

**Policy Title:** **Academic Progression** (previously entitled Board of Examiners)

**Policy Owner:** **Pro-Vice-Chancellor (Education)**

**Keywords:** **Boards of Examiners, Conceded Pass, Supplementary Assessment**

**Policy Code:** **PL027 [ac054]**

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

## 1. INTENT

The intent of this policy is to detail ECU processes and procedures relating to the determination of student results and progression through courses.

## 2. ORGANISATIONAL SCOPE

All ECU staff.

### 1. DEFINITIONS

TERM	DEFINITION
Academic Registrar	The person holding the position of Academic Registrar at the University, or nominee; who performs the role of Academic Registrar as per the University Rules.
Board of Examiners; Board; BOE	Refer to a Board of Examiners for a School as established under the Admission, Enrolment and Academic Progress Rules (Rule 1.3)
Executive Dean	Refers to the Executive Dean of a School
Designated Unit	A unit or unit of competency which has been designated as a fundamental course requirement and may only be attempted once, unless otherwise decided by the relevant Board of Examiners
Elective Unit	A unit of study that, subject to the requirements of the course, a student may choose to undertake for credit

TERM	DEFINITION
Required Unit	A unit which a student must complete in order to fulfil the requirements of a course
Rules	Refers to the <i>University Rules: Admission, Enrolment and Academic Progress Rules</i>
Senior member of academic staff	Refers to the Vice-Chancellor, the Senior Deputy Vice-Chancellor, Deputy Vice-Chancellors, Pro-Vice-Chancellors, Executive Deans, Deans, Associate Deans, Professors and Course Coordinators
Student Record System	Refers to the student record/management system used by the University (currently known as Callista)

#### 4. POLICY CONTENT

- 4.1. Each BOE will make the final determination of student results and progression in accordance with the Rules and this Policy.
- 4.2. The Rules defining the operations and composition of Boards of Examiners should be considered by Boards and the Chairperson of each Board should ensure that they are adhered to. Relevant Rules are:

Rule(s)	Scope of Rule for Boards
1.3	Status, role and composition of a Board
4.8, 4.9, 4.10, 4.11, 8.2	Review of academic progression status for students
4.12	Permitting repeat of failed units
4.8.3	Granting conceded passes and supplementary assessments
4.8.7	Defining further powers including <ul style="list-style-type: none"> <li>• Excluding a student from enrolling in any unit</li> <li>• Placing a student on a restricted program of study</li> </ul>
6.13	Receiving and responding to recommendations relating to thesis studies from the relevant Committee for: <ul style="list-style-type: none"> <li>• exclusion of a candidate;</li> <li>• admission to an award;</li> <li>• determination of the status of the candidate.</li> </ul>

- 4.3. The determination of student progression will follow the process set out in 4.4 except in the case of assessment of specifically identified thesis/project units requiring examination in undergraduate Honours degrees, Masters by Coursework degrees, Master by Research degrees and Doctoral degrees which is the responsibility of the Committees designated in Rule 6.13 of the Rules (see also Attachment 1).

These Committees (through the appropriate Offices) must forward to the Student Services Centre: (1) the grades for thesis/project units once all requirements are completed; and (2) the recommended level of Honours, if appropriate.

- 4.4. Subject to 4.3 above, the determination of student progression will be made through the following process:
- 4.4.1. Students' individual marks, other than those described in 4.3, will be submitted by Schools to the Student Services Centre through the Marks Recording System;
  - 4.4.2. At the end of a teaching period, the Student Services Centre will consolidate the marks for each student and send the individual student BOE records for each course to the School showing the recommendation on progression status as calculated by the Student Records System;
  - 4.4.3. The School will review the results and the recommendations on progression status for each student provided by the Student Records System;
  - 4.4.4. Where a progression status recommended by the Student Records System is accepted by the School, no annotation of the BOE record is required;
  - 4.4.5. Where a progression status recommended by the Student Records System is not accepted by the School, the BOE record will be annotated to indicate the new recommendation and the reasons for the decision;
  - 4.4.6. Where the Student Records System indicates a decision on the progression status is required, for example, conceded pass or supplementary assessment, the School will determine and recommend an outcome and annotate the BOE records accordingly;
  - 4.4.7. Each School will submit the set of annotated BOE records and recommendations to the School Board of Examiners. The recommendations will cover any matters relevant to the Board including:
    - A.) awarding of Conceded Passes and Supplementary Assessments;
    - B.) matters where the Rules provide for further actions following determination of each student's academic progression status (Rule 4.8.7).
  - 4.4.8. The Board of Examiners will meet in accordance with the requirements of the Rules and this Policy to make a determination on the School's recommendations and confirm the progression status of each relevant student.
- 4.5 Each Board shall ensure that a record is made of decisions taken at meetings held pursuant to 4.4.8 and 4.8, and any other meetings held out of session (Please refer to Attachment 2). This may take the form of annotated Boards of Examiners reports recording decisions including contingent decisions that indicate the decision to be made upon receipt of further information. The Academic Registrar or nominee, as Executive Officer, is responsible for ensuring that the decisions of each Board are recorded, processed and stored. In the event of appeals or other queries, this record is definitive.

- 4.6 The School shall record minutes of each BOE meeting detailing those present, the courses reviewed for student progression status and any matters that may be the subject of further action or any matters relating to the Board's operations. Minutes must be signed off by the Chair of the Board. (See Attachment 4).
- 4.7 A list of all students who have been cleared to graduate at a meeting of a Board of Examiners will be prepared by the Student Services Centre and approved by the Academic Registrar. This will be forwarded to the Vice-Chancellor as per the Conferral and Presentation of Academic Awards Policy.
- 4.8 Extraordinary meetings of the Board of Examiners can be held if the need arises.
- 4.9 Where possible, all Schools will apply a common set of conditions for awarding of Conceded Passes and Supplementary Assessments as provided in Rule 4.8.3. These are shown in Attachment 3.

## **5. ACCOUNTABILITIES AND RESPONSIBILITIES**

In relation to this policy, the following positions are responsible for the following:

### *Policy Owner*

The Policy Owner, the Pro-Vice-Chancellor (Education), has overall responsibility for the content of this policy and its operation in ECU.

### *Contact Person*

The Manager, Academic Governance and Services is responsible for the maintenance of this policy.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

All members of the University community are expected to comply with University Policy.

## **6. RELATED DOCUMENTS:**

- 6.1 Other documents which are relevant to the operation of this policy are as follows:
- *Curriculum Delivery and Assessment Policy*
  - *ECU Admission, Enrolment and Progression Rules*

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Pro-Vice-Chancellor (Education)
All Enquiries Contact:	Manager, Academic Governance and Standards
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## 8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	10 May 2005
Date last modified:	December 2017
Revision History:	April, 2006 (AB30/06), 26 July, 2007 (AB68/07), 18 March, 2008 (AB4/08), 9 December, 2009 (AB64/09), 20 September 2011 (AB75/11) December 2017 (AB/171/17) – Change of title of policy – previously “Board of Examiners”.
Next Revision Due:	December 2020
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## **Roles, Responsibilities and Relationships - assessment, determination of academic progression status and conferral of awards**

The purpose of this attachment is to clarify the roles of Boards of Examiners and “Committees” established under the Rules to deal with the assessment of theses/projects. The model represented at Figure 1 clearly differentiates between **assessment processes** (of units and theses/projects requiring examination) and the determination of **student academic progression status** (good standing; probation, suspended, excluded etc.). The model attempts to clearly identify the roles of Schools, School RHD Committees (or alternative committees set up by schools) and their offices, the Graduate Research Committee and Graduate Research School Office, and Boards of Examiners.

### **In this model, the following responsibilities are allocated:**

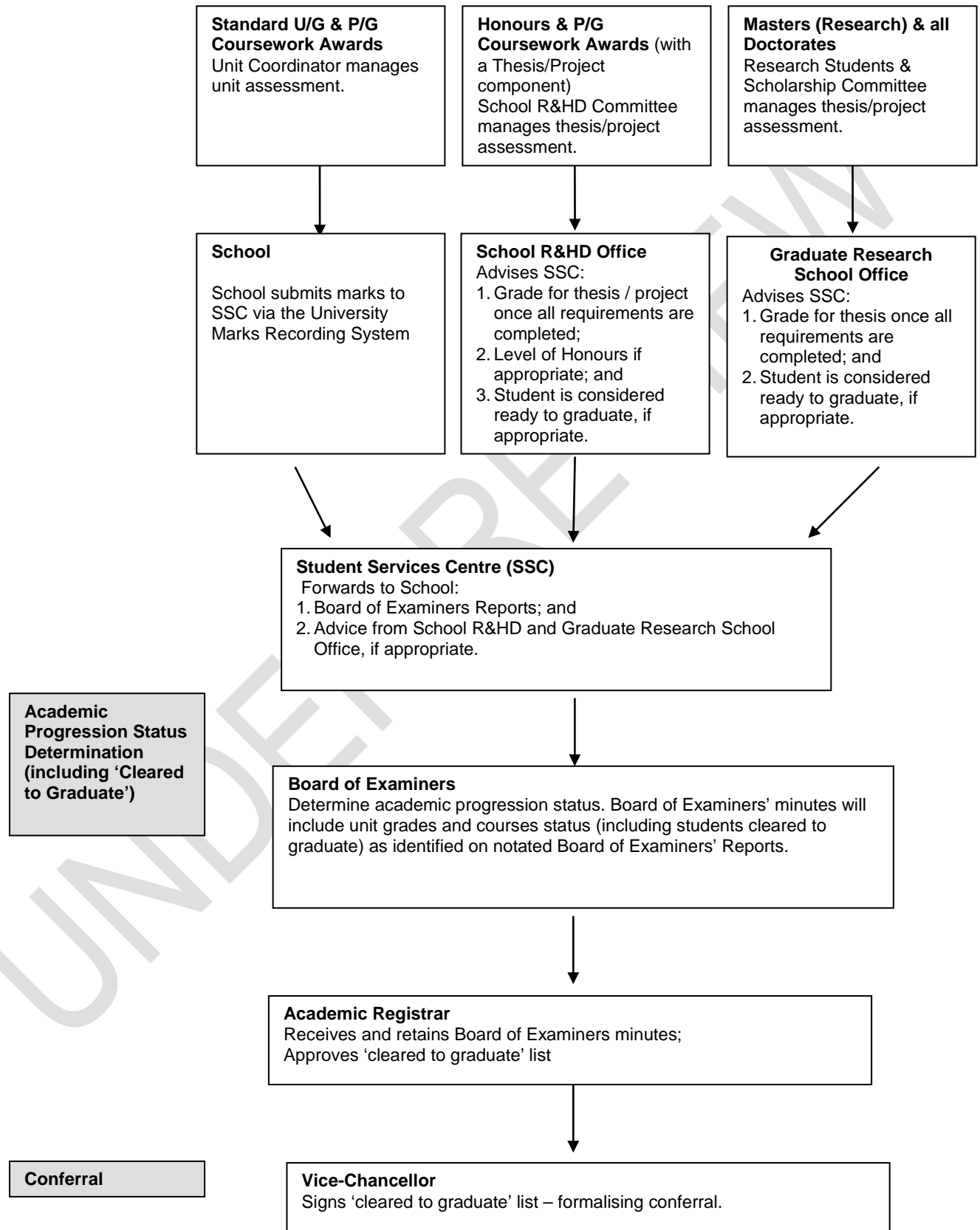
1. **Student academic progression status** (including clearance to graduate) is the responsibility of School Boards of Examiners;
2. **Assessment** of specifically identified thesis/project units requiring examination in undergraduate Honours degrees and some Masters by Coursework degrees is the responsibility of **School RHD Committees** (or alternative committees set up by School Boards). Schools must develop a list of relevant courses and units. The School RHD Office forwards to the Student Services Centre:
  - i. Grades for thesis/project units once all requirements are completed;
  - ii. The recommended level of Honours, if appropriate;
  - iii. Notification that the student is considered ready to graduate, if appropriate.
3. **Assessment** of thesis/project units requiring examination in Masters by Research and all Doctoral degrees is the responsibility of the **Graduate Research Committee** (or alternative committees set up by the University Research and Higher Degrees Committee). Schools and the Graduate Research School must develop a list of relevant courses and units. The Graduate Research School forwards to the Student Services Centre:
  - i. Grades for thesis/project units once all requirements are completed;
  - ii. Notification that the student is considered ready to graduate, if appropriate.
4. **Assessment** of all other units is the responsibility of **Schools** – these marks are submitted by Schools to the Student Services Centre. The Student Services Centre forwards consolidated individual student records for each course to School Boards of Examiners.
5. **The Student Services Centre** forwards Boards of Examiners Reports including consolidated individual student records and advice from School R&HD Offices and the Graduate Research School, where appropriate, to Boards of Examiners.

**FOLLOWING BOARDS OF EXAMINERS MEETINGS:**

- 1 Minutes of the meeting are prepared by the relevant School.** These will include reference to students' unit grades and course status as identified on annotated Boards of Examiners Reports (held by SSC).
- 2 SSC will provide a 'cleared to graduate' list** to be attached to the minutes.
- 3. The Academic Registrar**
  - i. Retains a copy of the Board of Examiners minutes;
  - ii. Approves the 'cleared to graduate' list.
- 3 The Vice-Chancellor** signs the 'cleared to graduate' list, at which time conferral formally takes place. The date of conferral is recorded as the date of the relevant Board of Examiners meeting.
- 4 The Student Services Centre**
  - i. Ensures student results and progression status are entered onto the Student Record System in accordance with the determinations of School Boards of Examiners;
  - ii. Provides graduating students with a Statement of Academic Record (transcript) and a letter of congratulations on course completion (which also includes information regarding attendance at graduation ceremonies);
  - iii. Provides lists of graduating students to the Graduate Research School (for all Doctoral and Masters by Research graduates) and School Research and Higher Degrees Offices (for all Doctoral, Masters by Research, Masters by Coursework and Honours graduates);
  - iv. Alters student designations on the Student Records System to "Dr" for all doctoral graduates, after conferral takes place.
  - v. Notifies students on Probation and At-Risk of opportunities for learning support services and intervention strategies.
  - vi. Notifies students of exclusions from units and unit sets.

**Figure 1.**

Roles, responsibilities and relationships - assessment, academic progression status determination and conferral of awards





## **Paperwork Decisions and Flow for Boards of Examiners (BOE)**

The Board of Examiner process involves the preparation and adjustment of a number of BOE-related documents.

The documents described below will show students sorted by course, and within course by progression status. The order of progression status will be suspension, exclusion, at risk, probation and good standing.

### **1. The BOE Recommendations Report**

This report shows students where BOE recommendations are required. On this report the following information is shown requiring a recommendation by the BOE:

- a. Conceded Passes/Supplementary assessments;
- b. Student has been enrolled for more than the maximum time for a course;
- c. Student is Cleared to Graduate or has met the required credit points for a course
- d. The student is deemed to be At-Risk and requiring assistance; or
- e. The student is to be Suspended or Excluded.

### **2. The BOE Endorsement Report**

A report of automated outcomes that require no further recommendations. The Report shows a recommended Progression Status for each student based on the ECU rules for the BOE. The endorsement of the BOE results in the following decisions for the students listed in the report:

- a. The student is on Good Standing;
- b. The student is to be placed on Probation;

### **3. Missing Marks Report**

When marks are missing for students, the BOE is not able to make a recommendation. Students with missing marks are not shown on the Recommendations Report or the Endorsement report. The Missing Marks Report shows all students with missing marks. Schools use this report to determine where marks are needed and to submit the marks. Students who have no missing marks for the teaching period will have their records considered through either the Recommendations Report or the Endorsement report at the next BOE.

### Guidelines for Applying Admission, Enrolment and Progress Rule 4.8 - Conceded Passes and Supplementary Assessments

Apply from top to bottom – use the outcome associated with the first case that applies.

- 1 These guidelines are intended to guide School Boards of Examiners and Schools to apply Rule 4.8.3 consistently across the University and over time.
- 2 The Boards may choose to exercise their power under Rule 4.8.3 in ways that reflect particular circumstances not allowed for in the cases below.
- 3 Where a Board develops further cases that will generally apply for that School, other boards will be notified.

Case No.	Conditions	Required* or Elective Unit	Initially recommended Grade	Mark in range	Outcome
1	The unit in question is a designated unit #	Required	N or I	0 - 100	Original result stands
2	The unit in question is the final unit in the course	Required	N or I	40 - 100	Supplementary Assessment
3	The unit in question is the final unit in the course	Elective	N	40-44	Supplementary Assessment
4	The student has <b>less than</b> 60 credit points in the course	Required	N or I	45 - 100	Supplementary Assessment
5	The student has 60 credit points in the course	Required	N or I	45 - 100	Original result stands/ Supplementary assessment at the discretion of the BOE
6	A Conceded Pass is prohibited under accreditation requirements	Elective	N or I	45 - 100	Original result stands
7	The unit in question is an elective unit	Elective	N or I	45 - 100	Conceded Pass/ Supplementary assessment at the discretion of the BOE

# a designated unit is a unit or unit of competency which a School Board has designated as a fundamental course requirement and may only be attempted once, unless otherwise decided by the relevant Board of Examiners.

\* a required unit is a unit which a student must complete in order to fulfil the requirements of a course.

## Template for Minutes of a Board of Examiners Meeting

School of \_\_\_\_\_ Board of Examiners

### Minutes

<date>  
at <time>  
in <location>

- 1 Present OR Electronic Participants:  
Chair (Executive Dean's nominee):  
Other School members of the Board:  
Executive officer (Academic Registrar nominee):  
Others present:  
  
The annotated Board of Examiners Report (Recommendations Report and Endorsement Report) detailing the Courses Reviewed
- 2 Matters to be brought to the attention of the School Board or attended to after the meeting.
- 3 Record of Decisions being the annotated Board of Examiners Report
- 4 Minutes to be signed and dated by Chair of Board of Examiners – original copy to be held by the Academic Registrar