

Council OPEN Meeting

Schedule	Friday 24 May 2019, 8:30 — 10:00 AEST
Venue	Council Room, Booloominbah, University of New England
Notes for Participants	PLEASE NOTE: 8:30 am pre-meeting for Council members only. Others attendees from 8:45 am.
Organiser	Gabrielle Price

Agenda

1. MEETING OPENING AND WELCOME COMMENTS 1

Recording of meeting: please note that the Secretary may make an audio recording of this meeting for the purpose of assisting with the preparation of the minutes. The recordings are stored securely and are erased at regular intervals after the minutes have been confirmed.

1.1. * Acknowledgement of Country 2

We acknowledge the traditional custodians of this land we call New England and show respect to their Elders past and present.

Presented by James Harris

1.2. * Apologies 3

Presented by James Harris

1.3. * Conflict of Interest Declaration 4

Council members are asked to disclose any material interest, consistent with Schedule 2A Clause 5 of the University of New England 1993 Act (NSW).

Presented by James Harris

 Conflict of Interest Declaration 2019.pdf 5

1.4. Disclosed Register of Interest 6

Council Members are asked to provide any update to their Disclosed Register of Interest to the Office of the Secretariat (form attached).

Presented by James Harris

 Disclosed Register of Interest 2019.pdf 7

1.5. * Order of Business 9

The Committee is asked to ACCEPT the Order of Business.
The Committee is asked to ACCEPT that non-starred items be adopted.
For Approval - Presented by James Harris

2. MINUTES OF PREVIOUS MEETING 10

2.1. Confirmation of Minutes 11

Minutes of the meeting held on 15 March 2019 were approved as a true and correct record via email on 15 May 2019.
Presented by James Harris

2.2. * Matters Arising 12

The matters arising from previous Open Council meetings are provided below.
Presented by James Harris

 Matter Arising.pdf 13

3. PRESENTATIONS 14

There are no presentations for today's open meeting.

4. LEADERSHIP REPORTS 15

4.1. * Chancellor's Report to Council #19035 16

Council is asked to NOTE the Chancellor's Open report to Council, #19035.
For Noting - Presented by James Harris

 #19035 Chancellors Report to Council OPEN.pdf 17

4.2. * Vice-Chancellor's Report to Council #19036 21

Council is asked to NOTE the Vice-Chancellor's Open report to Council, #19036.
For Noting - Presented by Annabelle Duncan

 #19036 Vice-Chancellors Report to Council OPEN COMPLETE.pdf 22

4.3. * Chair Academic Board Report #19037 43

Council is asked to:

- 1)APPROVE the proposed resolution definitions for “Approve”; “Endorse” and “Note” (attachment 1);
- 2)APPROVE the 2021 Principal Dates, which have been endorsed and recommended to Council by the Academic Board (see attachment 2);
- 3)APPROVE the proposed minor amendments to the Research Committee of Academic Board terms of reference (see attachment 3);
- 4)NOTE the revised Academic Board and Committee Standing Orders (which now include communication protocols at clause 93) approved by the Board on 15 April 2019;
- 5)NOTE the Institutional Benchmarks update regarding Graduate Satisfaction and Employer Satisfaction; and
- 6)NOTE the Chair of Academic Board Open report to Council, #19037.
For Endorsement - Presented by Mark Perry

 #19037 Chair Academic Board Report OPEN COMPLETE.pdf 44

5. GENERAL ITEMS 68

5.1. * University Activities in Focus #19039 - Wellness Week 69

Council is asked to NOTE the University Activities in Focus report on Student Wellness Week, report #19039.
For Noting - Presented by Peter Creamer


 #19039 University Activities in Focus OPEN COMPLETE.pdf 70

6. GENERAL BUSINESS 101

7. MEETING FINALISATION 102

7.1. Council Open Work Plan 2019 103

Council is asked to NOTE the 2019 Council Open Work Plan.
For Noting - Presented by Brendan Peet

 Work Plan 2019 COUNCIL OPEN.pdf 104

The next Council meeting is scheduled for Friday, 26 July 2019. This meeting will be held in the Council Room, Booloominbah, University of New England.

Presented by James Harris

1. MEETING OPENING AND WELCOME COMMENTS

Recording of meeting: please note that the Secretary may make an audio recording of this meeting for the purpose of assisting with the preparation of the minutes. The recordings are stored securely and are erased at regular intervals after the minutes have been confirmed.

1.1. * Acknowledgement of Country

We acknowledge the traditional custodians of this land we call New England and show respect to their Elders past and present.

Presented by James Harris

1.2. * Apologies

Presented by James Harris

1.3. * Conflict of Interest Declaration

Council members are asked to disclose any material interest, consistent with Schedule 2A Clause 5 of the University of New England 1993 Act (NSW).

Presented by James Harris

CONFLICT OF INTEREST DECLARATION

Council members are asked to disclose any material interest, consistent with Schedule 2A Clause 5 of the [University of New England Act 1993 \(NSW\)](#).

5 Disclosure of material interests by Council members

(1) If:

- (a) a member of the Council has a material interest in a matter being considered or about to be considered at a meeting of the Council, and*
- (b) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter, the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Council.*

(2) A disclosure by a member of the Council at a meeting of the Council that the member:

- (a) is a member, or is in the employment, of a specified company or other body, or*
- (b) is a partner, or is in the employment, of a specified person, or*
- (c) has some other specified interest relating to a specified company or other body or to a specified person,*

is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person which may arise after the date of the disclosure and which is required to be disclosed under subclause (1).

Council Members should also regularly disclose to the University Secretary (via the Secretariat secretariat@une.edu.au) any additions or changes to their Register of Interests statement.

Keeping this "Register of Interests" statement up to date, includes providing details of changes to:

- Subsidiaries of the University of New England of which you or a close family member is a member of the key management personnel.
- All other entities of which you or a close family member is a Director or Board member (or equivalent) and that entity has, or there is a reasonable probability it may have, a material dealing involving or affecting the University or its controlled entities.
- Employment of you or a close family member by the University or a subsidiary of the University, including consultancies or other income for services rendered, during this financial year.
- Ministerial appointment of you or a close family member to statutory bodies.
- Material Business ownerships or part ownerships by you or a close family member, where a business has, or has a prospect of having, transactions with the University or a subsidiary of the University.
- Material Shareholdings in public and private companies by you or a close family member, where a company has, or has a prospect of having, transactions with the University or a subsidiary of the University.
- Any other transactions undertaken by you or a close family member, with the University or any of its subsidiaries during the financial year.
- Gifts, sponsored travel or hospitality received by you in the course of undertaking the duties of a Council member or Senior Executive that are received from a company, business or other entity undertaking transactions with the University or a subsidiary.
- Any other material interest where a conflict of interest or an appearance of conflict of interest with your duties as a Council member / Senior Executive could foreseeably arise.



1.4. Disclosed Register of Interest

Council Members are asked to provide any update to their Disclosed Register of Interest to the Office of the Secretariat (form attached).

Presented by James Harris



**DISCLOSURE FORM FOR
UNE COUNCIL AND SENIOR EXECUTIVE
REGISTER OF INTERESTS**



Council members and Senior Executive of the University of New England owe certain duties to the University. One aspect of fulfilling those duties is to avoid conflicts of interest in which there may be a professional, business or volunteer position or responsibility that interacts with a Council member / Senior Executive responsibility in a manner which may create a conflict of interest or a perceived conflict of interest. To help manage conflicts, Council members / Senior Executive should disclose material interests in other situations or areas in which it might appear that there are conflicting duties. Council members / Senior Executives should additionally take other steps, such as avoiding deliberation and resolution of certain issues, and making appropriate declarations in respect of conflict of interests at Council and Management meetings, if it is determined that those steps are necessary to protect against legal liability to the Council member or to the Senior Executive member personally arising from conflicts of interest.

This Register of Interests will be maintained by the Secretariat of the University of New England.

Subsidiaries of the University of New England of which you or a close family member is a member of the key management personnel.

All other entities of which you or a close family member is a Director or Board member (or equivalent) and that entity has, or there is a reasonable probability it may have, a material dealing involving or affecting the University or its controlled entities.

Employment of you or a close family member by the University or a subsidiary of the University, including consultancies or other income for services rendered, during this financial year.

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Material Business ownerships or part ownerships by you or a close family member, where a business has, or has a prospect of having, transactions with the University or a subsidiary of the University.



Material Shareholdings in public and private companies by you or a close family member, where a company has, or has a prospect of having, transactions with the University or a subsidiary of the University.

Any other transactions undertaken by you or a close family member, with the University or any of its subsidiaries during the financial year.

Gifts, sponsored travel or hospitality received by you in the course of undertaking the duties of a Council member or Senior Executive that are received from a company, business or other entity undertaking transactions with the University or a subsidiary.

Any other material interest where a conflict of interest or an appearance of conflict of interest with your duties as a Council member / Senior Executive could foreseeably arise.

I know of no other position of responsibility or material interest that might give rise to a conflict of interest or the appearance of a conflict of interest.

I declare that the information I have completed on this document is true and correct and not misleading.

Name:	Date:
Signature:	

1.5. * Order of Business

The Committee is asked to **ACCEPT** the Order of Business.

The Committee is asked to **ACCEPT** that non-starred items be adopted.

For Approval

Presented by James Harris

2. MINUTES OF PREVIOUS MEETING

2.1. Confirmation of Minutes

Minutes of the meeting held on 15 March 2019 were approved as a true and correct record via email on 15 May 2019.

Presented by James Harris

2.2. * Matters Arising

The matters arising from previous Open Council meetings are provided below.

Presented by James Harris

Item 2.2 Matters Arising - Open

Meeting/Item	Action	Status
31 January 2019, item 6. General Business	The Pro Vice-Chancellor Academic Innovation to provide a report on the progress of arrangements for student representation at UNE, to the July Council meeting.	In progress – due to July meeting.
15 March 2019, item 4.2. Vice-Chancellor's Report #19017	The Vice-Chancellor was asked to incorporate in the student load updates longer term trends in the student load updates (e.g. over three or four years).	
15 March 2019, item 4.3, Chair Academic Board Report #19018	The Secretary was asked to circulate the full sector comparison report on Academic Boards/Senates to Council Members via Convene.	Complete. Report added to the Council Member and Senior Executive Reference Documents on Convene.
15 March 2019, item 5.1, Approval of Annual Report (Year Ended 31 December 2018) #19019	The Secretary was asked to follow up the possible amendments above and to circulate a copy of the final narrative text once any changes (if required) are made.	Recommend Close. An oral update to be provided to the next meeting. Both queries were followed up though no changes were made.

3. PRESENTATIONS

There are no presentations for today's open meeting.

4. LEADERSHIP REPORTS

4.1. * Chancellor's Report to Council #19035

Council is asked to NOTE the
Chancellor's Open report to Council,
#19035.

For Noting

Presented by James Harris

ITEM 4.1**Chancellor's Open Report to Council #19035**

Council OPEN meeting – 24 May 2019

Purpose

To provide Council with the Chancellor's Open Report for the May 2019 Council Meeting.

Origin of report: Scheduled work plan item.

Related to Terms of Reference: Providing strategic leadership to the University.

Recommendation**Mr James Harris, Chancellor**

Council is asked to NOTE the Chancellor's Open Report to Council, #19035.

Executive Summary

The University of New England, the community of Armidale and surrounds, and indeed everyone involved in livestock breeding and development in Australia and around the world, lost a great friend, advocate and visionary when Dr Arthur Rickards OAM passed away in late April this year. His legacy reaches beyond those many valued specific 'things' he did, such as setting up the Agricultural Business Research Institute, establishing Armidale as an internationally connected breed society hub, and advocating for diversity of gender and age in the governance of the livestock industries. Arthur demonstrated what could be achieved by having a vision, engaging with and building local and international communities, and applying energy and the will to make the goal a reality. He will be greatly missed.

At UNE, our underlying social contract is to contribute to the community through research and through opportunities for education and scholarship. UNE staff at all levels show leadership as they maintain an underlying caring and professional culture that supports our students (regardless of whether they are in Armidale or online) and ensures we connect with our communities. UNE sees the results of this in continued student satisfaction, in quality teaching outcomes, in communities where our research is making a difference and, in other places such as a great college experience or high student rating for the IT support or other support services they receive. It is this approach and a focus and energy in ensuring quality of our programs and delivery that will hold UNE in good stead going forward.

I have been fortunate over the past month or so to witness UNE's community in action in a number of different places, starting with UNE's stand at the Royal Easter Show, in April, at the Graduation Ceremonies held on the 3rd and 4th May and the 2019 Mary White College Chancellor's Dinner, details of which follow.

On the 15 April I attended the day at UNE's Farm of the Future Stand at the Royal Easter Show. Aside from recognising the significant amount of work and planning that went into the organisation and set up of the stand, UNE's display and staff attracted and inspired

ITEM 4.1**Chancellor's Open Report to Council #19035****Council OPEN meeting – 24 May 2019**

thousands of people as to the opportunities in education and research-driven agriculture. A collection of pictures taken during the course of the Show are included below.

On the 3 May 2019 I attended the graduation ceremony for the Faculty of Science, Agriculture, Business and Law Awards, with over 190 students present to accept their awards. Graduands were fortunate to hear from Chair of the Food Agility Board and distinguished food scientist and science administrator, Dr Anne Astin, who provided the occasional address.

At the 4 May ceremony for the Faculty of Humanities, Arts, Social Sciences & Education Awards and the Faculty of Medicine & Health Awards over 500 graduands attended. Guest speaker and distinguished UNE alumnus, Professor Seweryn Ozdowski, spoke about his passion for equity and diversity. The inclement weather during Saturday's graduation provided some logistical challenges but our staff ensured that the students remained their top priority for the day, and although the rain did cause some issues, it was entirely welcome nonetheless.

Among many stories of these two special days, I note there were 24 Aboriginal and Torres Strait Islander graduates, joining a growing cohort of successful Aboriginal and Torres Strait Islander graduates at UNE.

On the 8 and 9 of May I was part of the Chancellor's panel for the Foundations of University Governance course delivered by the Australian Institute of Company Directors. There is no doubt that universities must work to develop constructive and forward-looking governance bodies to ensure the quality of our academic programs and delivery, as well as underlying services and performance. This program helps to support members of UNE's Council and Academic Board and those in equivalent roles at other universities in this key area.

At the time of writing, I am preparing to attend this evening (17 May 2019) the Mary White College, 57th Annual Chancellor's Dinner and address new and continuing students about the opportunities their education provides and I hope to emphasise the value of community awareness and engagement.

On 20 / 21 May I will attend the University Chancellors Council meeting in Melbourne and will provide an update on key matters to Council in due course.

Between now and my next report to Council at the end of July, we will farewell our Vice-Chancellor and Chief Executive Officer, Professor Annabelle Duncan, and also welcome Professor Brigid Heywood to continue to take UNE in bold and innovative new directions.

ITEM 4.1

Chancellor's Open Report to Council #19035

Council OPEN meeting – 24 May 2019

Annabelle joined UNE as Deputy Vice-Chancellor Research in 2010, took on the mantle of Deputy Vice-Chancellor in July 2013, and was appointed as UNE's Vice-Chancellor in March 2014. While there will be further opportunities over the next month or so to acknowledge Professor Duncan and the many achievements that have been realised by UNE under her leadership, I would like to record here my sincere thanks, on behalf of the Council, for all she has done for this University.



UNE's Farm of the Future Stand at the 2019 Sydney Royal Easter Show

I had the pleasure of meeting Dr Rob Wilson, Chair of Agricultural Shows Australia, at the 2019 Sydney Royal Easter Show



A family looks on at one of the displays at the 2019 Sydney Royal Easter Show

ITEM 4.1

Chancellor's Open Report to Council #19035

Council OPEN meeting – 24 May 2019



Dr Anne Astin,
Occasional Address Speaker,
3 May 2019



With Dr Sev Ozdowski,
Occasional Address Speaker,
4 May 2019

4.2. * Vice-Chancellor's Report to Council #19036

Council is asked to NOTE the Vice-Chancellor's Open report to Council,
#19036.

For Noting

Presented by Annabelle Duncan

ITEM 4.2**Vice-Chancellor's Report to Council #19036**

Council OPEN meeting – 24 May 2019

Purpose

To provide the Council's open session with an update regarding the performance, management and operations of the University.

Origin of report: Scheduled work plan item.

Related to Terms of Reference: Monitor the performance of the University and Vice-Chancellor/CEO.

Recommendation**Professor Annabelle Duncan, Vice-Chancellor**

Council is asked to NOTE the Vice-Chancellor's Open report to Council, #19036.

Executive Summary

This report provides an update on the following:

- List of key outreach activities undertaken by the Vice-Chancellor since the last Council meeting;
- University in focus;
- Load report.

Key Information**VC Outreach Activities**

16 March to 1 April 2019	Bhutan trip, please see below for detailed trip report.
3 April 2019	Attended National Press Club Post Budget Address in Canberra.
4 April 2019	Attended the Regional Australia Institute's Regions Rising National Summit and participated in panel session on regional health and the future of education.
8 April 2019	Met with Adam Blakester to discuss the Tamworth Campus proposal. Attended a Universities Australia Board dinner in Canberra.
9 April 2019	Attended the Universities Australia Board meeting in Canberra.
10 April 2019	Attended the Shadow Treasurer Chris Bowen's Budget Reply Address in Canberra.
11 April 2019	Interviewed by Jill Rowbothan for an article for The Australian.
17 April 2019	Attended a Sydney School of Entrepreneurship Board meeting in Sydney.
27 April to 2 May 2019	Indonesia trip, please see below for detailed trip report.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

2 May 2019	Met with Dr Anne Astin, Chair of the Food Agility Board, over dinner.
3 May 2019	Participated in SABL Graduation ceremony, including Oorala Sashing ceremony.
4 May 2019	Participated in MH/HASSE Graduation ceremony, including Oorala Sashing ceremony.
7 May 2019	Participated on the interview panel for the NSW Vice-Chancellor's Committee Secretary in Sydney.
8 May 2019	Met with Andrew Garcia of ICAC to discuss the Commission's role and observed corruption trends.
8 to 10 May 2019	Hosted incoming VC Professor Brigid Heywood for various meetings and dinners.
9 May 2019	Interviewed by Robin Williams, ABC Radio National Science.
10 May 2019	Attended the UNE Open Day Careers Advisors Lunch to thank Career Advisors and support staff for supporting the 2019 Open Day.
13 May 2019	Met with the NSW Chief Scientist, Professor Hugh Durrent-White, followed by lunch.
16 May 2019	Attended Mary White College Chancellor's Dinner and addressed guests.
17 May 2019	Hosted a morning tea for new staff.
18 May 2019	Attended a dinner function with the Bhutanese community.
20 May 2019	Attended the AARNet AGM followed by the Universities Australia Board and Chancellor's dinner in Melbourne.
21 May 2019	Attended the AHEIA EGM followed by the Universities Australia AGM and Plenary in Melbourne.
22 May 2019	Launched the UNE and NSW SES #3things campaign on campus, attended by local media.
23 May 2019	Met with local Aboriginal Elder Mr Cecil Briggs. Officially opened the Yarm Gwanga Outdoor Area, followed by morning tea. Met with Michael Parkinson regarding the external review of UNE's internal audit function.
24 May 2019	Addressed students at the Oorala Aboriginal Centre's Senior Girls Leadership Camp dinner.

Bhutan Trip Report

Date	Events
19 March 2019	Attend Paro Tshechu cultural event followed by dinner with UNE alumni in Thimphu.
20 March 2019	Meeting with Dasho Nidup Dorji VC of the Royal University of Bhutan to sign new MOU regarding staff and student exchanges, research collaborations and joint publications.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

	Met with Minister of Education, Jai BirRai, to discuss ongoing educational collaborations. Dinner with Minister Rai, Kensang Choden Dorji, Director General of Education and Departmental Staff.
21 March 2019	Travelled to Labesa. Delivered address to Faculty of College of Natural Resources and seminar to 3 rd and 4 th year students about UNE and possible collaborations.
23 March 2019	Met with Mr Sacha Dorji and staff of Ugyen Wangchuck Institute for Conservation and Environmental Research. Signed new MOU regarding staff/student exchanges, research collaborations and joint publications. Some of our Ecology and Earth Science students spend time there on alternate years on Colombo Plan scholarships. Presented PhD testamur to Dr "Tiger" Sangay, a recent UNE graduate.
25 March 2019	Dinner with Minister for Education and his wife.
26 March 2019	Travelled to Samtse, visited Thala Hydroelectric generation facility en route. Dinner with UNE alumni employed by Samtse College of Education (SCE), Deans and senior staff.
27 March 2019	Meeting with SCE staff to discuss further collaborations, and offered an IPRA Scholarship to a staff member. Participated in a tour of their campus, library, IT department, counselling centre, and music centre. Delivered seminar to students. Dinner with Officiating President and Deans.
29 March 2019	Visited Paro College of Education and attended morning prayers and assembly, followed by a presentation to the Faculty. Toured campus and then met with senior staff to discuss further collaborations, the main emphasis at present being early childhood education, a new initiative in Bhutan. UNE staff have been involved in a UNICEF funded project to set up an early childhood education centre on their campus.

Indonesia Trip Report

UNE has been engaged within Indonesia for many years, and most prominently over the past five years through the Indobeef project. I travelled to Denpasar on Saturday 27 April and met with the Deputy Vice-Chancellor Research, Pro Vice-Chancellor External Relations and Dr Philip Thomas to participate in the *Indonesia-UNE: Partner and Collaborate* event and other meetings with key industry and government parties.

The point of the event was to be updated on the current collaborations, and involved a number of universities in the discussions with a view to bringing a whole of UNE approach to our Indonesian relationship. Good contacts were made, an MOU was signed with Bengkulu

ITEM 4.2**Vice-Chancellor's Report to Council #19036****Council OPEN meeting – 24 May 2019**

University and several other universities attended the partnering day who are interested in working with us.

Importantly, we signed an agreement with the Director General of RSTHE which allows students who obtain RSTHE scholarships to study at UNE. This agreement was the culmination of several years of work to get UNE accepted on the Indonesian Government list.

University in Focus*Oorala Aboriginal Centre*

During the month of May over 230 Indigenous students will visit the Oorala Aboriginal Centre and the UNE Campus to participate in Open Day, the Senior Girls Youth Leadership Camp, AIME's first Program Day and the Oorala's UNE Experience Day.

At Open Day over 20 Aboriginal and/or Torres Strait Islander students took the time to talk with the Oorala Student Support and/or Youth Program staff. Students, Teachers and Career Advisers either visited the Open Day stall or took the tour and visited Oorala where they found answers to many questions.

The Oorala Senior Girls Youth leadership Camp will host 45 students from Years 11 and 12 for a three day camp. The girls come from 15 different schools across the UNE catchment who will experience an immersive introduction to university life and learn about personal development and a range of life skills, including health, wellbeing and Aboriginal cultural awareness and pride. The camps are designed to provide an opportunity for students to develop important values and skills such as communication, leadership, mindfulness, and respect, and to enhance success and develop pathways beyond high school.

AIME's Program Day 1 was an amazing success, with 161 Aboriginal students attending from nine schools across the Armidale district. Oorala is focused on encouraging Aboriginal and Torres Strait Islander students' to explore what university courses might be suitable to them and the possibilities available before high school finishes and university begins. To further this aim, Oorala hosts a series of UNE Experience Days and it is anticipated that 20 high school students will attend May's Experience Day, which will focus on the study of Environmental Science and Chemistry.

Academic cheating

The Australian Government has announced its intention to make academic cheating, also known as contract cheating, illegal. The proposed laws will benefit UNE and other Australian universities, and help them to manage this growing issue.

Academic cheating has for a number of years been a growing problem for universities in Australia and elsewhere, including UNE. The internet has boosted businesses selling academic

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

cheating services by expanding their marketing and distribution capabilities, and enabling transactions with students.

Universities have well established systems for guarding against “old-fashioned” cheating such as plagiarism and bringing unauthorised material into examinations, however these systems cannot protect universities against ghost-writing, which is the practice where a student pays someone else to write their assignment or thesis. Impersonation is also a problem for universities, especially where assessment is carried out online or in a foreign country.

The proposed laws will outlaw advertising academic cheating services and the provision of such services. Offences will attract significant criminal and/or civil penalties. The laws target the persons providing the cheating services, not students who use them. The Australian Government has provided the regulator, TEQSA, with additional funding for enforcement.

Some commentators have criticised the proposed criminalisation of academic cheating, and expressed the view that universities should be able to assess the learning of their students. From an institutional perspective, the proposed laws would curb cheating and therefore benefit UNE and its academic integrity.

It is unclear whether the ALP will progress the legislation in its current form if it wins government at the upcoming federal election.

UNE is monitoring the progress of the proposed legislation and reviewing the impact the change may have on UNE policies and procedures.

ACIAR IndoBeef Project

Following a recent meeting between ACIAR and DFAT, it has been confirmed that the UNE implemented Indobeef Project in Indonesia will now be extended by an additional \$2.7 million of funding that had been retained by ACIAR.

This is a great achievement by UNE staff, as there had been a stated intention by Australian government to reduce aid funding to Indonesia, and withholding the additional Indobeef money had been clearly flagged as an opportunity to do this.

Credit goes to the nine SABL staff who have impressed both ACIAR and DFAT with their high quality approach to implementing this complex and politically sensitive international research project. The professionalism of staff rendered it very difficult for DFAT not to fund a continuation of the project. The staff involved include Professor Heather Burrow, Professor John Ackerman, Professor Rene Villano, Associate Professor Julian Prior, Associate Professor Christie Chang, Dr Fran Cowley, Dr Romana Roschinsky, Dr Mic Halliday and Mr Michael Coleman.

The *IndoBeef Program Update #8* has been added to the Reading Room, for further information.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

Successful application for additional sub-degree places

In November, 2018 the Government invited all institutions to apply for additional Commonwealth Supported Places (CSPs) for regional campuses in response to the Independent Review into Regional, Rural and Remote Education. In total 500 places were made available across the sector, and UNE applied for 180 places on a continuing basis (115 in 2019).

UNE has been successful in our application, with an additional 40 EFTSL funded in 2019, increasing to 75.8 EFTSL from 2020 onwards. This represents approximately \$480,000 in 2019 and approximately \$910,000 from 2020 onwards. As UNE is already projected to exceed our designated maximum basic grant amount for sub-degree and enabling places for the foreseeable future this additional funding will contribute significantly to improving financial sustainability for these courses.

The 75.8 EFTSL allocation represents some 15% of the total commitment of 500 places.

The following table shows the additional allocation of places granted to UNE from 2019-22:

Course name	Campus	Number of extra allocated places			
		2019	2020	2021	2022
Diploma in Agriculture	Armidale	5	9	9	9
Diploma in Community Welfare and Wellbeing	Armidale	5	8.8	8.8	8.8
Diploma in Modern Languages	Armidale	10	20	20	20
Diploma in Paralegal Studies	Armidale	5	9	9	9
Diploma in Prosecution and Advocacy	Armidale	5	9	9	9
Diploma in Science	Armidale	10	20	20	20
TOTAL		40	75.8	75.8	75.8

Application for additional places in these courses, as well as in sub-degree courses in Town Planning, Arts and Business were unsuccessful. It should be noted however that the increased grant amount applies at the cap group level and performance of load against individual courses is not specifically monitored by the Department.

It should also be noted that these places fall into our designated cap and therefore would not have been funded should Labor fulfil their commitment to re-establish the demand driven system.

Audit sign-off

UNE is now the first university to receive audit sign off for 3 years running, a result of maintaining the quality of the audited financial statements and a strong relationship with the audit team.

ITEM 4.2**Vice-Chancellor's Report to Council #19036****Council OPEN meeting – 24 May 2019***UNE Sydney additional courses*

UNE Sydney is now offering five courses for Trimester 2 including Bachelor of Business (Analytics and Informatics), Bachelor of Accounting, Bachelor of Finance, Master of Information Technology and Master of Business Administration (International), with a total of 126 offers made to potential students to date.

Update – NSW Rugby League Partnership

The University's engagement with NSWRL has been greatly enhanced through the advertisement of two postdoctoral positions and the commencement of two PHD students. The NSWRL will fund the salaries and salary on-costs one of the postdocs for three years. Because the relationship between NSWRL and UNE is now in a very good stead, we are able to connect with NSW Country RL as well as the NRL (both are separate entities to NSWRL). This has enabled us to be named the sponsor for both the Harold Mathews and H.G Ball cups, which are the junior (U16 & 18) NSWRL representative competitions. The value of our NSWRL partnership to Brand UNE is very positive.

First Bespoke Degree student graduated

At the May graduation UNE's very first bespoke degree student graduated. Bespoke degrees are phase 2 of the Bespoke project, allowing students to package together combinations of units that suit their professional needs and achieve an AQF qualification. UNE launched the Bespoke Graduate Certificate in Professional Practice in T2 last year. Enrolments have reached 60 students, already making it one of UNE's most popular Graduate Certificates. It is also available through Open Universities Australia. The Graduate Diploma in Professional Practice commenced in T1 this year, while an undergraduate Bespoke Diploma is currently awaiting Academic Board approval. These degrees were singled out for praise by the TEQSA CEO and Chief Commissioner at the TEQSA conference in November last year, as an example of academic innovation that leverages opportunities within the Australian Qualifications Framework for student-centred degrees.

Appointment of Associate Director of University Collections

The University has established the position within the Dixon Library of Associate Director, University Collections. Narelle Jarry has been appointed to the position, coming to UNE with an impressive career in arts management and curation. Under the governance of the newly-formed University Collections Committee, Narelle will work to develop a whole-of-university strategy to ensure that our impressive collections of art, antiquities, natural history, musical instruments and others are used to directly support the university's core activities of teaching and research; are properly curated and displayed; and become a cultural and heritage focal point for both the New England community, and, through digital presence, for our world-wide network of students and alumni.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

UNE Excels again in ERA Assessment

UNE has again achieved outstanding results for its research quality, as we continue to demonstrate international leadership in a number of established and emerging areas of strength. In 2018, UNE was assessed across 17 two-digit Fields of Research (FoR) and 31 four-digit FoRs, including for the first time, Genetics and Veterinary Sciences.

18 fields of UNE's research received the highest rating of 5* ("well above world standard"), including:

- 01 – Mathematical Sciences
- 0101 – Pure Mathematics: UNE and Macquarie are the only two non-Go8 universities to have achieved 5-star ratings, well above world standard.
- 0303 – Macromolecular and Materials Chemistry
- 0403 – Geology
- 05 – Environmental Sciences
- 0502 – Environmental Science and Management
- 0503 – Soil Sciences
- 0602 – Ecology
- 0603 – Evolutionary Biology
- 0604 – Genetics
- 0608 – Zoology
- 07 – Agricultural and Veterinary Sciences: UNE outperformed all other assessed universities by generating 12 times the national average commercialisation income per FTE.
- 0701 – Agriculture, Land and Farm Management
- 0702 – Animal Production: UNE, UQ, Melbourne, and LaTrobe are the only universities achieving a 5-star rating. UNE generated over five times the national average commercialisation income per FTE (over \$950,000 per FTE), based foremost on ABRI's commercialisation activities, through AGBU's livestock genetic improvement technologies.
- 0707 – Veterinary Sciences
- 1106 – Human Movement and Sports Science
- 1199 – Other Medical and Health Sciences

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

- 1701 – Psychology

Additionally, UNE achieved ERA 4* (“above world standard”) ratings in 6 fields of research, including:

- 04 – Earth Sciences
- 06 – Biological Sciences
- 11 – Medical and Health Sciences
- 1110 – Nursing
- 1604 – Human Geography
- 17 – Psychology and Cognitive Sciences

UNE's research in *2101 – Archaeology* attracted over 24% of Australia's total Category 3 funding (industry and other research funding - amounting to 7.5 times the average of Category 3 income per FTE) in the field, mainly due to the SHARP project funded by the Dubai Municipality.

In *13 – Education*, UNE, UQ, Newcastle and CQU are the only universities to achieve the highest ratings in research engagement, impact and approach to impact.

A comprehensive list of UNE's ERA 2018 results is available on the [Australian Research Council \(ARC\) website](#).

Overall, 85 per cent of our fields of research assessed in 2018 were rated at world standard or above. For the first time, almost half of all our four digit-FoR received ERA ratings of 5. This is an outstanding outcome for UNE.

UNE Achieves Highest Ratings for Research Engagement & Impact

In 2018, the Australian Research Council (ARC) introduced for the first time a national assessment of research Engagement and Impact (EI), which was conducted as companion assessment to ERA.

EI 2018 evaluates three key facets of university-based research:

- **Engagement** - the interaction between researchers and research end-users outside of academia, for the mutually beneficial transfer of knowledge, technologies, methods or resources.
- **Impact** - the contribution that research makes to the economy, society, environment or culture, beyond the contribution to academic research.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

- **Approach to Impact** - the mechanisms used to encourage the translation of research into impacts beyond academia.

The assessment uses a rating scale of low, medium and high.

During this inaugural EI round, UNE was evaluated in 8 research disciplines for research impact. This involved the development of a number of case studies that showcased the benefits that UNE's research programs have delivered to the broader community and the economy, between the years 2011-2016. The EI submission to the ARC was limited to a single case study for each broad field of research code.

UNE achieved the highest rating in research impact across four of these disciplines, including:

- **Agricultural and Veterinary Sciences** – for advanced livestock breeding technologies developed to support agricultural industries increase the profitability of farming operations in Australia and internationally.
- **Economics** – for an innovative technology developed by our researchers, based on consumer preferences for meat eating quality, and its wide adoption by red meat retail operations in Australia and internationally, resulting in improved consumer choices and increases in the profitability of retail operations.
- **Education** – for the QuickSmart program that addresses the needs of middle school students with poor basic skills in literacy and numeracy, with results showing that participants, over a 30 weeks period, consistently achieving skill development equivalent to that normally achieved over 2-3 years of schooling for a peer.
- **Studies in Human Society** – for supporting law enforcement efforts to help fight rural crime, resulting in a reduction of the multi-million dollar cost impacting on farm productivity, affecting rural communities and the country as a whole.

A comprehensive list of UNE's EI 2018 results is available on the [ARC website](#).

International education – response to ABC 4 Corners program report 6 May 2019

UNE's international student cohort is currently 935, studying across all of our faculties and representing 60 different countries.

Our international students contribute to the rich cultural diversity and cosmopolitan atmosphere that Armidale is celebrated for, adding to its regional identity.

UNE ranks highly on the International Student Barometer survey which is considered the global benchmark for the international student experience. UNE ranked number one in the fields of Learning, Arrival, Support and Living.

ITEM 4.2**Vice-Chancellor's Report to Council #19036****Council OPEN meeting – 24 May 2019**

Our relationship with international students goes back more than six decades and we are very familiar with the benefits these students bring to our community and local economy.

A Deloitte Access Economics report estimated that international students studying at UNE contributed a total of \$33 million to the local economy in 2014-15, which is equivalent to 2.5% of the gross regional product.

Many of UNE's international alumni now occupy senior positions in their home countries, which has resulted in extensive collaborative research opportunities for UNE, business opportunities, cultural bridges, and warm personal relationships.

2018 Student Experience Survey

UNE has been ranked the top public university nationally for the quality of its undergraduate student experience according to survey results released on Wednesday.

Surpassed only by Australia's three private universities, UNE exceeded the national averages in Learner Engagement, Teaching Quality and Student Support for an overall satisfaction rating of 84.1% as measured by the 2018 Student Experience Survey (SES).

UNE also performed exceptionally well when it came to overall postgraduate student satisfaction with their coursework, placing second nationally behind the University of Divinity – a private provider.

Over 280,000 students participated in the survey with UNE amongst the top 10 universities for response rate.

The survey results also backs up UNE's standing in the 2019 Good Universities Guide, released in late 2018, which awarded the University the top five-star rating for overall student experience.

The Student Experience Survey collects data on key facets of students' higher education experience annually. The results are published on the Quality Indicators of Teaching and Learning (QILT) [website](#), which provides prospective students with relevant and transparent information about Australian higher education institutions from the perspective of recent students and graduates.

Future Good Systems Co-operative Research Centre

UNE's Future Food Systems Co-operative Research Centre (FFS CRC) will start with a Federal government grant of \$35 million over 10 years, with 57 CRC partners providing an extra \$149.6 million in cash and kind. The hub will conduct research with support from Costa's tomato farm in Guyra, taking new products from prototype to market and developing efficient supply chains from farm to consumer.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

Additional projects include improving Costa's production and recycling systems at the Guyra tomato farm, exploring infrastructure projects such as the water pipeline from Malpas Dam to Guyra, and investigating how the Armidale Airport precinct can support the hub. The hub will also help new horticultural industries, and industry partners like Oz Medicann and Stump Jump, to create new food and pharmaceutical products in the region.

Costa will work closely with UNE and other CRC partners to facilitate a coordinated education and training program for skilled professionals in protected cropping and expose more students to the opportunities within the industry. Costa is also keen to be involved in postgraduate programs (Honours, Masters and PhD) to solve industry problems and have students undertake placements.

Further information can be viewed [here](#).

Country Education Foundation

More country students will have access to tertiary education at UNE thanks to co-sponsored scholarships from the University of New England Foundation (UNEF) and the Country Education Foundation (CEF).

Under the co-contribution partnership agreement, the UNEF will provide up to \$40,000 per annum for three years to the CEF for the program to eligible applicants who can demonstrate financial need and show commitment to achieving their goals. Scholarships are open now for applicants commencing studies in 2020.

The rollout of the UNE-CEF scholarship in 2019 is result of a long-standing relationship going back to at least 2007, when the need to work together was first recognised. As the first regional university established in Australia, UNE is in the best position to support the learning aspirations of Australia's regional and rural communities.

The Country Education Foundation is a national not-for-profit organisation that helps rural and regional communities support local youth access further education. CEF's network of local committees across the country are run by community volunteers all with one thing in common – a passion for seeing rural and regional youth succeed.

Update on projects from the Chief Operating Officer's portfolio

<i>Infrastructure as a Service contract</i>	Awarded contract for Infrastructure as a Service (ie new Cloud Data Centre) to Macquarie Cloud Services
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ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

<i>Gigabit Wi-Fi network</i>	Built a new Gigabit Wi-Fi network in to Kirby Farm for SMART Farm, which connects all of the sheds and provides Eduroam with them and for the surrounding areas.
<i>Centre for Advanced Animal Studies</i>	<i>Centre for Advanced Animal Studies - \$3.1m</i> Construction just complete for the Centre for Advanced Animal Studies Stage 4 project. The works involved the demolition of old building W17 and construction of a 370m2 multipurpose temperature control animal research facility within the Centre for Animal Research and Teaching precinct.
<i>Blackrose Building works</i>	The refurbishment works to the Black Rose building are now complete and the building is now occupied by Legal & Governance, Student Success, Office of Advancement and NTEU. The building was renovated internally to include new office spaces, open plan work areas, kitchenettes, new services and new finishes and upgrade of existing WC facilities. In addition to these works new carpet, paint and blinds were installed to the existing Psychology hut adjacent to Black Rose which now houses UNE's Student Grievance unit.
<i>UNE Boiler House remediation works</i>	Remediation works to the Main Boiler house on Ring Rd are now complete. Remediation works involved the removal of asbestos linings and insulating materials, removal of heavy metals, PCB's and coal dust contaminants. It was an arduous process with asbestos being identified even within the mortar used in the brickwork inside the boilers, resulting in the boilers being demolished brick by brick. The site is now clean and clearance reports have been received. The site now awaits its second life as the site for the proposed Boiler house Discovery Project.
<i>Bellevue Campus projects</i>	Residential Courts demolition is almost complete with all 3 existing residential buildings demolished to ground level. The Development Application for the New Robb College Residential Courts has been submitted to Armidale Regional Council.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

	<p>The Concept design for the remediation of the Dining Hall has been completed.</p> <p>Wright Village Backlog Refurbishment Stages 1 & 2 are complete.</p>
<i>Discretionary spend update</i>	<p>A significant amount of work has occurred in this space to ensure that adequate review of proposed works is undertaken, to determine if the works are discretionary spend or operational or capital projects and to determine if the projects represent good value for money. A comprehensive spreadsheet has been created for better tracking. An update form, business process and process flow are under development currently.</p>
<i>Annual Fire Safety Statements</i>	<p>First round of Annual Fire Safety Statements have been issued for the college network and will be provided to Armidale Regional Council in the coming month. With only a small portion of the 5 - 10 yearly maintenance defects remaining for completion the rest of the Annual Fire Safety statements will now be issued in line with the agreed schedule with Armidale Regional Council.</p>
<i>Blue Tree Project</i>	<p>Extensive work has been occurring in the Health and Wellbeing space with numerous proactive programs and initiatives already occurring in 2019. Today our Health and Wellbeing Officer Miriam Lott launched the Blue Tree Program which raises the awareness of mental health particularly in rural and remote areas. There is a 'Blue Tree' located on campus now which triggers the thought process and discussion around health and future plans are to have 'Blue Trees' located at the UNE properties.</p>
<i>Culture of Risk Management</i>	<p>A noticeable increase in the culture of risk management with more and more areas of the University completing risk assessments and seeking advice from the WHS Team on risk management for their work activities and events. The WHS Team have been selecting 'Safety Champions' every two months to promote this good work to gain continuous improvement in our safety culture. Ooralta has been a recent example of where some great work was identified</p>

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

	with some comprehensive risk management conducted for upcoming Youth Events.
<i>Single Touch Payroll implemented</i>	UNE has successfully implemented Single Touch Payroll which is a new Australian Tax Office (ATO) regulation about when and how businesses report payroll activity by the required deadline of 30 th April. We used to report this information to the ATO once a year, now we need to send a very specific digital report after each pay day. Two significant changes occur from this change that will reduce resource usage being no more payment summary annual reports; and No more employee payment summaries, either. Because the ATO will use single touch payroll reports as the sole record of salary/wages paid, taxes collected, and superannuation contributed. Our employees will be able to see the information that would normally be on their payment summary by logging on to myGov .
<i>Emerging Leader Program</i>	There has been overwhelming demand for the Emerging Leader Program with 32 applications to participate in the program. Based on the level of interest an additional program will be run in 2019.
<i>Workforce Planning Project</i>	Workforce Planning Global have been engaged to assist in establishing a Workforce Planning Framework and implementation of a Workforce Optimisation Tool. Once the project is complete it will provide a high level of sophistication in workforce data and analytics to support better decision making across the University.
<i>UNE Residential System student retention rates</i>	The UNE Residential System is continuing to combat the decline in student numbers in colleges and has recently consulted with Directorates and Faculties, and collectively has identified several initiatives for implementation. Most significantly is: <ul style="list-style-type: none"> - a new portfolio of international, indigenous and equity focussed (e.g. drought) scholarships. These scholarships will target students who wouldn't otherwise have come to UNE and the colleges; - the exploration of a 'One UNE application' approach which looks to combine course,

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

	<p>scholarship and college applications. This is aimed to capture accommodation request leads at an early stage and improve customer service;</p> <ul style="list-style-type: none"> - an enhanced social media campaign targeted at school leavers and their parents.
<i>Residential Colleges Low SES Support and Retention Program</i>	<p>The HEPPP funded Residential Colleges Low SES Support and Retention Program aims to assist vulnerable low SES college students struggling financially and providing them with tailored early interventions to reduce the likelihood of increased mental and psychological stress and reduce these factors impacting their capacity to study and stay at university. Examples of interventions include financial support to pay for uniforms or placement accommodation, supermarket vouchers, mindfulness and yoga classes, finance support to attend private psychological services. The focus of this program is wellbeing and retention. The program is not advertised and can only be accessed by referral from the College, counsellor or student advocate.</p>

Good news items from the Faculty of Science, Agriculture, Business & Law

- End of year data for 2018 showed a promising upward trajectory in overall student load across SABL. Business and Law both increased undergraduate load, while postgraduate and HDR load remained flat. ERS and S&T, despite presenting a slight decline in undergraduate load, showed strong increases in both postgraduate HDR and coursework load.
- The partnership with the Intelli Education Group (IEG) in Malaysia is showing strong growth, with 300 students enrolled for online study in a Bachelor of Business. The Deputy Dean, Professor Caroline Gross, spent 6 weeks in Kuala Lumpur getting the program up and running, and will be spending more time there this year as we make available to Asia additional courses in data science and also paralegal studies. In June SABL are planning a public lecture in Malaysia where Professor Michael Adams will talk about *How Malaysia and Australia can harness the future of the Global Legal Profession – collaboration through a shared legal history* and the Dean will launch our Diploma and Advanced Diploma in Paralegal studies into the Asian market. Please see Attachment 2.
- An international marketing strategy is now in place and a video produced for this purpose, which can be [viewed here](#).

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

- A SABL team led by Professor John Gibson was successful in winning the John Alwright Fellowship (for PHD candidates) Leadership Training tender with training launched at UNE in January 2019.

Good news items from the Faculty of Humanities, Arts, Social Sciences & Education

- [Dr Ingrid Harrington](#), senior lecturer in UNE Inclusive Education, has always had a heart for social justice. She once dreamed of putting this into practice in law, but instead found her niche in a teaching career focused on empowering troubled youths. She's also been able to influence a number of aspects of the school system through her research. Her PhD research, co-funded by Education Queensland, influenced education policy on engaging boys in learning and assisting them to take an early and active interest in their future, and another active research interest has helped school communities understand and better support students on the autism spectrum.
- More Australian primary and secondary schools will be able to connect straight into the classroom of a South Korean partner school with an expansion of UNE's [Asia ConneXions program](#). More than 160 schools in Australia and Asia participate in the program, with more South Korean schools coming on board in 2019 for the Australia-Korea ConneXion (AKC) part of the program, following the signing of a new Memorandum of Understanding in January 2019 at UNE with representatives of the Gimcheon Office of Education, South Korea.
- Bhutanese education leader and UNE School of Education PhD graduate, [Rinchen Dorji](#) is the newly appointed President of Samtse College of Education, under the Royal University of Bhutan – the first pre-service teacher training college in Bhutan. Here, he's working to combine the best of the Bhutanese education system with international best practice in teacher education.
- PhD candidate [Jacob Berg](#) is undertaking an innovative cotutelle program, completing his PhD on Nazi propaganda between UNE and St Andrews University, Scotland, with a supervisory team of world-leading academics from each.
- UNE education PhD graduate, Karma Jigyel will introduce the first [Master of Education \(Inclusive Education\)](#) in spring 2020 at the Paro College of Education.
- A new initiative to build inclusive education practices into Nauruan classrooms is underway, led by the University of New England (UNE) School of Education in collaboration with the Nauruan Government. Associate Professor Pep Serow, Project Leader of Pacific Education and Development initiatives, and Research Coordinator for UNE's School of Education, says the \$680,000 project, signed this month, builds on UNE's role in writing the first inclusive education policy for the Nauruan Government, which was ratified in 2018.
- From the khaki green tunic and breeches to the iconic slouch hat, the uniform of Australian soldiers worn in the Great War is instantly recognisable. But as UNE humanities researcher Dr Anneke Van Mosseveld is discovering, there is still much to uncover about its history. Her work has received the CEW Bean Prize for Military History from the Department of Defence and the S.J Butlin Prize for Economic History from the Economic History Society of Australia and New Zealand.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

- UNE's [Professor Anne Pender](#), with the help of an Australian Research Council Future Fellowship grant, has undertaken a project exploring the lives of 80 Australian actors, and has just published a new book focused on comedy, entitled '[Seven Big Australians: Adventures with Comic Actors](#)'.
- Around 50% of teachers in Nauruan schools are Nauruan nationals who have trained through UNE.
- UNE [Associate Professor Jeanette Berman](#) expected her collaborative research in inclusive education to be a useful resource on her home turf of Australia and New Zealand. But she and her co-authors couldn't anticipate the extraordinary impact it would have further afield, in South America. Jeanette and two UNE colleagues at the time – Professor Lorraine Graham, and PhD graduate Dr Anne Bellert – penned the book 'Sustainable Learning: Inclusive Practices for 21st Century Classrooms', published in 2015, to share their knowledge on a topic close to their heart.

Good news items from the Faculty of Medicine & Health

- The Faculty of Medicine and Health has implemented a new strategy in 2019 that include established new Full Fee Paying (FFP) post graduate entry pathways and implementing new FFP courses to commence in Trimester 3 this year. At the Trimester 1 census this strategy has already netted the University a nearly 300% increase (ie 120 places ahead of budget) in Domestic FFP income in 2019 cf 2018. With the roll out of this strategy over the Trimester 2 and Trimester 3 this year, the Faculty is set to substantially increase this figure.

Load Report

As requested by Council, the following report includes an analysis of longer term trends in annual student load movement over the period since 2016.

The analysis uses actual end-of year data for the years 2016, 2017 and 2018. An estimate of the student load outcomes for EOY 2019 data has been prepared based on the actual outcomes achieved in Trimester 1, 2019.

A table that summarises the time-series trend for various student cohorts is provided below. More detailed tables are provided in the Appendix for each student cohort.

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

University of New England, Student Load 2016 to 2019

Time-series trends for various student cohorts

	Actual EOY			Estimate EOY 2019	Growth since 2018 (%)	Growth since 2016 (%)	Percent Share
	2016	2017	2018				
Total	11,374	12,229	12,271	12,990	+5.9%	+14.2%	100%
Commence	4,244	4,736	4,528	4,898	+8.2%	+15.4%	38%
Continue	7,130	7,493	7,744	8,092	+4.5%	+13.5%	62%
External	7,495	8,326	8,446	9,133	+8.1%	+21.8%	70%
Internal	3,878	3,903	3,826	3,857	+0.8%	-0.6%	30%
Higher Degree Research	446	440	467	506	+8.2%	+13.4%	4%
Postgraduate Cwk	2,264	2,626	2,775	2,863	+3.2%	+26.5%	22%
Undergraduate Award	8,348	8,815	8,693	9,230	+6.2%	+10.6%	71%
Enabling & Non Award	316	348	336	392	+16.5%	+24.0%	3%
C'wlth Supported Place	9,861	10,682	10,600	11,173	+5.4%	+13.3%	86%
Domestic Fee-paying	479	420	409	415	+1.5%	-13.2%	3%
International Fee-paying	740	848	992	1,112	+12.0%	+50.3%	9%
Research Training Program	294	278	270	290	+7.3%	-1.3%	2%
Trimester 1	5,036	5,414	5,289	5,536	+4.7%	+9.9%	43%
Trimester 2	4,656	4,832	4,835	5,156	+6.6%	+10.7%	40%
Trimester 3	1,681	1,984	2,147	2,298	+7.0%	+36.6%	18%

Note: The estimate of the student load outcomes for EOY 2019 data has been prepared based on the actual outcomes achieved in Trimester 1, 2019. The estimate does NOT currently include adjustments to student load (and revenue) that are associated with a small number of fee-paying partnerships established by the Faculty of Science, Agriculture, Business and Law [SABL]. Further work is required to appropriately incorporate this data.

A. Total Student Load

Total student load in 2019 is estimated at **12,990 EFTSL**, some **+14.2%** higher than the figure of **11,374 EFTSL** recorded in 2016. Total student load has increased in every year over the period since 2016. It is estimated that total student load in 2019 will finish **+719 EFTSL (+5.9%)** higher than the 2018 total student load figure of **12,271 EFTSL**.

B. Commencing/Continuing Load and T1 Applicant numbers

Commencing student load in 2019 is forecast at 4,898 EFTSL, some **+15.4%** higher than the figure of **4,244 EFTSL** recorded in 2016. With the exception of 2018, commencing student load has increased each year over the period. A similar level of growth in continuing student load over the period since 2016 (**+13.5%**) has been realised on the back of pipeline associated with the increased commencing load.

Looking more closely at commencing student load in Trimester 1, the growth in commencing load over the period since 2016 is largely attributed to growth each year in the

ITEM 4.2

Vice-Chancellor's Report to Council #19036

Council OPEN meeting – 24 May 2019

number of applicants. The number of T1 applicants has grown by **+29.4%** over the period since 2016.

More detailed time-series data in relation to commencing/continuing load and T1 Applicant numbers is provided in the Appendix.

C. Attendance Mode (External vs Internal)

The University has substantially increased the size of its external student load cohort over the period since 2016. In 2019, external student load is forecast at **9,133 EFTSL**, some **+21.8%** higher than the level of external student load recorded in 2016. In stark contrast, over the same period, the size of our internal (or on-campus) student load cohort has contracted (by **-0.6%**) with a forecast of **3,857 EFTSL** being estimated for end-of-year 2019. According to the latest forecast, external student load represents **70%** of total student load in 2019.

There are a number of factors at play that have shifted the balance toward a growing proportion of students being enrolled externally. More detailed time-series data in relation to student load by attendance mode is provided in the Appendix.

D. Level of Course

Student load has increased at every level of course (HDR, Postgraduate coursework, Undergraduate award, and Enabling/Non Award) over the period since 2016. Compared to the overall level of growth (**+14.2%**), student load has grown most strongly at the postgraduate coursework level (**+26.5%**).

Growth in this area is thought to have been at least partially fuelled by the availability of Commonwealth Supported Places at the postgraduate coursework level, coupled with our willingness to admit students above the capped funding level set by government, based on our assumptions around the marginal cost of enrolling such students. It should be recognised that the Master of Nursing Practice has also made a significant contribution to growth at the postgraduate coursework level, almost exclusively through a growing cohort of international fee-paying students.

Growth in undergraduate award student load of **+10.6%** since 2016 is forecast to be achieved by the end of 2019. This cohort represents **71%** of total student load in 2019 and remains our single largest student group. More detailed time-series data in relation to student load by level of course is provided in the Appendix.

E. Funding Source

Over the period since 2016, student load has grown most strongly among students enrolled in a Commonwealth Supported Place (CSP) (**+13.3%**) and international fee-paying students (**+50.3%**). In contrast, student load associated with domestic-fee-paying students and HDR

ITEM 4.2**Vice-Chancellor's Report to Council #19036****Council OPEN meeting – 24 May 2019**

students enrolled under Research Training Program (RTP) arrangements has declined since 2016, by **-13.2%** and **-1.3%**, respectively.

Recent growth in domestic fee-paying student load (which is forecast to grow by **+1.5%** in 2019 over 2018, and significantly more than what was proposed in the initial 2019 budget) is a positive sign. The growth in 2019 reflects renewed effort by faculties to develop products and to pursue partnerships that will increase fee-paying student load.

F. Trimester

The most noticeable trend in relation to course load at the trimester level is the strong growth in Trimester 3 load which has grown by **+36.6%** since 2016. The growth in T3 load is largely associated with the growth in external student load with external students being more likely than internal (or on-campus) students to enrol in Trimester 3 units.

Attachments

- Attachment 1 – Research Highlights 2019
- Attachment 2 – Presentation to IEG by Deputy Dean SABL Professor Caroline Gross
- Attachment 3 – load report comparisons

4.3. * Chair Academic Board Report #19037

Council is asked to:

- 1) APPROVE the proposed resolution definitions for “Approve”; “Endorse” and “Note” (attachment 1);
- 2) APPROVE the 2021 Principal Dates, which have been endorsed and recommended to Council by the Academic Board (see attachment 2);
- 3) APPROVE the proposed minor amendments to the Research Committee of Academic Board terms of reference (see attachment 3);
- 4) NOTE the revised Academic Board and Committee Standing Orders (which now include communication protocols at clause 93) approved by the Board on 15 April 2019;
- 5) NOTE the Institutional Benchmarks update regarding Graduate Satisfaction and Employer Satisfaction; and
- 6) NOTE the Chair of Academic Board Open report to Council, #19037.

For Endorsement

Presented by Mark Perry

ITEM 4.3**Chair Academic Board Report #19037**

Council OPEN meeting – 24 May 2019

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 of report: Scheduled work plan item.

Related to Terms of Reference: Oversee and monitor the academic activities of the University.

Recommendation**Professor Mark Perry, Chair of Academic Board**

Council is asked to:

- 1) APPROVE the proposed resolution definitions for "Approve"; "Endorse" and "Note" (attachment 1);
- 2) APPROVE the 2021 Principal Dates, which have been endorsed and recommended to Council by the Academic Board (see attachment 2);
- 3) APPROVE the proposed minor amendments to the Research Committee of Academic Board terms of reference (see attachment 3);
- 4) NOTE the revised Academic Board and Committee Standing Orders (which now include communication protocols at clause 93) approved by the Board on 15 April 2019;
- 5) NOTE the Institutional Benchmarks update regarding Graduate Satisfaction and Employer Satisfaction; and
- 6) NOTE the Chair of Academic Board Open report to Council, #19037.

Executive Summary

This report summarises those key matters considered by the Academic Board at its meeting on 15 April 2019, from an urgent flying minute to Academic Board on 1 May 2019, and by Academic Board Standing committee at its 14th May meeting.

ITEM 4.3

Chair Academic Board Report #19037

Council OPEN meeting – 24 May 2019

Key Information

At the **Academic Board Standing Committee**, meeting on 14 May, the committee:

- had a preliminary discussion regarding the recent TEQSA conditional reregistration of Charles Sturt University, arising in part due to a perceived lack of quality academic oversight and the recent media reports regarding admission of some international students without the appropriate standard for entry, and potential lessons for UNE;
- endorsed and recommended to Academic Board the proposed definitions for “Approve”; “Endorse” and “Note” (attachment 1);
- discussed concerns around academic governance and compliance for the ‘Bespoke’ courses/units, as flagged to the Chief Legal and Governance Officer (CLGO);
- accepted the final report re academic delegations (mapped from current Policy); and
- proposed a self-review of the Academic Board and its Committees, with the new structuring having been in place for almost 12 months;
- had a presentation by the CLGO regarding the progress of the Policy Committee and its role in recommending policy revisions, for example the reconstitution of the Graduate Research Examinations Board Committee to have an academic constitution as it makes academic decisions;
- a member raised concern around IEG (Malaysia) Business School students not meeting English language requirements;
- determined to action the required annual self-review of the Academic Board and its Committees, with the new structuring having been in place for almost 12 months, and being informed by other Boards self-reviews; and
- endorsed and recommended, subject to minor amendments, two course proposals (both relate to the admission delivery of courses to international students via UNE Sydney for T2 2019) to the Vice-Chancellor for approval, that is:
 - Bachelor of Business – 2019; and
 - Master of Business Administration (International) – 2019.

Following discussion and suggested corrections/changes regarding the proposed **Principal Dates 2021** at the 15 April 2019 meeting, the Academic Board, via flying minute, endorsed and recommended to Council for approval the Principal Dates 2021 (attachment 2). Board members agreed this recommendation via quorum, noting that steps were being taken to improve the presentation of the dates to make it easier to follow relevant key dates.

The Academic Board endorsed and recommend to Council for approval, interim changes to the **Research Committee Terms of Reference** (see attachment 3) to ensure that these terms of reference align with the [Australian Code for the Responsible Conduct of Research 2018](#), with which UNE is required to be compliant by 1 July 2019. The changes ensure oversight of research integrity and research ethics (the latter not impacting the independence of UNE’s ethics committees) clearly falls within the purview of the Committee.

ITEM 4.3

Chair Academic Board Report #19037

Council OPEN meeting – 24 May 2019

To support Academic Board members to communicate with their colleagues regarding those matters and decisions of the Academic Board, the Board endorsed the inclusion of a specific section regarding communication protocols to the [Academic Board and Committee Standing Orders](#).

Other matters discussed by the Board at the 15 April 2019 meeting included:

- The Board were provided with a **report from the Director of Audit and Risk** outlining 17 draft Academic Risks (strategic and operational) and providing explanation re how risk is approached and categorised, e.g. ‘corporate risks’ are those that may hinder our objectives. The Director Audit and Risk confirmed that academic risks were still draft but would be settled once operational plans including Teaching and Learning and Faculty Plans were finalised. The Board had a discussion around the nature of risk and how such risks will be regularly report to the Board going forward.
- The **Strategic Discussion** for the day focused on Higher Education Standards Framework (HESF Domain 3) “Teaching”. One of the items that received attention was the need for Academic Board to ensure the quality of the assessment framework across campus, taking into consideration the disparate needs of various disciplines. Suggestions on improving our assessment procedures and raising their quality are asked for submission to the Teaching and Learning Committee.
- As part of the **Chair of Academic Board Report** a discussion on the role of the Board in ensuring that culture and policies across the campus support innovation was had, and examples of academic innovations across the University were outlined. Board members noted that
 - academics are by nature innovative, naturally in their research but also often in their approach to the learning environment;
 - the Board must ensure that innovation brings to bear practices that are of appropriate quality, as well as pointing out shortfalls and excellence
 - the Board should monitor culture as a key component as innovation drives more innovation, and a culture supporting positive engagement and interactions with each other, where people were helpful and friendly, was more likely to give improvements and positive outcomes.
- The Board were informed about the progress of the **Academic Delegations Working Party**, which is a working party of the Academic Board Standing Committee formed to map the delegations inherent in all existing academic policies. It provides an excellent reference point for the academic policy and rule changes that will be brought forward as part of the Policy Rationalisation program.
- The **Chair Research Committee Report** highlighted the need for changes to Graduate Research Examinations Board (GREB) Terms of Reference to improve quality focus of this committee. These changes were noted subject to review by the Policy Committee. The Board noted the excellent visit and presentations on Higher Degree

ITEM 4.3

Chair Academic Board Report #19037

Council OPEN meeting – 24 May 2019

Research governance best practice from visiting University of Western Australia adjunct Professor Kate Wright. These presentations are available on request.

- Changes to the Joint Medical Program Student Academic Misconduct Policy were endorsed by the Academic Board as part of the **Chair of Teaching and Learning Committee Report**. The Committee recommended the formation of a working group to review assessment practices among other things to ensure assessment appropriately aligned with learning outcomes; and also the agreement on minimum standards and design considerations for courses and units to ensure consistent quality of experience for students, regardless of mode or faculty and availability of units for progression. The Committee also
 - outlined to the Board its proposed approach to following up best practice approaches to teaching and learning committee issues identified during Committee meetings
 - discussed the student completions report for the 2017 year (see summary in appendix 1) and the Quality Indicators in Teaching and Learning (QILT) survey outcomes (see Attachment 4);
 - and requested further background on governance of Bespoke courses.
- As part of the **Chair of Curriculum Committee Report** the Board endorsed and recommended to the Vice-Chancellor for approval significant course proposals:
 - Graduate Certificate in eLearning, GCel (HASSE);
 - Master of Nursing Practice, MNP (M&H) interim changes for T2, 2019;
 - Master of Nursing Practice, MNP (M&H) proposed from T3, 2019
 - Bachelor of Nursing, BN, #AB19023(b).
 - Bachelor of Clinical Exercise Physiology (SABL)
 - Bachelor of Exercise and Sports Science (SABL)
 - Master of International Business (SABL)
 - Bachelor of Business – Elite International Credit Assessment
 - Bachelor of Business – Elite International Articulation Agreement
 - Bachelor of Business - WUXI South Ocean College Credit Assessment
 - Diploma in Science
 - Credit assessment agreement with Qingdao Technological University Qindao College (QTUQC) for the Bachelor of Accounting; and
 - the Bachelor of Accounting; and
 - Graduate Diploma in Professional Practice G DPRP;
 - Graduate Certificate in Professional Practice G CPRP; and
 - Pathway Enabling Course ENABLE.
- The Students' Report requested the Chair of Academic Board to ask for increased exposure from the PVCAI of the '[Teaching and Learning Expectations for Staff and Students](#)' – as these guidelines are considered helpful for students to understand their responsibilities and what they can expect from UNE.

ITEM 4.3**Chair Academic Board Report #19037****Council OPEN meeting – 24 May 2019**

- The Board elected Professor Anne-Marie Morgan as Academic Board's elected Professor member of the HDTT Committee of Council.

Appendices and Attachments

Appendix 1: Conclusion from 2017 Annual Student Completions Report

Attachment 1: Proposed resolution definitions for “Approve”; “Endorse” and “Note” (for approval)

Attachment 2: 2021 Principal Dates (for approval)

Attachment 3: Minor amendments to the Research Committee Terms of Reference (for approval)

ITEM 4.3

Chair Academic Board Report #19037

Council OPEN meeting – 24 May 2019

Appendix 1**Extract – Conclusion of 2017 Annual Student Completions Report (Part of Chair TLC Report to Academic Board - 15 April 2019 meeting)**

The findings for Undergraduate students indicate that the numbers of UG students successfully completing is on the rise at UNE. As UNE's female UG cohort represents around 67% of the student population, UG female students complete in higher numbers than their male counterparts. The same is true for the UG 25 years of age and over cohort. UNE's UG external cohort represented 77% of the student enrolment in 2017, however only 64% of the completing students in the year. Despite that, the UG external cohort continues to improve in their completion numbers year on year, as the internal UG cohort has seen fluctuating results over the 3 years. Over the 3 years, UG enrolments in the Schools of Education and Humanities, Arts & Social Sciences have been the highest in the university, and at the same time, the schools have completed 21.54% and 23.09% respectively of the UG completions in 2017. UG students in the School of Law completed in a smaller proportion than they enrolled during 2017, and the reverse was true in the School of Health, where a larger proportion of the UG population of students completed than enrolled.

The findings for Postgraduate Coursework students indicate that external PG students successfully complete in the highest numbers at UNE, followed by PG students who are over 25 years of age, and those who are female. Over the 3 years of data, PG students in the School of Education have consistently completed in higher numbers than their counterparts in other schools at the University, which is to be expected, as they also represent the highest enrolment numbers. International PG students completed in fewer numbers in 2017 than 2015, however the result was better than 2016's completion numbers for the cohort.

The findings for Higher Degree Research students indicate that all HDR students who completed in 2017 were over 25 years of age, and that the majority were internal students. The data also shows that the number of female HDR students who completed in 2017 was much closer to the number of male HDR students who completed than in previous years. Less international HDR students completed in 2017 than 2016, and less HDR international students enrolled at UNE in 2017. Over the 3 years of data, HDR students in the Schools of Environmental & Rural Science and Humanities, Arts & Social Sciences have completed in the highest numbers across the University.

The next step in this analysis will be to interrogate the results and trends identified here and devise appropriate and targeted action to address issues where possible. We encourage schools to engage with this data to identify areas that might deserve some further investigation within their school or course and take action where possible or bring suggestions back to Academic Board or the University Teaching and Learning and Committee that may drive improvement across the whole institution.

Attachment 1

Definitions of “approve”, “endorse” and “note”

Approve - is a statement to indicate the official acceptance of a proposal, recommendation, or other matter. It is a function of the role/committee with delegated authority to do so.

Endorse - is a statement to indicate the official support of a proposal, recommendation, or other matter by a person/committee with authority (direct or delegated) to do so, and at the appropriate point(s) in a decision making or approval process.

Note - is an official record to recognise the receipt of an approval, endorsement, proposal, report, recommendation, or other matter.

Attachment 2 - Draft 2021 Principal Dates - clean copy

Draft 2021 Principal Dates

Day	Date	Event
Friday	1 January 2021	NEW YEAR'S DAY
Monday	4 January 2021	Teaching Starts for Block A Teaching Starts for Extended Period 1 Teaching Starts for Flexible Period A (2021) Teaching recommences for Trimester 3 (2020)
Wednesday	6 January 2021	Last Day to add Block A units to an existing enrolment Latest day for release of results for Flexible Period A (2020), Block F (2020), Extended Period 2 (2020)
Friday	8 January 2021	Census Day Flexible Period F (2020) Census Day, Year Long Honours 3 (2020)
Monday	11 January 2021	Last Day to add Extended Period 1 units to an existing enrolment Last Day to add Flexible Period A units to an existing enrolment
Monday	18 January 2021	Census Day Block A
Tuesday	26 January 2021	AUSTRALIA DAY
Monday	1 February 2021	Last day to withdraw without academic penalty for Block A
Friday	5 February 2021	Teaching Ends for Trimester 3 (2020), Flexible Period B (2020), Year Long Period 2 (2020)
Monday	8 February 2021	Census Day Extended Period 1 Trimester 3 (2020) - Assessment & Intensive Period 2 starts Flexible Period B (2020) - Assessment & Intensive Period starts Year Long Period 2 (2020) - Assessment & Intensive Period starts
Friday	12 February 2021	Teaching Ends for Block A
Monday	15 February 2021	Block A - Intensive & Assessment Period Starts Last Day to Withdraw without Academic Penalty for Flexible Period E (2020) Examinations for Trimester 3 (2020) start
Friday	19 February 2021	Orientation Start (International) for Trimester 1
Monday	22 February 2021	Orientation Start (On-Campus) for Trimester 1 Last Day to Withdraw without Academic Penalty for Year Long Honours 2 (2020)
Friday	26 February 2021	Trimester 3 (2020) - Assessment & Intensive Period 2 Ends Examinations for Trimester 3 (2020) ends Trimester 3 (2020) Ends Flexible Period B (2020) Ends Year Long Period 2 (2020) Ends Block A - Intensive & Assessment Period Ends

Day	Date	Event
		Block A Ends Orientation End (International and On-Campus) for Trimester 1
Monday	1 March 2021	Teaching Starts for Trimester 1 Teaching Starts for Year Long 1 Year Long Honours 1 Starts Teaching Starts for Block B Teaching Starts for Flexible Period B (2021) Earliest Day for results release for Block A, Trimester 3 (2020), Flexible Period B (2020), Year Long Period 2 (2020)
Wednesday	3 March 2021	Last Day to add Block B units to an existing enrolment
Monday	8 March 2021	Last Day to add Trimester 1 units to an existing enrolment Last Day to add Year Long 1 units to an existing enrolment Last Day to add Flexible Period B (2021) units to an existing enrolment Last Day to add Year Long Honours 1 units to an existing enrolment
Wednesday	10 March 2021	Latest Day for results release for Block A, Trimester 3 (2020), Flexible Period B (2020), Year Long Period 2 (2020)
Friday	12 March 2021	Census Day Block B
Monday	15 March 2021	Census Day Flexible Period A (2021)
Monday	22 March 2021	Census Day Trimester 1
Monday	29 March 2021	Last day to withdraw without academic penalty for Block B
Friday	2 April 2021	GOOD FRIDAY
Saturday	3 April 2021	EASTER SATURDAY
Sunday	4 April 2021	EASTER SUNDAY
Monday	5 April 2021	EASTER MONDAY
Friday	9 April 2021	Teaching Ends for Block B Teaching Ends for Flexible Period C (2020)
Monday	12 April 2021	Trimester 1 - Intensive & Assessment Period 1 Starts Block B - Intensive & Assessment Period Starts Last Day to Withdraw without Academic Penalty for Flexible Period F (2020)
Friday	16 April 2021	Census Day Year Long 1
Monday	19 April 2021	Year Long Honours 2 (2020) Ends
Friday	23 April 2021	Trimester 1 - Intensive & Assessment Period 1 Ends Flexible Period C (2020) Ends Block B - Intensive & Assessment Period Ends Block B Ends

Day	Date	Event
Sunday	25 April 2021	ANZAC DAY
Monday	26 April 2021	Teaching Recommences for Trimester 1 Teaching Starts for Block C Teaching Starts for Flexible Period C (2021) Earliest Day for results release for Block B Census Day Year Long Honours 1
Wednesday	28 April 2021	Last Day to add Block C units to an existing enrolment
Friday	30 April 2021	Graduation Day - Faculty of Humanities, Arts, Social Sciences and Education Awards and Faculty of Medicine and Health Awards
Saturday	1 May 2021	Graduation Day - Faculty of Science, Agriculture, Business and Law Awards
Monday	3 May 2021	Last Day to add Flexible Period C (2021) units to an existing enrolment Last day to withdraw without academic penalty for Trimester 1 Last day to withdraw without academic penalty for Extended Period 1
Wednesday	5 May 2021	Latest Day for results release for Block B
Friday	7 May 2021	UNE Open Day Census Day Block C
Thursday	13 May 2021	Census Day Flexible Period B (2021)
Monday	24 May 2021	Last day to withdraw without academic penalty for Block C
Friday	28 May 2021	Teaching Ends for Trimester 1 Teaching Ends for Flexible Period D (2020) Teaching Ends for Year Long Period 3 (2020)
Monday	31 May 2021	Trimester 1 - Intensive & Assessment Period 2 Starts
Friday	4 June 2021	Teaching Ends for Block C Teaching Ends for Extended Period 1
Monday	7 June 2021	Block C - Intensive & Assessment Period Starts Extended Period 1 - Intensive & Assessment Period Starts Examinations for Trimester 1 start
Monday	14 June 2021	QUEEN'S BIRTHDAY
Friday	18 June 2021	Trimester 1 - Intensive & Assessment Period 2 Ends Examinations for Trimester 1 end Trimester 1 Ends Block C - Intensive & Assessment Period Ends Block C Ends Extended Period 1 - Intensive & Assessment Period Ends

Day	Date	Event
		Extended Period 1 Ends Flexible Period D (2020) Ends Year Long Period 3 (2020) Ends
Monday	21 June 2021	Earliest Day for results release for Trimester 1 Orientation Day (International and On-Campus) for Trimester 2 Earliest Day for results release for Block C Earliest Day for results release for Extended Period 1 Last day to withdraw without academic penalty for Flexible Period A (2021)
Monday	28 June 2021	Teaching Starts for Trimester 2 Teaching Starts for Year Long 2 Year Long Honours 2 Starts Teaching Starts for Block D Teaching Starts for Extended Period 2 Teaching Starts for Flexible Period D (2021)
Wednesday	30 June 2021	Last Day to add Block D units to an existing enrolment Latest Day for results release for Trimester 1 SSAF Date Research Period 1 Latest Day for results release for Block C Latest Day for results release for Extended Period 1
Monday	5 July 2021	Last Day to add Trimester 2 units to an existing enrolment Last Day to add Year Long 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 (2021) units to an existing enrolment Last Day to add Year Long Honours 2 units to an existing enrolment
Thursday	8 July 2021	Census Day Flexible Period C (2021)
Friday	9 July 2021	Census Day Block D
Monday	19 July 2021	Census Day Trimester 2
Monday	26 July 2021	Last day to withdraw without academic penalty for Block D
Monday	2 August 2021	Census Day Extended Period 2
Friday	6 August 2021	Teaching Ends for Block D Teaching Ends for Flexible Period E (2020)
Monday	9 August 2021	Trimester 2 - Intensive & Assessment Period 1 Starts Block D - Intensive & Assessment Period Starts
Monday	16 August 2021	Census Day Year Long 2 Last day to withdraw without academic penalty for Flexible Period B
Wednesday	18 August 2021	Year Long Honours 3 (2020) Ends

Day	Date	Event
Thursday	19 August 2021	Orientation Day (International) for Block E, Flexible Period E
Friday	20 August 2021	Trimester 2 - Intensive & Assessment Period 1 Ends Block D - Intensive & Assessment Period Ends Block D Ends Orientation Day (On-Campus) for Block E, Flexible Period E Flexible Period E (2020) Ends
Monday	23 August 2021	Teaching Recommences for Trimester 2 Teaching Starts for Block E Teaching Starts for Flexible Period E (2021) Earliest Day for results release for Block D
Tuesday	24 August 2021	Census Day Year Long Honours 2
Wednesday	25 August 2021	Last Day to add Block E units to an existing enrolment
Friday	27 August 2021	Graduation Day - Faculty of Science, Agriculture, Business and Law Awards
Saturday	28 August 2021	Graduation Day - Faculty of Humanities, Arts, Social Sciences and Education Awards and Faculty of Medicine and Health Awards
Monday	30 August 2021	Last Day to add Flexible Period E (2021) 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 1
Wednesday	1 September 2021	Latest Day for results release for Block D
Friday	3 September 2021	Census Day Block E
Tuesday	7 September 2021	Census Day Flexible Period D (2021)
Monday	20 September 2021	Last day to withdraw without academic penalty for Block E
Friday	24 September 2021	Teaching Ends for Trimester 2 Teaching Ends for Year Long 1 Teaching Ends for Flexible Period F (2020)
Monday	27 September 2021	Trimester 2 - Intensive & Assessment Period 2 Starts Year Long 1 - Intensive & Assessment Period Starts
Friday	1 October 2021	Teaching Ends for Block E
Monday	4 October 2021	LABOUR DAY
Tuesday	5 October 2021	Block E - Intensive & Assessment Period Starts Last day to withdraw without academic penalty for Year Long Honours 1 Examinations for Trimester 2 start
Monday	11 October 2021	Last day to withdraw without academic penalty for Flexible Period C
Friday	15 October 2021	Trimester 2 - Intensive & Assessment Period 2 Ends Examinations for Trimester 2 end Trimester 2 Ends

Day	Date	Event
		Year Long 1 - Intensive & Assessment Period Ends Year Long 1 Ends Block E - Intensive & Assessment Period Ends Block E Ends Flexible Period F (2020) Ends
Monday	18 October 2021	Earliest Day for results release for Trimester 2 Earliest Day for results release for Year Long 1 Earliest Day for results release for Block E
Friday	22 October 2021	Orientation Day (International and On-Campus) for Trimester 3
Monday	25 October 2021	Teaching Starts for Trimester 3 Teaching Starts for Year Long 3 Year Long Honours 3 Starts Teaching Starts for Block F Teaching Starts for Flexible Period F (2021) Last day to withdraw without academic penalty for Extended Period 2
Wednesday	27 October 2021	Last Day to add Block F units to an existing enrolment Latest Day for results release for Trimester 2 Latest Day for results release for Year Long 1 Latest Day for results release for Block E
Monday	1 November 2021	Last Day to add Trimester 3 units to an existing enrolment Last Day to add Year Long 3 units to an existing enrolment Last Day to add Flexible Period F (2021) units to an existing enrolment Last Day to add Year Long Honours 3 (2021) units to an existing enrolment
Thursday	4 November 2021	Census Day Flexible Period E
Friday	5 November 2021	Census Day Block F
Thursday	18 November 2021	Census Day Trimester 3
Monday	22 November 2021	Last day to withdraw without academic penalty for Block F
Friday	26 November 2021	Year Long Honours 1 Ends
Monday	29 November 2021	Earliest Day for results release for Year Long Honours 1
Friday	3 December 2021	Teaching Ends for Block F Teaching Ends for Extended Period 2 Teaching Ends for Flexible Period A (2021)
Monday	6 December 2021	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

Day	Date	Event
Wednesday	8 December 2021	Latest Day for results release for Year Long Honours 1
Thursday	9 December 2021	Graduation Day - Faculty of Medicine and Health Awards
Friday	10 December 2021	Graduation Day - Faculty of Science, Agriculture, Business and Law Awards
Saturday	11 December 2021	Graduation Day - Faculty of Humanities, Arts, Social Sciences and Education Awards
Monday	13 December 2021	Last day to withdraw without academic penalty for Trimester 3 Last day to withdraw without academic penalty for Year Long 2 Last day to withdraw without academic penalty for Flexible Period D Census Day Year Long 3
Friday	17 December 2021	Trimester 3 - Intensive & Assessment Period 1 Ends Block F - Intensive & Assessment Period Ends Block F Ends Extended Period 2 - Intensive & Assessment Period Ends Extended Period 2 Ends Flexible Period A (2021) - Intensive & Assessment Period Ends Flexible Period A (2021) Ends
Monday	20 December 2021	Earliest Day for results release for Block F Earliest Day for results release for Extended Period 2 Earliest Day for results release for Flexible Period A (2021)
Tuesday	21 December 2021	Census Day Year Long Honours 3
Saturday	25 December 2021	CHRISTMAS DAY
Sunday	26 December 2021	BOXING DAY
Monday	27 December 2021	CHRISTMAS DAY HOLIDAY
Tuesday	28 December 2021	BOXING DAY HOLIDAY
Friday	31 December 2021	SSAF Date Research Period 2
Saturday	1 January 2022	NEW YEAR'S DAY
Monday	3 January 2022	NEW YEAR'S DAY HOLIDAY
Tuesday	4 January 2022	Teaching Recommences for Trimester 3 (2021) Census Day Flexible Period F (2021)
Wednesday	5 January 2022	Latest Day for results release for Block F (2021) Latest Day for results release for Extended Period 2(2021) Latest Day for results release for Flexible Period A (2021)
Wednesday	26 January 2022	AUSTRALIA DAY
Monday	31 January 2022	Last day to withdraw without academic penalty for Year Long Honours 2 (2021)
Friday	4 February 2022	Teaching Ends for Trimester 3 (2021) Teaching Ends for Year Long 2 (2021)
Monday	7 February 2022	Trimester 3 (2021) - Intensive & Assessment Period 2 Starts

Day	Date	Event
		Year Long 2 (2021) - Intensive & Assessment Period Starts Last day to withdraw without academic penalty for Flexible Period E (2021)
Monday	14 February 2022	Teaching Ends for Flexible Period B Examinations for Trimester 3 (2021) start
Tuesday	15 February 2022	Flexible Period B (2021)- Intensive & Assessment Period Starts
Friday	25 February 2022	Trimester 3 (2021)- Intensive & Assessment Period 2 Ends Examinations for Trimester 3 (2021) end Trimester 3 (2021) Ends Year Long 2 (2021) - Intensive & Assessment Period Ends Year Long 2 (2021)Ends Flexible Period B (2021)- Intensive & Assessment Period Ends Flexible Period B (2021) Ends
Monday	28 February 2022	Earliest Day for results release for Trimester 3 (2021) Earliest Day for results release for Year Long 2 (2021) Earliest Day for results release for Flexible Period B (2021)
Wednesday	9 March 2022	Latest Day for results release for Trimester 3 (2021) Latest Day for results release for Year Long 2 (2021) Latest Day for results release for Flexible Period B (2021)
Friday	8 April 2022	Year Long Honours 2 (2021) Ends Teaching Ends for Flexible Period C (2021)
Monday	11 April 2022	Flexible Period C (2021) - Intensive & Assessment Period Starts Earliest Day for results release for Year Long Honours 2 (2021) Last day to withdraw without academic penalty for Flexible Period F (2021)
Friday	15 April 2022	GOOD FRIDAY
Saturday	16 April 2022	EASTER SATURDAY
Sunday	17 April 2022	EASTER SUNDAY
Monday	18 April 2022	EASTER MONDAY
Wednesday	20 April 2022	Latest Day for results release for Year Long Honours 2 (2021)
Friday	22 April 2022	Flexible Period C (2021) - Intensive & Assessment Period Ends Flexible Period C (2021) Ends
Monday	25 April 2022	ANZAC DAY
Tuesday	26 April 2022	Earliest Day for results release for Flexible Period C (2021)
Monday	2 May 2022	Last day to withdraw without academic penalty for Year Long 3 (2021)
Wednesday	4 May 2022	Latest Day for results release for Flexible Period C (2021)
Friday	27 May 2022	Teaching Ends for Year Long 3 (2021)
Monday	30 May 2022	Year Long 3 (2021) - Intensive & Assessment Period Starts Last day to withdraw without academic penalty for Year Long Honours 3 (2021)

Day	Date	Event
Friday	3 June 2022	Teaching Ends for Flexible Period D (2021)
Monday	6 June 2022	Flexible Period D (2021)- Intensive & Assessment Period Starts
Monday	13 June 2022	QUEEN'S BIRTHDAY
Friday	17 June 2022	Year Long 3 - Intensive & Assessment Period Ends Year Long 3 Ends Flexible Period D (2021) - Intensive & Assessment Period Ends Flexible Period D (2021) Ends
Monday	20 June 2022	Earliest Day for results release for Year Long 3 (2021) Earliest Day for results release for Flexible Period D (2021)
Wednesday	29 June 2022	Latest Day for results release for Year Long 3 (2021) Latest Day for results release for Flexible Period D (2021)
Friday	5 August 2022	Year Long Honours 3 Ends (2021) Teaching Ends for Flexible Period E (2021)
Monday	8 August 2022	Flexible Period E (2021) - Intensive & Assessment Period Starts Earliest Day for results release for Year Long Honours 3 (2021)
Wednesday	17 August 2022	Latest Day for results release for Year Long Honours 3 (2021)
Friday	19 August 2022	Flexible Period E (2021) - Intensive & Assessment Period Ends Flexible Period E (2021) Ends
Monday	22 August 2022	Earliest Day for results release for Flexible Period E (2021)
Wednesday	31 August 2022	Latest Day for results release for Flexible Period E (2021)
Friday	30 September 2022	Teaching Ends for Flexible Period F (2021)
Monday	3 October 2022	LABOUR DAY
Tuesday	4 October 2022	Flexible Period F (2021) - Intensive & Assessment Period Starts
Friday	14 October 2022	Flexible Period F (2021) - Intensive & Assessment Period Ends Flexible Period F (2021) Ends
Monday	17 October 2022	Earliest Day for results release for Flexible Period F (2021)
Wednesday	26 October 2022	Latest Day for results release for Flexible Period F (2021)
Sunday	25 December 2022	CHRISTMAS DAY
Monday	26 December 2022	BOXING DAY CHRISTMAS DAY HOLIDAY
Tuesday	27 December 2022	BOXING DAY HOLIDAY

Attachment 3 - Proposed changes (for approval)



Terms of Reference (Council approved) - Research Committee

Section 1 - Overview

Research Committee

(1) The Research Committee is established as a University Committee to support the Academic Board.

(2) These Terms of Reference for the Research Committee prescribe the following:

- a. the members of the Research Committee and the members' method and term of appointment;
- b. the functions of the Research Committee; and
- c. other matters in connection with the Research Committee and its operation.

(3) The establishment of this committee and the terms of reference of the committee to carry out the business of Academic Board are actions authorised under [Section 23 of the UNE By-Law 2005](#). The provisions of these Terms of Reference take effect as a Council Rule made under [Section 29 of the UNE Act](#).

Objectives

(4) The role of the Research Committee is to oversee and report to the Academic Board on the Academic Governance of research and research training at the University taking into account principles of integrity and good governance.

Section 2 - Research Committee Membership

Membership

(5) The Research Committee members are:

- a. Chair
 - i. A Faculty Associate Dean (Research) appointed by the Chair of Academic Board. The Chair of Academic Board may ask the Research Committee to recommend a candidate for appointment.

b. Members

- i. Deputy Vice-Chancellor Research
- ii. A Deputy Chair of Academic Board who is not a member of the Teaching and Learning Committee
- iii. Chair of Academic Board or nominee who is a senior academic (level D or E) and an elected member of the board
- iv. Chairs of the University's ethics committees
- v. Chairs of the Faculty Research Committees (normally the Associate Deans Research)
- vi. Chair of the Graduate Research Committee;
- vii. Director Library Services and University Librarian or nominee;
- viii. One director of a research centre from outside the Faculties appointed by the Chair of Academic Board;
- ix. One member of academic staff or Higher Degree Research (HDR) Current Student who identifies as being of Aboriginal or Torres Strait Islander descent, appointed by the committee after an expression of interest process;
- x. One early career researcher appointed by the committee after an expression of interest process; and
- xi. One HDR Current Student appointed by the chair after consultation with a relevant student representative body or bodies

c. HDR Current Student member

- i. The HDR Current Student may be a student representative elected to Academic Board, but it is not a requirement.

In attendance

(6) The Research Committee can co-opt members in order to achieve or maintain gender balance, where the membership does not include at least two women and two men. At the discretion of the chair, the committee can also invite non-voting individuals as observers to attend regular or individual meetings, provide appropriate expertise as necessary and contribute to discussion.

Appointment procedure for appointed members

(7) Appointed members of the Research Committee are appointed when a vacancy occurs.

Appointments

(8) Appointment of members will be conducted as per these Terms of Reference and Academic Board's Standing Orders.

Automatic vacancy by an appointed member

(9) An appointed position becomes vacant automatically if:

- a. the appointed member is absent without prior leave from three consecutive Research Committee meetings, or
- b. the appointed member loses his/her original qualification for appointment.

Acting ex officio members

(10) An ex officio member of the Research Committee includes a person who has been appointed on an 'acting' basis to the role.

Term of office

Ex officio members

(11) The ex officio members will be Research Committee members while they hold their primary office.

Appointed members

(12) The term of office of an appointed member is three years. Appointed members may stand for re-appointment.

Gender representation objectives

(13) Gender representation shall accord with the [Gender Representation on Decision-Making and Advisory Committees Policy](#).

Section 3 - Terms of Reference

Functions

(14) The functions of the Research Committee are:

- a. To oversee the Academic Governance of research, research ethics and research training at the University and report to the Academic Board on these matters, so as to enable the Academic Board to provide assurance (or otherwise) to the Council.
- b. To the extent they relate to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that processes and structures are established and responsibilities are assigned that collectively:
 - i. achieve effective academic oversight of the quality of research, research ethics, and research training
 - ii. set and monitor institutional benchmarks for academic quality and outcomes;
 - iii. establish and maintain academic leadership at an institutional level, consistent with the types and levels of higher education offered; and
 - iv. provide competent advice to the Academic Board and management on academic matters, including advice on academic outcomes, policies and practices.
- c. To the extent they relate to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that academic oversight assures the quality and integrity of research and research training effectively, including by:
 - i. developing, monitoring and reviewing academic rules, policies, procedures and guidelines and their effectiveness;
 - ii. confirming that delegations of academic authority are implemented;
 - iii. critically scrutinising, approving and accrediting or advising on approving and accrediting, courses of study and their associated qualifications;
 - iv. maintaining oversight of academic and research integrity, including monitoring of potential risks;
 - v. monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes;
 - vi. critically evaluating the quality and effectiveness of educational innovations or proposals for innovations;
 - vii. evaluating the effectiveness of institutional monitoring, review and improvement of academic activities; and
 - viii. monitoring and reporting to the Academic Board on the quality of research, research ethics, and research training.
- d. To the extent it relates to research or research training, the Research Committee will provide assurance (or otherwise) to the Academic Board that Students have opportunities to participate in Academic Governance.
- e. The Research Committee will consider existing or new University rules, policies, procedures or guidelines that are developed in relation to research or research training, and any minor (other than administrative) or major changes to them. If the rule or policy is considered to be in order then the Research Committee will recommend it to the Academic Board for endorsement.
- f. The Research Committee may exercise such other authority as may be delegated to the Research Committee in a University Rule.

General

(15) The Research Committee may form working groups from time to time to undertake specific projects and tasks related to its functions.

Authority

(16) The Research Committee is authorised to seek data and information from relevant unit within the University to meet the Research Committee's functions.

Section 4 - Related Committees

(17) Each Faculty will have a Faculty Research Advisory Committee that oversees research and research training matters at a Faculty level.

Section 5 - Authorities

Committee of Academic Board

(18) The Research Committee is established as a committee of Academic Board to perform the functions set out in the terms of reference above and all matters ancillary to those functions.

Section 6 - Conduct of Business

Reporting

(19) The Research Committee reports to the Academic Board.

Meetings

(20) The Research Committee will meet at least five times per year or otherwise as required, in order to perform its functions.

Business papers

(21) Unless the Chair directs otherwise, Research Committee business papers will be distributed to members and official attendees at least seven days prior to the meeting, or such shorter period as is practicable in the circumstances.

(22) Public disclosure of business papers, minutes and other information received by the Research Committee should only be made via the Chair or Secretary to the committee.

Quorum

(23) At any meeting of the committee, one half of the voting membership plus one constitutes a quorum.

Use of technology

(24) For its business papers, meetings and otherwise to conduct its business, the University Research Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Secretary to the committee.

Resolutions

(25) The Research Committee may pass a resolution by 'flying minute' provided that the resolution has been approved by a simple majority of committee members at the time the resolution is made.

Confirmation of minutes

(26) Draft minutes will normally be circulated to members for comment promptly after each meeting. Next, the minutes (with any necessary changes) will be circulated for adoption by the Research Committee. The minutes will be finalised and adopted when they have been approved by a majority of the members that were present at the relevant meeting. Alternatively, the minutes may be included in the business papers for the next committee meeting and considered and adopted by the committee at that meeting.

Self-review

(27) Once annually the Research Committee shall devote part of one meeting to the review of its policies, practices and procedures over the preceding twelve months.

Secretary to Research Committee

(28) The University Secretariat will provide secretarial and administrative support.

Section 7 - Definitions and Interpretation

Definitions

(29) Words and phrases used in this document have the following meanings, unless the context requires otherwise:

- a. Academic Governance means the framework of policies, structures, relationships, systems and processes that collectively provide leadership to and oversight of the University's academic activities (teaching, learning and scholarship, and research and research training) at an institutional level.
- b. HDR Current Student means a person who is at the time a Student and who is enrolled in a higher degree course.
- c. Senior Executive means the Vice-Chancellor and Chief Executive Officer and her/his direct reports above Director level.
- d. Student means a person who has been accepted into a higher degree by research course at the University.
- e. UNE Act means the [University of New England Act 1993 \(NSW\)](#).
- f. UNE By-law means the [University of New England By-law 2005 \(NSW\)](#).

Interpretation

This document should be interpreted using the following principles.

(30) Where Research Committee membership is defined by reference to an office held (e.g. 'Chair of Academic Board'), that office-bearer is a member ex officio and has all of the same rights and responsibilities (including voting) as other committee members whilst holding the office specified.

(31) This document does not override or otherwise affect:

- a. the [Authorities Retained by Council Rule](#); or
- b. the [Functions of the Vice-Chancellor Rule](#).
- c. however, it operates under the authority vested in Academic Board by the [UNE Act](#) and [UNE By-law](#) to establish committees and terms of reference to carry out the business of Academic Board.

Governing documents

(32) The existing terms of reference governing the Research Committee at the time these new Terms of Reference are approved, are replaced and have no further operation.

Status and Details

Status	Current
Effective Date	24 May 2019
Review Date	
Approval Authority	Council
Approval Date	TBC
Expiry Date	To Be Advised
Unit Head	Brendan Peet Chief Legal and Governance Officer 61 2 6773 3729
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Glossary Terms and Definitions

"Academic Governance" - Means the framework of policies, structures, relationships, systems and processes that collectively provide leadership to and oversight of the University's academic activities (teaching, learning and scholarship, and research and research training) at an institutional level.