End Date	Friday 25 February 2022
Other key dates		*Other key dates*	
Last Date to Enrol	Monday 7 March 2022	Last Date to Enrol	Monday 7 March 2022
Census Date	Thursday 12 May 2022	Census Date	Thursday 12 May 2022
Last Day to WWAP	Monday 15 August 2022	Last Day to WWAP	Monday 15 August 2022

D22/21065

Authority	ACADEMIC BOARD	*Date*	21 February 2022
Report Ref	#AB22053	*Item No*	5.3.1
Proposer	Professor Steven Warburton, Executive Principal Education Futures		
Developed with			
Authorised for inclusion on agenda	Professor Robyn Bartel, Chair, Academic Board		

#AB22053 – 2023 Principal Dates and Academic Calendar Update

Report Purpose & Origin

Purpose:	To seek Academic Board endorsement of the 2023 Principal Dates and provide an update on the Academic Calendar project.
Origin	Scheduled Item
Governance	Principal Dates Guidelines: 15(b) (Academic Board endorsement), 16 (Approval), 19 (Submission to Academic Board). Academic Board Terms of Reference: 26, 27, 28(a)(i,iv), 28(b)(vi-viii), 30 University of New England Act: 15 (Academic Board, 28(1)(a) (By-laws), 29 (Rules) University of New England By-Laws: 21 (Function of Academic Board), Higher Education Support Act: s 169-25 Higher Education Standards Framework (Threshold Standards): Domain 7 (**Representation, Information and Information Management**); 7.1.1, 7.2.1, 7.2.2(a-b, d), 7.2.4, 7.3.2(f).
Academic Risk	Risk 10: Information Representation and Information Management
Accountability	Executive Principal Education Futures

Resolution

The Academic Board is asked to:

1) ENDORSE to Council (FOR APPROVAL) the 2023 Principal Dates
2) NOTE the 2023 Principal Dates and Academic Calendar Update, report #AB22053.

Executive Summary

An external contractor is currently progressing work to assist with the development of a new academic calendar. While a decision on the new academic calendar remains pending, the 2023 Principal Dates have been prepared to provide guidance to students and staff on next year's calendar.

Consultation on the dates has now concluded and the 2023 Principal Dates (Attachment 1) are provided for Academic Board's endorsement before Council approval.

TRIM: D22/8355
8 February 2022
Version: 1.0

Page **1** of **4**

Council OPEN Meeting

Page 105 of 282

Key Information

Academic Calendar

As flagged to the December 2021 Academic Board meeting (#AB21297), UNE has engaged an external contractor to conduct further analysis of the risks and impacts (business and financial) of the proposed model and to provide advice on any recommend treatments.

KPMG was the successful contractor and commenced in mid-December. A report is due to UNE in late February / early March and further decisions relating to a new academic calendar will be considered following receipt and evaluation of the report.

Principal Dates

Introduction

Each year UNE publishes principal dates covering the dates of teaching periods, examinations period and graduation days (amongst others).

As advised to Academic Board and Teaching and Learning Committee previously, while normally dates for each year are approved and published 20 months in advance, the 2023 Principal Dates were delayed due to the current consideration around a new academic calendar for 2023.

However, as noted above, KPMG is currently conducting further work on the calendar and therefore a decision relating to a new calendar is not expected until after provision and consideration of KPMG's advice.

Accordingly, given the lengthy work involved in preparing and finalising principal dates and the need to provide guidance to staff and students for 2023, Education Futures has prepared the 2023 Principal Dates based on the current academic calendar and the Principal Dates Guidelines.

Consultation

In December 2021, the draft dates were provided to key implementation areas across UNE for feedback. Feedback received was used to update the dates for formal consultation in accordance with clause 15 of the Principal Dates Guidelines. Academic Board and Teaching and Learning Committee members were also invited (via the Secretariat) to provide feedback.

Some changes to the draft dates were made in response to feedback received. A register of comments received and the responses is at Attachment 2.

Recommendation/Action

The 2023 Principal Dates (Attachment 1) are provided for Academic Board's consideration and endorsement. Subject to the Board's endorsement, the Dates will be provided to Council for approval.

TRIM: D22/8355
8 February 2022
Version: 1.0

Page **2** of **4**

Council OPEN Meeting

Page 106 of 282

Future Fit Alignment	**Contribution of this initiative**
☒ Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	Publication of the principal dates for 2023 will support students in making decisions around accessing higher education in that year

Financials (provide financial workings if more detailed estimates are available)

Item	Estimate
Cost to develop and implement project	N/A
Annual cost to maintain	N/A
Estimated annual cost savings	N/A
Estimated additional annual revenue	N/A
In Budget/requires Budget allocation	N/A

Key Risks (refer to Action Guidance below)

Risks	Consequences and possible mitigation	Risk Action Guidance
Strategic Importance:	Delayed publication of 2023 Principal Dates may have a negative impact on students planning new or continued study with UNE in 2023. Publications of the dates will mitigate this risk	Low

TRIM: D22/8355
8 February 2022
Version: 1.0

Page **3** of **4**

Council OPEN Meeting

Page 107 of 282

Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

Appendices / Supporting Documentation

Attachment 1:   Draft Principal Dates 2023 (FOR ENDORSEMENT)

Attachment 2:   Feedback Register

Authority	STANDING COMMITTEE	*Date*	28 March 2022
Report Ref	#ABSC22432	*Item No*	3.2
Proposer	Professor Steven Warburton, Executive Principal Education Futures		
Developed with			
Authorised for inclusion on agenda	Professor Robyn Bartel, Chair, Academic Board Standing Committee		

#ABSC22432 – Amendment: 2022 Principal Dates

Report Purpose & Origin

Purpose:	To seek Academic Board Standing Committee's endorsement of an amendment to the published 2022 Principal Dates.
Origin	New Item (following #ABSC22431)
Governance	Principal Dates Guidelines: 15(b) (Academic Board endorsement), 16 (Approval), 19 (Submission to Academic Board). Academic Board Terms of Reference: 26, 27, 28(a)(i,iv), 28(b)(vi-viii), 30 University of New England Act: 15 (Academic Board, 28(1)(a) (By-laws), 29 (Rules) University of New England By-Laws: 21 (Function of Academic Board), Higher Education Support Act: s 169-25 Higher Education Standards Framework (Threshold Standards): Domain 7 (Representation, Information and Information Management); 7.1.1, 7.2.1, 7.2.2(a-b, d), 7.2.4, 7.3.2(f).
Academic Risk	Risk 10: Information Representation and Information Management
Accountability	Executive Principal Education Futures

Resolution

The Academic Board Standing Committee is asked to:

1) ENDORSE and RECOMMEND to Council (FOR APPROVAL) further amendment to the published 2022 Principal Dates.
2) NOTE the 2022 Principal Dates Amendment report, #ABSC22432.

Executive Summary

As part of the University's decision to resume in-person graduation ceremonies and schedule additional graduation ceremonies, an amendment to the published 2022 Principal Dates is required.

This amendment is provided for Academic Board Standing Committee's consideration and endorsement before Council approval.

Key Information

On 15 March 2022, the Vice-Chancellor announced (see <u>Attachment 1</u>) that UNE would resume in-person graduation ceremonies after a hiatus of over two years due to bushfires, the Covid pandemic and the supercell event that impacted the Armidale campus.

UNE has invited all graduates who missed the opportunity to graduate in-person to attend a physical graduation ceremony throughout 2022 to celebrate their achievements. This requires further graduation days to be scheduled in addition to those already published in the 2022 Principal Dates.

While it is expected that additional graduation days will be announced once planned, at this stage, there is currently only one additional graduation day planned for Sunday 1 May 2022 as outlined in the below table approved by the Vice-Chancellor.

Date	Graduation/Celebration Days
Friday 29 April 10.30 am	Faculty of Science, Agriculture, Business and Law Awards
Friday 29 April 3.00 pm	Faculty of Science, Agriculture, Business and Law Celebrations 2019/2020 RND1/2020 RND2 backlog
Saturday 30 April 10.30 am	Faculty of Humanities, Arts, Social Sciences and Education Awards
Saturday 30 April 3.00 pm	Faculty of Medicine and Health Awards
Sunday 01 May 10.30 am	Faculty of Humanities, Arts, Social Sciences and Education Celebrations 2019/2020 RND1/2020 RND2 backlog
Sunday 01 May 3.00 pm	Faculty of Medicine and Health Celebrations 2019/2020 RND1/2020 RND2 backlog

The Principal Dates Guidelines requires UNE to publish the dates of graduation ceremonies and so accordingly, a change to the published 2022 Principal Dates should be made to include this additional graduation day.

Accordingly, this paper requests Academic Board Standing Committee's endorsement of an amendment to the published 2022 Principal Dates (see <u>Attachment 2</u>) to include the additional graduation day planned for Sunday 1 *May* 2022 and the inclusion of an additional celebration on Friday *29* April 2022. Subject to the Committee's endorsement, the amended dates will be provided to Council for approval.

TRIM: D22/29609
18 March 2022
Version: 1.0

Page **2** of **3**

Council OPEN Meeting

Page 110 of 282

Future Fit Alignment	**Contribution of this initiative**
☒ Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	Additional graduation ceremonies (and publication of accurate information regarding the ceremonies) will support appropriate recognition of students' learning journeys and achievements.

Financials (provide financial workings if more detailed estimates are available)	
Item	**Estimate**
Cost to develop and implement project	N/A
Annual cost to maintain	N/A
Estimated annual cost savings	N/A
Estimated additional annual revenue	N/A
In Budget/requires Budget allocation	N/A

Key Risks		
Risks	**Consequences and possible mitigation**	**Risk Action Guidance**
Nil	Nil	Nil

Appendices / Supporting Documentation

Attachment 1:   Vice-Chancellor's announcement regarding graduation ceremonies

Attachment 2:   Proposed amendment 2022 Principal Dates

TRIM: D22/29609
18 March 2022
Version: 1.0

Page **3** of **3**

Vice Chancellor's Communiqué

March 15, 2022

Colleagues,

UNE is pleased to announce the resumption of Graduation ceremonies on the lawns of Booloominbah at the Armidale campus on the 29th April to 1st May 2022.

After a hiatus of over two years due to the 2019 bushfires and then the COVID-19 pandemic, UNE will re-commence physical graduations.

The university community is acutely aware of how much this signature event means to our UNE Graduands and their families, UNE staff and the whole New England region.

UNE had hoped to announce physical graduations for April, August and then December last year, however the ever-changing health orders complete with the October Super Cell event forced the unfortunate decision to cancel these celebrations.

Invitations are currently going out to graduating students who have completed their degree since December 2021.

D22/29611

It is especially exciting to also offer these ceremonies to our alumni who had to sadly miss out on their 2019, 2020 or 2021 graduation ceremonies.

UNE has reached out to all graduates who missed out on physical graduation ceremonies to invite them to a ceremony - there are some 2,400 recent alumni who have graduated in-absentia and indicated they wish to attend a future ceremony.

An initial number of these will be invited to extra April ceremonies over the weekend, and UNE looks forward to announcing further special ceremonies for this group of alumni to attend throughout this year.

The Graduations will commence from 10.30am on the 29th, 30th April and 1st May 2022 on the lawns of Booloominbah. In the event of wet weather, the ceremonies will be held in Campbell Hall at Sport UNE due to the damage Lazenby Hall sustained during the October storm.

Sincerely,

Professor Brigid Heywood

Vice Chancellor & CEO

UNE

D22/29611

Proposed amendments to the published 2022 Principal Dates

This document outlines the proposed inclusion of an additional graduation day on Sunday 1 May 2022 and additional graduation celebrations on Friday 29 April 2022 in the published 2022 Principal Dates. The changes are in bold and highlighted yellow.

Extract – Published 2022 Principal Dates – April/May February 2022

Friday	29 April 2022	**Graduation Day – Faculty of Science, Agriculture, Business and Law Awards and Celebrations**
Saturday	30 April 2022	**Graduation Day – Faculty of Humanities, Arts, Social Sciences and Education Awards and Faculty of Medicine and Health Awards**
Sunday	1 May 2022	**Additional Graduation Day - Faculty of Humanities, Arts, Social Sciences and Education Celebrations and Faculty of Medicine and Health Celebrations**

D22/29612

une
University of
New England

Chair Academic Board
University of New England
Armidale NSW 2351

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To: Professor Brigid Heywood, *Vice-Chancellor & Chief Executive Officer*

Date: Saturday, 19 March 2022

From: Professor Robyn Bartel, *Chair of Academic Board*

Subject: COVID-19 Trimester 1 2022 Student Support Package FOR APPROVAL

Memo Ref: VCM22-02 [D22/29095]

Dear Professor Heywood

Consistent with the General Rules, COVID-19 Academic Response Team and Academic Board Standing Committee Terms of Reference; via Flying Minute #ABSC224121 (enclosed) on Saturday 19 March 2022 the Academic Board Standing Committee has endorsed to you **FOR YOUR URGENT APPROVAL** the attached report and below resolution re COVID-19 T1 2022 Student Support.

Resolution

The Academic Board Standing Committee:
1) ENDORSED {to the Vice-Chancellor for approval}—to ensure a student's academic record (including GPA) is not disadvantaged —that, students who demonstrate an impact to their studies based on the criteria* will be eligible to apply to:
    i.   withdraw without academic penalty until the last day of the Trimester One 2022 Teaching Period, noting that students do not need a special application to do so, up until and including 02 May 2022,
    ii. convert a Fail (N), Fail Incomplete (NI), or Fail Compulsory Assessment (NC) grade to a Withdrawn (W) grade,
    iii. convert a passing grade (P), (C), or (D) to "Satisfied Requirements" (SR)**;
                                    see enclosed Student Support Package T2 2021
                        ** *where appropriate; limited in certain accredited courses.*
2) APPROVED (pursuant to cl 52 of the *General Rules)* relaxation of cl 12 of the Intensive Schools Policy and enable the option to offer alternative assessments to students who cannot attend mandatory on-campus learning activities in Trimester 1, 2022 due to COVID-19 restrictions, or impacts;
3) NOTED the T1 2022 Student Support Package report, #ABSC22421.

D21/29095   Page **1** of **2**

The Academic Board Standing Committee Flying Minute (#ABSC22421) and this Memo (VCM22-03) has been progressed urgently to enable consideration and approval of the support package by the Trimester 1 Census Date (21 March 2022). Following discussion at COVID-19 Academic Response Team Meetings, it is understood that staff and student communications will be prepared by Student Experience in consultation with the Associate Deans Teaching and Learning, Associate Director Communications and Events and will be circulated to staff then students, following approval of this package.

Should you have any questions, please do not hesitate to contact the Secretariat.

Yours sincerely

Professor Robyn Bartel
Chair of Academic Board
(Authorised Use of Signature: CSU22/809)

Cc: Professor Simon Evans, Deputy Vice-Chancellor
Professor Shelley Kinash, Executive Principal Student Experience
Mr Bryn Griffiths, Associate Director Communications and Events

Enclosed:
COVID-19 T1 2022 Student Support package #ABSC22421

Authority	STANDING COMMITTEE	*Date*	18 March 2022
Report Ref	#ABSC21434	*Item No*	FLYING MINUTE
Proposer	Professor Shelley Kinash, Executive Principal Student Experience		
Developed with	Professor Leopold Bayerlein, Associate Dean Teaching and Learning SABL		
Authorised for inclusion on agenda	Professor Robyn Bartel, Chair, Academic Board Standing Committee		

#ABSC22421 – T1 2022 Student Support Package

Report Purpose & Origin

Purpose:	To provide the Academic Board Standing Committee with a report and update from the Academic Board Standing Committee COVID-19 Academic Response Team (CART) proposing endorsement and deployment of the Assessment Guidelines and General Rules for T1 2022 following consideration and recommendation by CART.
Origin:	Ad Hoc.
Governance:	Teaching and Learning Committee Terms of Reference 4, 15b.iv, 15c.i., 15e. Academic Board Terms of Reference 4, 26, 27, 28a.i, iii, iv, 28b.i. Academic Board Standing Committee Terms of Reference 5b.i, 22, 23, 24, 28. COVID-19 Academic Response Team Terms of Reference 2a-f, 9a-e, 12, 13 Higher Education Standards Framework (Threshold Standards) Ref: 1.4 Learning Outcomes and Assessment, 2.2 Diversity and Equity, 3.3 Learning Resources and Educational Support, 6.3 Academic Governance.
Accountability:	Deputy Vice-Chancellor, Chair, COVID-19 Academic Response Team (CART)

Resolution

The Academic Board Standing Committee is asked to:

1) **ENDORSE** {to the Vice-Chancellor for approval}—to ensure a student's academic record (including GPA) is not disadvantaged —that, students who demonstrate an impact to their studies based on the criteria* will be eligible to apply to:

   i. withdraw without academic penalty until the last day of the Trimester One 2022 Teaching Period, noting that students do not need a special application to do so, up until and including 02 May 2022,

   ii. convert a Fail (N), Fail Incomplete (NI), or Fail Compulsory Assessment (NC) grade to a Withdrawn (W) grade,

   iii. convert a passing grade (P), (C), or (D) to "Satisfied Requirements" (SR)**;

   *see below (#ABSC21419) Student Support Package T2 2021
   ** where appropriate; limited in certain accredited courses.

2) **APPROVE** (pursuant to cl 52 of the *General Rules)* relaxation of cl 12 of the Intensive Schools Policy and enable the option to offer alternative assessments to students who cannot attend mandatory on-campus learning activities in Trimester 1, 2022 due to COVID-19 restrictions, or impacts;

3) **NOTE** the T1 2022 Student Support Package report, #ABSC22421.

Executive Summary

In the context of supporting student success, particularly in challenging contexts such as the ongoing obstacles posed by COVID-19, UNE is proposing to offer a Student Support Package in Trimester One 2022. The introduction of Job Ready Graduate Legislation further increases the importance of precise language and supports for Future Fit Personalised Learning Journeys.

Appropriate communications to disseminate the Trimester 1, 2022 Student Support Package will be developed for both staff and students, utilising previously established CART communication development protocols.

Key Information

The COVID-19 Academic Response Team (CART) met on Monday 17 January 2022 and again Tuesday 22 February 2022 to consider student support options for Trimester 1 2022. During this discussion CART Members considered the need for appropriate practices and extensions of student support as contextualised to the needs of local, domestic, and international student cohorts.

At the 17 January meeting, CART Members noted that the University community must be mindful of the need for students and staff to feel supported, comfortable, and confident for Trimester 1 teaching and learning activities. CART Members agreed that from 01 December 2021 the University had returned to approved modality of unit offerings in accordance with the UNE COVID-Safe Plan and individual circumstances:

- whilst remaining pro-active to stop the spread of COVID-19, the University is also managing the inevitability of responding to increased confirmed cases and notifying staff/students via various means.
- some staff/students may not be able to return to in-person activities due to medical considerations, however, these will be accommodated on a case-by case-bases where possible (notwithstanding any accreditation requirements).

Members also noted the need for the University to remain agile, to make quick, responsive changes, based on principles and guidelines, should the need arise. An overview of the background information, proposal principles, and guidance are provided below.

The Academic Board Standing Committee considered - and endorsed - several proposals throughout 2020 and 2021 (see #AB20288, #ABSC21419, and #ABSC21434). As an action arising from the CART meeting on 17 January 2022, the Executive Principal Student Experience was tasked with leading and moderating consultation to derive appropriate recommendations for endorsement pursuant to the CART Terms of Reference and General Rules.

Background

With a number of units scheduled for on-campus delivery and mandatory on-campus learning activities in Trimester 1, 2022, it is critically important that UNE establish a set of support mechanisms to support students in undertaking their learning activities and/or mandatory on-campus activities which may be impacted due to COVID-19 restrictions or otherwise.

Student Support Package

To ensure a student's academic record (including GPA) is not disadvantaged, authorised 'Student Experience' staff (delegated under the authority of the Executive Principal Student Experience) will be able to implement the following agreed actions for the finalisation of grades for students enrolled in 2022:

- **students who demonstrate an impact to their studies based on the criteria* will be eligible to apply to**:
  i. continue to withdraw without academic penalty after the specified Principal Dates 2022 until the last day of the Teaching Period;
  ii. convert a Fail (N), Fail Incomplete (NI), or Fail Compulsory Assessment (NC) grade to a Withdrawn (W) grade, ; and
  iii. convert a passing grade (P), (C), or (D) to "Satisfied Requirements" (SR)**

** where appropriate; limited in certain accredited courses.

*Criteria *(based on #AB21419) Student Support Package 2022*:
This includes those who have:

- contracted COVID-19,
- increased carer commitments for family members resulting from COVID-19 diagnosis,
- mandated self-isolation,
- transitioned from on-campus to online learning,
- been required to relocate from their usual study location or have circumstances that impact their study (e.g., home schooling, caring for children requirements) as a result of COVID-19 restrictions,
- employment in an essential industry and have experienced increased or a change in work commitments due to COVID-19,
- lost employment and needed to seek alternate employment or apply for government subsidies (this includes self-employed and affected business owners).

At the CART Meeting held on 22 February 2022, Members noted that previous student support packages allowed for student(s) to apply to their Unit Coordinators and Board of Examiners to seek WWAP or a grade conversion (pending evidence of impact), however, that this process was being undertaken centrally and should be reflected accordingly within the student support package. Members noted that, as indicated within the caveats of the support package, that these options would be limited in certain circumstances such as for externally accredited courses inter alia.

Higher Education Support Amendment
(Job-Ready Graduates and Supporting Regional and Remote Students) Act 2020

On 07 October 2021 CART Members discussed changes to the Higher Education Support Act arising from the Jobs Ready Graduates amendment (see below). Following the CART meeting, the Director Education Quality noted that the legislation does allow for exemption in special circumstances and requested that, given the implementation of this requirement is being led by Student Experience, the Executive Principal be asked to confirm implications for students if the student support package is extended.

At the following meeting of the CART held on 12 October 2021, the previous, Head Student Transformation, Mr Simon Stubbs informed Members that the implementation of the above outlined clauses would only apply to those students commencing in T1 2022, however, that consideration would need to be given to such provisions under any future support packages. Mr Stubbs informed CART that the Student Experience Directorate were assessing the legislative requirements and that more information would be forthcoming.

Specific application of the Job Ready Graduates legislation to UNE policies, guidelines and practices, and accompanying communications requires further consultation and will be addressed in a separate document.

Key Risks		
Risks	**Consequences and possible mitigation**	**Risk Action Guidance**
Delivery Risk:	If a Student Support Package is not offered, student success, student progression and student retention are at risk.	Communicate and support a carefully considered Student Support Package.
Benefits Risk:		
Organisational Complexity:	The Student Support Package has now been running for several consecutive trimesters and UNE has therefore refined joined-up practices to successfully implement.	Low risk of failure due to experience and continuous improvement.
Cost:	No defined extra costs as accommodated within student service BAU.	Low risk of escalated costs.
Strategic Importance:	Direct practice application of Future Fit goals of supporting personalised learning experiences.	Low risk if implementing established strategy.

Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

Future Fit Alignment	Contribution of this initiative
☒ Goal 1: Crafting, adapting and supporting learning journeys that are distinctive in their accessibility and flexibility.	The Student Support Package supports a personalised student learning journey.
☐ Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	
☒ Goal 3: Committing to environmental, social and financial resilience for the University, our staff, our students and our communities.	The Student Support Package is an established way of supporting students when and how they need scaffolding for success.

Appendices / Supporting Documentation

Attachment 1:   CONFIRMED COVID-19 Academic Response Team Meeting Minutes – 19 January 2022

Attachment 2:   DRAFT COVID-19 Academic Response Team Meeting Minutes – 22 February 2022

Authority	STANDING COMMITTEE	**Date**	21 March 2022
Report Ref	#ABSC22430	**Item No**	3.4
Proposer	Gabrielle Price, Director Governance and University Secretary		
Developed with	Records Policy and Governance		
Authorised for inclusion on agenda	Professor Robyn Bartel, Chair, Academic Board Standing Committee		

#ABSC22430 – Policy Amendment(s): Academic Freedom (Code of Conduct, Principles & Statement, and Guidelines)

Report Purpose & Origin

Purpose:	To provide the Academic Board Standing Committee with an update on the Academic Freedom Policies: Code of Conduct, Principles & Statement, and Guidelines.
Origin	New Item (following #AB22056 and #AB22062)
Governance	Academic Board Standing Committee Terms of Reference: 5, 22-24, 27, 31-33. Academic Board Terms of Reference: 28.a(iii)-(iv) Higher Education Support Act 2003 (Cth): s 19:115
Academic Risk	R4 Academic Governance and Reporting
Accountability	Director Governance and University Secretary

Resolution

The Academic Board Standing Committee is asked to:
1) ENDORSE and RECOMMEND to COUNCIL (for approval) the Freedom of Speech Principles and Academic Freedom Statement;
2) ENDORSE and RECOMMEND to COUNCIL (for approval) the Freedom of Speech and Academic Freedom Guidelines;
3) ENDORSE and RECOMMEND to Council the Code of Conduct (including a mandatory 12-month review); and
4) NOTE the Policy Amendment(s): Academic Freedom (Code of Conduct, Principles & Statement, and Guidelines) Report, #ABSC22430.

Executive Summary

At the Academic Board meeting of 21 February 2022, Board approved the following resolution [noting the draft minutes have not yet been confirmed]:
The Academic Board:
1) ENDORSED to Council (FOR APPROVAL) the Freedom of Speech Principles and Academic Freedom Statement (subject to amendments within #AB22062),
2) ENDORSED to Council (FOR APPROVAL) the Freedom of Speech and Academic Freedom Guidelines (subject to amendments within #AB22062),

TRIM: D22/29167
[21 March 2022]
Version: 1.0

Page **1** of **3**

Council OPEN Meeting

Page 122 of 282

3) ENDORSED and RECOMMEND to Council the Code of Conduct (including a mandatory 12-month review and subject to amendments within #AB22062), and

4) NOTED the Academic Freedom Policies and Code of Conduct report #AB22056.

The Chair Academic Board met with Director Governance and University Secretary, and Head of Records, Policy and Governance on 17 March 2022 to clarify proposed amendments. The resulting proposed amendments are included in the attachments to this report and include:
Amendments to
a. Code of Conduct;
b. Freedom of Speech Principles and Academic Freedom Statement; and
c. Freedom of Speech and Academic Freedom Guidelines.

Key Information

Amendments to the Code of Conduct, Freedom of Speech Principles and Academic Freedom Statement, and Freedom of Speech and Academic Freedom Guidelines endorsed by the Academic Board at the 21 February 2022 meeting, and incorporated into the proposed policies are summarised below:

Glossary definitions

Academic Freedom has been amended to include the definition legislated in Higher Education Support Act (2003), and the proposed amendment includes reference to the Freedom of Speech Principles and Academic Freedom Statement recognising that Academic freedom is a composite principle, as stated in the Freedom of Speech Principles and Academic Freedom Statement at Principle 2, and in Clauses 10 and 11.

Intellectual freedom definition is amended to indicate that Intellectual freedom has a meaning corresponding with academic freedom.

Freedom of Speech and Academic Freedom Statement addition of Clause 20 To the extent of any inconsistency with any non-statutory policy or rules of the University, including the Code of Conduct, this Statement prevails, mirroring Clause 17 of the Code of Conduct. *Please note that both of these Clauses are under review with UNE Legal Services.*

References to the Academic and ELC Staff, and Professional Staff Enterprise Agreements have been updated to correctly reflect wording from the Agreements, that is to indicate the agreements recognises and supports intellectual freedom for staff (Clause 18 of the Statement, Clause 14 of the Guidelines). It was noted at Academic Board that these Clauses previously incorrectly stated 'academic freedom' instead of the intellectual freedom. This revision corrects an error in the previous Clauses.

Future Fit Alignment	Contribution of this initiative
☒ Goal 2: Creating and sharing knowledge to make a difference locally, regionally and globally.	Strengthening the Freedom of Speech and Academic Freedom concepts, and explicitly including this in the Code of Conduct raises awareness of the fundamental principles supporting the creation and sharing of knowledge.

Key Risks (refer to Action Guidance below)		
Risks	Consequences and possible mitigation	Risk Action Guidance
Delivery Risk: concept of academic freedom and freedom of speech are not well understood by all UNE representatives.	Communication and education program, including updates to the UNE and governance induction programs.	High

Management Action Guidance

	Rare	Unlikely	Possible	Likely	Probable
Severe	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)	EXTREME Report to SET and Council (within 1 month)
Major	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)	EXTREME Report to SET and Council (within 1 month)
Moderate	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)	HIGH Report to SET and Council (within 3 months)	HIGH Report to SET and Council (within 3 months)
Minor	LOW No action required	LOW No action required	LOW No action required	MEDIUM Report to SET (within 6 months)	MEDIUM Report to SET (within 6 months)
Insignificant	VERY LOW No action required	VERY LOW No action required	VERY LOW No action required	LOW No action required	LOW No action required

Appendices / Supporting Documentation

Attachment 1: Code of Conduct PROPOSED

Attachment 2: Code of Conduct TRACKED

Attachment 3: Freedom of Speech Principles and Academic Freedom Statement PROPOSED

Attachment 4: Freedom of Speech Principles and Academic Freedom Statement TRACKED

Attachment 5: Freedom of Speech and Academic Freedom Guidelines PROPOSED

Attachment 6: Freedom of Speech and Academic Freedom Guidelines TRACKED