

	Response	Policy Reference	Current policy provisions and/or advice re implementation during pandemic	ABSC Action	Aim
1.0	All on-campus students to transition to mixed-mode delivery				
		None	No current policy-based provision is available to underpin the blanket transition of students to another mode of unit delivery.	ABSC approved the recommendation to transition on campus students to mixed mode of enrolment for T1, T2 and T3 2020, on 31 March, 2020.	Response ensures continuity of study for students. All units of study to be delivered using online mode.
					Treatment of transitioning students as a unique cohort will provide numerical data for reporting purposes associated with the University's response to Government directions around COVID-19.
	<i>Note that 'mixed mode' is not a new admissions code within Callista - students enrolled as 'on campus' in T1 are being retained in the system as 'on campus' and are merely being flagged on Callista as having been transitioned (including for reporting purposes).</i>				Within the unique cohort, drill down data will allow further reporting on numbers of students who choose to withdraw from a unit of study that has transitioned to online delivery.
2.0	All units to be delivered in online mode, following Government directions re implementation of social distancing strategies to reduce in-person contact for students and staff.				
		Unit Approval Procedures	No policy changes required to implement this response. Current Rules and Procedures are deemed fit for purpose.	No ABSC action required.	This response is for T2 and T3 2020. A Head of School may approve the delivery of units in online mode only if Government restrictions of social gatherings remain.
		General Rules	"Head of School (or delegate) may approve changes to the delivery mode after the commencement of the enrolment period of a unit where there are sound academic and/or administrative reasons such as (but not limited to): ... unforeseen circumstances..." (Clause 41(d), Unit Approval Procedures)	ABSC noted that Clauses 43-53 of the Procedures place restrictions around changes to mode of unit delivery where intensive schools are mandatory or non-mandatory. Head of School retains authority to approve such changes.	This response facilitates the transition of UNE units to online delivery, even though published information available at time of student enrolment may have provided options for alternate delivery modes.

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			"In making a decision to change the delivery mode ... the Unit and Course Coordinator should consider the impact of any decision on the following ..." Clause 42 (a) - (g), Unit Approval Procedures)	ABSC noted its authority to relax the provisions of the Unit Approval Procedures, under Clause 56 of the General Rules.	In the current extraordinary circumstances, consideration will be given to the impact of a decision to transition all on campus students to mixed mode (per Clause 42 of the Unit Approval Procedures). The impact of Government directions however, mean that alternatives are unviable.
			"Units with mandatory intensive schools are only to be changed from ON to OFF mode if the intensive school is already scheduled during the ON mode teaching session. This is to ensure that ON mode students are not required to incur additional costs for staying in Armidale." (Clause 44, Unit Approval Procedures)		
			"The Academic Board, on the delegated authority of Council, may relax a Rule by application of the Head of School through the respective Pro Vice-Chancellor. The Academic Board's decision is final." (Clause 56, General Rules)		
3.0	Amend Unit materials to facilitate online delivery				
3.1	All amendments required to transition individual units to online delivery, to be documented for approval using <i>T1-T3 2020 Urgent Unit Amendment Form</i>	Terms of Reference (Council Approved) Curriculum Committee	No specific policy provision.	ABSC endorsed the <i>T1-T3 2020 Urgent Unit Amendment Form</i> to be used to record and form the basis for the provision of advice during the transitioning of unit materials to online delivery mode.	Response ensures consistency of process and approval pathways for units transitioning to online delivery.
			Individual units of study and minor course amendments are dealt with at Faculty level, according to the Terms of Reference (Council Approved) Curriculum Committee.	ABSC determined that no changes are required to current approval pathway for unit amendments.	Use of an event-specific form for unit amendments will facilitate data collection re units directly impacted as a result of UNE's response to Government directions around COVID-19.
			New and amended course and unit forms are currently linked as associated documents to the Terms of Reference (Council Approved) Curriculum Committee.	Current approval pathway deemed fit for purpose.	
3.2	Agreed approval pathway and approval authority for relatively minor unit changes	Courses and Units Review and Approval of Changes Guidelines	No policy changes required to implement this response. Current Guidelines deemed fit for purpose (see below).	No ABSC action required.	Confirms approval authority for unit changes at Faculty level.

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			"Relatively minor unit changes (including changes to unit mode of offering) to be approved by Faculty Dean or Delegate." (Clause 1(b))	Current approval pathway outlined at Clause 1(b) deemed fit for purpose and mirrored in the <i>T1-T3 2020 Urgent Unit Amendment Form</i> .	
3.3	Unit materials and assessment items (including examinations, particularly OLX) adjusted to accommodate online delivery generally.	Assessment Rule	No policy changes required to implement this response. Current Rules and Procedures deemed fit for purpose (see below).	ABSC noted that necessary adjustments to unit materials and assessments will require extraordinary amendments to information contained in CAUC.	Confirms the authority of Academic Board to relax the application of Clause 8(d) of the Assessment Rule.
		Online Learning Resources Procedures	"... without compromising academic standards of the assessment, reasonable adjustments are made for any disadvantages to a student that result from the student's disability, special needs or other unavoidable or unforeseen circumstances." (Clause 8 (c), Assessment Rule)	ABSC acknowledged that unit material was originally prepared in accordance with the timeframe at Clause 8(d) of the Assessment Rule, but amendments are now required to accommodate extraordinary circumstances.	Confirms the Vice-Chancellor's role in the approval of exceptions, in accordance with Clause 27 of the Assessment Rule.
		General Rules	"... Information on the timing, weighting, method and criteria by which assessed work will be judged, is made available at least one week prior to the start of teaching and is identical to this information in the CAUC." (Clause 8(d), Assessment Rule)	ABSC approved relaxation of Clause 8(d) of the Assessment Rule under the circumstances, noting it has authority to do so in accordance with Clause 56 of the General Rules.	Identifies the role of Unit Coordinators in the process of adjustment to relatively minor unit changes due to unforeseen circumstances.
			"Unit Coordinators are responsible for ensuring assessment design, implementation and review are undertaken in compliance with this Rule and related procedures." (Clause 11, Assessment Rule)	ABSC to note that amendments to unit materials will be reflected in both the CAUC and at individual unit Moodle sites, in accordance with Clause 4 of the University's Online Learning Resources Procedures.	Provides authority to make changes to unit materials and assessment items due to unavoidable or unforeseen circumstances.
			"Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule, where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception." (Clause 27, Assessment Rule)		

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			"Information contained on the unit LMS site must be identical to the relevant unit information contained in the Course and Unit Catalogue on the University website." (Clause 4, Online Learning Procedures)		
			"The Academic Board, on the delegated authority of Council, may relax a Rule by application of the Head of School through the respective Pro Vice-Chancellor. The Academic Board's decision is final." (Clause 56, General Rules)		
3.4	Assessment items amended to facilitate the transition to online delivery, must address the same Unit Learning Outcomes as the initial assessment in its original mode of delivery.	Assessment Procedures	No policy changes required to implement this response. Current Procedures deemed fit for purpose (see below).	No ABSC action required. Current policy instrument facilitates response.	This response highlights the need for any assessment items amended in the transition from on-campus to online delivery mode, to address the same Unit Learning Outcomes identified in the item's original mode of delivery.
			"Equivalence of assessment between various modes of offering: When a unit is offered in differing modes or locations, there may be valid reasons for varying the assessment task, but they must address equivalent Unit Learning Outcomes." (Clause 9, Assessment Procedures)		
3.5	Timing of assessment delivery may be amended to recognise disruption to students and to UNE staff as a result of COVID-19 based actions.	Assessment Procedures	No policy change required. Current Procedures deemed fit for purpose (see below)	No ABSC approval required. Current policy instrument facilitates response.	This response highlights the need for Unit and Course Coordinators to ensure students are not disadvantaged by any changes to timing of assessment due dates that have been amended as UNE transitions to online mode.
			"Timing of assessments will be reasonable and sustainable for students, staff and organisation units." (Clause 7(a), Assessment Procedures)		
			"Course and Unit Coordinators should make all reasonable efforts to ensure that Students are not disadvantaged, or that there is minimal impact on assessment tasks and their marking, as a consequence of University-related activities such as a practicum." (Clause 7(d), Assessment Procedures) <i>[or the transition to online delivery as a result of COVID-19 response.]</i>		

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3.6	Where possible, learning assessed in a workplace or clinical setting is to be replaced by alternate assessment options.	Assessment Procedures	No policy changes required to implement this response. Current Procedures deemed fit for purpose (see below).	No ABSC approval required. Current policy instrument facilitates response.	Where possible, facilitate student progression by amending unit assessment option.
			"When learning is being assessed in a workplace or clinical setting (such as teacher placements), Unit Coordinators have overall responsibility for assessment, moderation and reporting of grades ..." (Clause 16(a), Assessment Procedures)		
			"When a unit is offered in differing modes or locations, there may be valid reasons for varying the assessment task, but they must address equivalent Student Learning Outcomes." (Clause 9, Assessment Procedures)		
			<i>Also see policy provision at Section 3.4 above, to emphasise the need for amended assessment options to address equivalent Unit Learning Outcomes to those provided in the unit's original mode of delivery.</i>		
3.7	Changes to assessment items communicated to students	Assessment Procedures	No policy changes required to implement this response. Current Rules and Procedures deemed fit for purpose (see below).	ABSC waived the requirement to communicate changes to assessment items at least one week prior to the start of the teaching period, in order to accommodate extraordinary circumstances resulting from Government directions relating to COVID-19.	Provide information to students regarding changes to assessment items by 9 April 2020.
		Assessment Rule	"The nature and details of all aspects of Assessment in a unit, including details of formative and summative Assessment Tasks, must be clearly described in the LMS and the information provided to Students at least one week prior to the start of the teaching period." (Clause 19(b), Assessment Procedures)	Waiver is actioned under Rule 56 of the General Rules, which allows for relaxation of a Rule.	

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		General Rules	"Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception." (Clause 27, Assessment Rule)	ABSC noted that the Vice-Chancellor has authority to approve any further exceptions under Clause 27 of the Assessment Rules.	
			"The Academic Board, on the delegated authority of Council, may relax a Rule by application from the Head of School through the respective Pro Vice-Chancellor. The Academic Board's decision is final." (Clause 56, General Rules)		
4.0	Intensive Schools				
4.1	Non-mandatory intensive schools to be cancelled for T1-T3 (inclusive) 2020	Intensive Schools Policy	No policy changes required to implement this response. Current Policy and Rules deemed fit for purpose (see below).	ABSC approved the strategy to cancel non-mandatory intensive schools for T1-T3 (inclusive), 2020.	All students enrolled in a unit that includes a non-mandatory intensive school, to undertake the 'alternative assessment activities based on similar learning outcomes for those students who do not attend.' (per Clause 12(a)(i) of the Intensive Schools Policy).
		General Rules	"Decisions about the provision of an Intensive School for a particular Unit or Course in a particular year must be made at such a time as to meet published deadlines for the publication of any University materials including the Unit study guide, containing information about that Unit or Course for that teaching period." (Clause 8, Intensive Schools Policy)	Requirement for information about Intensive Schools to be provided in time to meet published deadlines and study guides (per Clause 8 of the Intensive Schools Policy) relaxed under Clause 56 of the General Rules and approved under the authority of Academic Board to do so (also see Clause 17 of the Intensive Schools Policy).	Heads of Schools to cancel non-mandatory Intensive School activities previously advertised to students, following written approval of the PVCAI (per Clause 12(c)(iv) of the Intensive Schools Policy).
			"Non-mandatory intensive schools that incorporate assessable activities must provide alternative assessment activities based on similar learning outcomes for those students who do not attend." (Clause 12(a)(i), Intensive Schools Policy)	ABSC noted Clauses 12 (c) (iv) and (v) of the Intensive Schools Policy provide Head of School with discretion to cancel non-mandatory Intensive Schools.	

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			"The minimum number of student registrations necessary to run a non-mandatory intensive school requiring physical attendance is ten or more students as specified in the Unit study guide, except where the Head of School otherwise approves." (Clause 12(b)(ii), Intensive Schools Policy)		
			"The Head of School may cancel a non-mandatory Intensive School which has been advertised to students ..." (Clause 12(c)(i)-(vi) , Intensive Schools Policy)		
			"Amendment or revision of this Policy and related Procedures and Guidelines must be approved by Academic Board." (Clause 17, Intensive Schools Policy)		
			"The Academic Board, on the delegated authority of Council, may relax a Rule by application from the Head of School through the respective Pro Vice-Chancellor. The Academic Board's decision is final." (Clause 56, General Rules)		
4.2	Mandatory intensive schools to be cancelled for T1-T3 (inclusive) 2020.	Intensive Schools Policy	No policy changes required to implement this response. Current Rules and Policy deemed fit for purpose (see below).	ABSC waived requirement for a mandatory intensive school to not be cancelled (see Clauses 8, 13(c) of the Intensive Schools Policy) in accordance with the authority provided to Academic Board per Clause 56 of the General Rules.	Compliance with Government directions around social distancing and in so doing, protect students from possible infection.
		General Rules	"Decisions about the provision of an Intensive School for a particular Unit or Course in a particular year must be made at such a time as to meet published deadlines for the publication of any University materials including the Unit study guide, containing information about that Unit or Course for that teaching period." (Clause 8, Intensive Schools Policy)	ABSC waived liability for staff cancelling mandatory intensive schools (see Clause 19 of the Intensive Schools Policy) due to extraordinary circumstances arising from impact of Government directions relating to COVID-19. Under the circumstances this will not be perceived as a policy breach. This action undertaken in accordance with the authority provided to Academic Board per Clause 56 of the General Rules.	Cancellation of mandatory intensive schools must not preclude the delivery of the published learning outcomes.

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			"Once stipulated in the Course and Unit Repository, on CRICOS or in promotional materials, a mandatory intensive school may not be cancelled." (Clause 13 (c) , Intensive Schools Policy)	ABSC approved cancellation of mandatory intensive schools in lieu of alternative assessment items being offered to students in T1, T2 and T3, 2020 (ie. mirroring requirements for non-mandatory intensive school alternative assessment arrangements (at Clause 12 (a)(i) of the Intensive Schools Policy). Relaxation of Clauses 13(c) and 19 of the Intensive Schools Policy, in accordance with Clause 56 of the General Rules.	
			"A perceived breach of this policy by a staff member should be reported to the relevant Head of School and will be dealt with consistent with the relevant UNE Academic and English Language Teaching Staff Enterprise Agreement." (Clause 19, Intensive Schools Policy)		
			"The Academic Board, on the delegated authority of Council, may relax a Rule by application from the Head of School through the respective Pro Vice-Chancellor. The Academic Board's decision is final." (Clause 56, General Rules)		

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5.0	Work Integrated Learning Units				
5.1	Courses with practicum or work placements that are required for accreditation or to meet requirements for graduation will likely be impacted by the ability for industry to host students. Where possible, these placements will be deferred and replaced with alternative units to maintain progression. Students will be able to vary their course plan to delay their candidature related to the duration of the impact of COVID-19 on their course. Approvals will be granted by the Course Coordinator on a case-by-case basis, or Office for Professional Learning - as is the case in the School of Education.	Work Integrated Learning Rule	No policy changes required to implement this response. Current Rules and Procedures deemed fit for purpose (see below).	ABSC noted the unlikelihood of Work Integrated Learning activities being undertaken for the remainder of 2020.	Provide an option for students to defer the workplace assessment component of their Work Integrated Learning unit
		Work Integrated Learning Procedures	Practical experience programs "may be completed at any time during the calendar year." (Clause 14 (e) , Work Integrated Learning Rule)	ABSC relied on Clause 56 of the General Rules to relax the requirement for a student to complete a Work Integrated Learning unit during the remainder of the calendar year 2020 (per Clause 14 (e) of the Work Integrated Learning Procedures, and noted the authority of the Vice-Chancellor to approve exceptions to the Work Integrated Learning Rule (Clause 26 of the Rule).	
		Assessment Procedures	"The Academic Board, on the delegated authority of Council, may relax a Rule by application from the Head of School through the respective Pro Vice-Chancellor. The Academic Board's decision is final." (Clause 56, General Rules)	Invoking their power to relax the Rule, ABSC agreed that at the discretion and with recommendation of the appropriate Unit Coordinator, Work Integrated Learning units could be completed in accordance with the maximum period for a SET to be completed per Clause 24 (g) of the Assessment Procedures.	

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		General Rules	"Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the rule would otherwise lead to an unfair unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception." (Clause 26, Work Integrated Learning Rule)	ABSC noted that Unit Coordinators have discretion to permit variations from prescribed requirements for majors and course rules (Clause 21(b) of the General Rules; carry out actions associated with the termination of a placement for reasons beyond a student's control (Clause 17 of the work Integrated Learning Procedures); and approve the carry-over of marks should a student re-enrol in a unit (Clause 32 of the Assessment Procedures).	
			"The maximum periods for a special extension of time are as follows: (i) for all units (other than compulsory practical experience/practicum/praxis units) the latest date for submission is the last day of the teaching period immediately following the teaching period in which the student was enrolled in the unit; (ii) Where the special extension of time is for completion of compulsory practical experience/practicum/praxis, the latest date for submission is the last day of the third teaching period after the original enrolment (ie. twelve months after the end of the original teaching period). (Clause 24(g) , Assessment Procedures)	ABSC also noted the responsibilities of Unit and Course Coordinators, and of the relevant School, should a placement be terminated for reasons beyond a student's control (see Clause 17, Work Integrated Learning Procedures)	
			"Discretionary Powers of Course Coordinators ... permit variation in exceptional circumstances, from the prescribed requirements for majors and course rules where it can be demonstrated that learning outcomes stipulated by the course or major can be achieved, and accreditation and Australian Qualification Framework requirements will be satisfied ...: (Clause 21(b), General Rules)		

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			"If a placement is terminated early for reasons beyond a student's control (eg. the placement provider or facilities provided are determined to be unsuitable): (a) no failed grade will be recorded; (b) the Unit or Course Coordinator will arrange for the student to be assessed on the basis of the completed component of the placement and inform the student as soon as possible of any remaining requirements to be met in order to complete the placement requirement of their unit/course; and (c) the School will assist the student to find an alternative placement to enable them to complete the placement requirements of the unit and/or course." (Clause 17, Work Integrated Learning Procedures)		
			"Re-enrolment in a Unit: (a) the practice of 'carrying forward' a student's marks in assessment tasks that a student passed in a previous enrolment in a unit is at the Unit Coordinator's discretion. If a Unit Coordinator allows this, advice to this effect must be included in the LMS. Students must apply to the Unit Coordinator for approval to carry forward such assessment tasks." (Clause 32, Assessment Procedures)		
	6.0 Extensions to assessment submission dates, and 'Specials'				
	6.1 Students are made aware of provisions for extensions to assessment submissions, Special Extensions of Time (SET) for assessment items, and the ability to apply for Special Consideration of their assessment items on the basis of COVID-19 related issues	Assessment Procedures	No policy changes required to implement this response. Current Procedures deemed fit for purpose (see below).	No ABSC approval required. Detailed information about the type of special assessment options available at UNE is provided in policy documents, however detailed requirements for operationalising and acting on is not available in University-wide documentation.	Aim of this response is two-fold. Firstly, to communicate current provisions for extensions and special consideration of assessments to students. Secondly, to identify requests for SET and Special Consideration which will be made on the basis of COVID-19 related issues.
			Administrative Grades including SET are described at Clause 35 of the Procedures. Grades indicate administrative actions that are separate from academic assessment.	ABSC noted that a University-wide approach to requests for extensions based on an agreed set of principles is currently being developed. This may impact upon the authority provided at Clause 24 of the Assessment Procedures.	Flagging requests made for special consideration of assessments on the basis of COVID-19 related issues, allows for cases to be flagged for expedition at the School level, and flagging will also provide the University with de-identified, numerical data for reporting the ongoing impact of COVID-19 and its related issues upon the student community.

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