

Response	Policy Reference	Current policy provisions and/or advice re implementation during pandemic	ABSC Action	Aim	Risk
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.	Potential disruption to students during transition period.
				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.	Potential for on campus students to exit from enrolled units on the basis that online delivery does not meet their needs.
				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.	Online delivery of unit material may not meet the needs of certain cohorts of UNE students.
	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.	
		"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)			

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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 T1-T3 2020 Urgent Unit Amendment Form	Terms of Reference (Council Approved) Curriculum Committee	No specific policy provision.	ABSC endorsed the T1-T3 2020 Urgent Unit Amendment Form 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.	Inconsistency of process and approval pathway, and loss of important records/data, if amendments are not recorded and approved using the T1-T3 2020 Urgent Unit Amendment Form .
		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.	High volume of unit amendment proposals may require Faculty Dean to delegate approval authority to spread the load.
		"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 T1-T3 2020 Urgent Unit Amendment Form .		
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.	Adjustments may not meet the needs of certain cohorts of UNE students.
	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.	Students with accessibility challenges may not be adequately recognised in UNE systems.
	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.	Assessment items may not address equivalent Unit Learning Outcomes following the transition from on-campus to online 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.	Poor timing of assessment due dates may result in clashes of major assessment item due dates for students and those marking their assessments.
		"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) [or the transition to online delivery as a result of COVID-19 response.]			
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.	Assessment items may not address equivalent Unit Learning Outcomes.
		"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>			

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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.	Students may not engage with communication channels to receive notification of change to assessment items.
	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.		
	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.		

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		"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	<p>Intensive Schools Policy</p> <p>No policy changes required to implement this response. Current Policy and Rules deemed fit for purpose (see below).</p> <p>General Rules</p> <p>"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)</p> <p>"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)</p> <p>"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)</p> <p>"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)</p> <p>"Amendment or revision of this Policy and related Procedures and Guidelines must be approved by Academic Board." (Clause 17, Intensive Schools Policy)</p> <p>"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)</p>	<p>ABSC approved the strategy to cancel non-mandatory intensive schools for T1-T3 (inclusive), 2020.</p> <p>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).</p> <p>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.</p>	<p>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).</p> <p>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).</p>	<p>Costs to Schools arising from cancelled mandatory Intensive Schools.</p>
4.2	Mandatory intensive schools to be cancelled for T1-T3 (inclusive) 2020.	<p>Intensive Schools Policy</p> <p>No policy changes required to implement this response. Current Rules and Policy deemed fit for purpose (see below).</p> <p>General Rules</p> <p>"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)</p>	<p>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.</p> <p>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.</p>	<p>Compliance with Government directions around social distancing and in so doing, protect students from possible infection.</p> <p>Cancellation of mandatory intensive schools must not preclude the delivery of the published learning outcomes.</p>	<p>Costs to Schools with cancelled mandatory intensive schools.</p> <p>No alternative available and UNE does not have capacity to replace/reschedule all mandatory intensives in a timely fashion.</p>

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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 (i.e. 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.		Increase in numbers of grievances and complaints about cancellation of mandatory intensive schools and alternative assessment items being offered to students.
		"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)			
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	Unable to waive requirements of offer alternatives - resulting in delay and dissatisfaction.
	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).		Unable to reschedule/ timetable required activity in subsequent teaching periods
	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.		Accreditation requirements for course/graduation not met.
	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).		

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		"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)			
		"If a placement is terminated early for reasons beyond a student's control (e.g. 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	Assessment Matters: Assignment Extensions, Special Consideration, Special Exams, supplementary exams and Grade adjustments (note these under the banner of Teaching and Learning Student Support Package).				
6.1	Provision of assignment extensions, and for Special Assessment (Special Consideration, Special Extensions of Time (SET), and Special exams (SPE and SPS)) on the basis of COVID-19 related issues for T1 2020.	<p>Assessment Procedures</p> <ul style="list-style-type: none"> A University-wide approach to requests for extensions may impact upon the authority provided at Clause 24 of the Assessment Procedures. Clause 24 provides authority for the Head of School to exercise discretion to offer special assessment options to a student, and to grant a special assessment other than that required by the student. Under Clause 19 (d) the Head of School has authority to make variations to Assessment Task information, including due dates and advice about granting of extensions. Detailed information about the type of special assessment options available is provided in the Procedures, however detailed requirements for operationalising and actioning is 	<p>ABSC (15 April 2020) relied on Clause 56 of the General Rules to approve the following until 19 June 2020:</p> <ul style="list-style-type: none"> Extensions automatically provided for 14 calendar days upon application being made upon request to Unit Coordinator (NB implementation check). * Changes to supporting documentation required: No formal evidence required with application. Maximum period for all other extensions increased to a maximum of 28 calendar days* (unless Faculties already have longer periods in place i.e. 28 days or the maximum in School policies, whichever is the longer) (check latter implementation). ** Changes to supporting documentation required: Must be accompanied by a statement explaining how their study has been impacted by COVID-19. Special Consideration is available to all students that supply a statement explaining how their study has been impacted by COVID-19. Note change to supporting documentation required. 	<p>To provide a university-wide consistent approach for the facilitation of grants of extensions and special assessments for students, acknowledging the disruption to students' lives as a result of COVID-19, and a more appropriate process for applications, given that the usual requirements to provide statutory declarations and similar evidence are difficult if not impossible in the circumstances.</p>	<ul style="list-style-type: none"> Students who may need to request extensions, or seek special assessment options due to COVID-19 related issues, might not be aware that these provisions are available to them. Those students granted or refused extensions/special assessment prior to the decisions herein being promulgated may be disadvantaged. There is a related risk for staff, in being unaware of the university-wide approach being taken and therefore who may provide erroneous advice to students.

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		<p>not available in University-wide documentation.</p> <ul style="list-style-type: none"> The Procedures provide for Schools to have separate policies regarding extensions contained within discrete and separate 'Late Assessment Policies' (Clause 22(e) of the Procedures). This is in accordance with Clause 2 of the Procedures that "acknowledge that the types and volume of Assessment used throughout the University are diverse and vary according to the academic discipline." 'Late Assessment Policies' are located on individual School websites. Note that Clause 30(b) also authorises School Boards of Examiners meetings to authorise Chairs of those meetings to validate late changes to results or special assessment applications. <p>Note that clause 23 b of the Assessment Procedures state that Sections 24(a)–iii may be varied by the Pro Vice-Chancellor (Academic Innovation). If an out-of-session examination is approved, the Student must be given one week's notice.</p> <p>Note that cl 27 of the Assessment Rule states that (27) 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.</p>	<p>ABSC Action</p> <ul style="list-style-type: none"> Special extension or time is available to all students that supply a statement explaining how their study has been impacted by COVID-19. Note change to supporting documentation required* * * Special Examinations are available to all students that supply a statement explaining how their preparation for exams, capacity to sit an exam in the timetabled period or exam location (including OLX) has been impacted by COVID-19. Note change to supporting documentation required. * NOTE THAT Extensions for T1 can only be granted up to 19 June 2020 (the last day of the Trimester 1 Assessment Period), and extensions for T2 can only be granted up to 16 October 2020 (the last day of the Trimester 2 Assessment Period). If further extensions are required and based on study that has been impacted by COVID-19, please apply for a Special Extension of Time (SET) via AskUNE. **NOTE CHANGES TO USUAL EVIDENCE REQUIRED (one of): a medical certificate from either a general practitioner or a pharmacist; letter from employer stating you are working in an essential industry and have experienced an increase or change in work commitments due to COVID-19; signed declaration from the student that their ability to study has been impacted by COVID-19, e.g. through following Government directives to keep children away from school; that study has moved from on-campus to online mode; that the student is required to care for an at-risk individual or someone in mandatory self-isolation; or in some other way. * Note minutes from 05 May 2020 meeting item 3.4: <p>3.4. Student Assessment Extension Workflow Chart #AB20299 The Standing Committee reviewed the Extension Workflow Chart and requested that "centrally" be included in the statement "Student applies centrally for extension", so as to indicate the process was not via unit coordinator as usually the case, and that a copy of the information that is provided to students/staff through the various stages of this process be provided to the Standing Committee for noting. ACTION ITEM: Student Assessment Extension Workflow Chart (#AB20299) be updated to reflect "student applies centrally for extension". ACTION ITEM: Director Student Success to provide a copy of amended Workflow Chart and the information that is provided to students/staff throughout the various stages of the Student Assessment Extension Workflow (#AB20299) be provided to the Standing Committee. ** Note for Faculty review process for refusal of extensions up to 28 days see minutes from 14 May 2020 meeting item (matters arising): (see 14 May Business Papers for annexures referred to)</p> <p>Annexure A: Members of the Standing Committee sought to understand the 'Review Process' "to be confirmed by each Faculty" and that this appears to create ambiguity. Members was advised that, following on from previous Standing Committee meetings, this processes is, and reviews are, dealt with under the usual framework that is outlined within each of the faculties and subsequently confirmed with the Director Student Success. *** re SETS/BAU see minutes from 14 May 2020 meeting item (matters arising): (see 14 May Business Papers for annexures referred to) Annexure B: The Standing Committee noted that there should be clearly defined separations between standard extensions and special extensions of time, the processes for both COVID-19 extensions, and Special Extensions that are submitted through the Student Relationship Management System (SRM). Members of the standing committee recommended increasing size of the font for the notice that "extension details will not appear in Moodle immediately and will be updated as soon as possible".</p> <p>The Chair noted that suggestions and clarifications on website materials, such as changing font sizes etc, should be sent to the Director of Learning and Teaching Transformation to be addressed appropriately, given the volume of posted materials.</p>	<p>Aim</p> <p>Supplementary Aim: Record of request for extensions and Special Assessment which will be made on the basis of COVID-19 related issues will provide the University with de-identified, numerical data for reporting the ongoing impact of COVID-19 upon the student community.</p>	<p>Risk</p> <ul style="list-style-type: none"> There could be ongoing confusion where School policies appear to contradict University-wide response.
		<p>Administrative Grades including SET, SPE and SPS are described at Clause 35 of the Procedures. Grades indicate administrative actions that are separate from academic assessment. Applications for Special Assessment are made online via uploaded forms provided at UNE webpages.</p>			
		<p>Special consideration is limited to 3% under Clause 24(f) and involves examiner and Unit Coordinator consideration. Applications for Special Consideration are made online via uploaded forms provided at UNE webpages.</p>			

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6.2 Provision for supplementary exams (SUP) for T1 2020	Assessment Procedures	Authority for the Head of School to exercise discretion to offer special assessment options to a student, and to grant a special assessment other than that required by the student, is provided in detail, at Clause 24 of the Procedures.	ABSC (15 April 2020) approved that Schools may implement the following until 19 June 2020 for students who sit an online, oral or 'take home' FINAL Examination and who meet the following criteria will be automatically offered a supplementary exam by the relevant Faculty and recorded by School Board of Examiners as SUP: <ul style="list-style-type: none"> • achieve an overall unit level mark between 45 and 49%, • are studying in their final trimester of study and did not pass an exam that makes them unable to progress to graduation. (NB. ADT&Ls to discuss on 20 May) 	To provide a university-wide consistent approach for the facilitation of supplementary exams for students, acknowledging the disruption to students' lives as a result COVID-19. Supplementary Aim: Record of Supplementary Exams offered will be made on the basis of COVID-19 related issues will provide the University with de-identified, numerical data for reporting the ongoing impact of COVID-19 upon the student community.	Students might not be aware that these are available to them. There is a related risk for staff, in being unaware of the university-wide approach being taken and therefore who may provide erroneous advice to students.
6.3 Provision of options for grades and GPA adjustments for students for T1 2020.	Assessment Procedures	Clause 24 (a) (iv) of the Procedures provides for Head of School authority for a result of withdrawal without failure. Clause 30(b) also authorise meetings of School Boards of Examiners to authorise Chairs of meetings to validate late changes to results or special assessment applications. Clause 31 provides for Head of School authority to change a confirmed result after confirmation of results for a teaching period. Clause 32 allows for carrying forward of marks on re-enrolment at the Unit Coordinator's discretion.	ABSC (15 April 2020) approved for Unit Coordinators and Board of Examiners to implement the following until 19 June 2020 for students impacted by COVID-19: <ul style="list-style-type: none"> • apply for Withdrawal Without Academic Penalty up to 29 May 2020; • apply to convert a fail grade into a withdrawn grade; and • apply to convert a passing grade to a satisfactory grade so there is no impact on Grade Point Average (GPA). 	To provide a university-wide consistent approach for the facilitation of grade and GPA adjustments, acknowledging the disruption to students' lives as a result COVID-19. Supplementary Aim: Record of requests for Grade adjustments made on the basis of COVID-19 related issues will provide the University with de-identified, numerical data for reporting the ongoing impact of COVID-19 upon the student community.	Students might not be aware that these provisions are available to them. There is a related risk for staff, in being unaware of the university-wide approach being taken and therefore who may provide erroneous advice to students.
7.0 Additions re "Additional Student Support Package" approved by ABSC (COVID-19) (see Item 3.3, ABSC minutes of 05 May 2020)					
7.1 Automatic Withdrawal without Academic Penalty for all Students	Principal Dates Guidelines	Clause 11: "The last date for withdrawal without academic penalty (award of grade WN) shall be set as follows: (a) Trimester 1 and 2 units: Monday of week 10 of the trimester; (b) Trimester 3 units: Monday of week 7 of the trimester; (c) Year Long units: same day as the deadline for units in the second consecutive trimester; (d) Full-time Honours units: Monday of week 32 of candidature; (e) Part-time Honours units: Monday of week 32 in the year-long Honours teaching period." Clause 17: "Under exceptional circumstances the University reserves the right to change a Principal Date (https://www.une.edu.au/about-une/principal-dates) (but not a statutory date) after it has been published, but no later than the first day enrolments open for the relevant trimester.	ABSC (Item 3.3 of 05 May 2020) approved: "For all students who withdraw up to and including the extended (from 04 May) date of 29 May 2020 will be automatically assigned a Withdrawal Without Academic Penalty (WWAP) grade. There should be no application process for this. This will be facilitated through the Online Enrolment system (OLE) by amending the WWAP date (ie. from 04 May to 29 May 2020). Note that this also approved as part of 6.3: <i>inter alia</i> ABSC (15 April) approved for Unit Coordinators and Board of Examiners to implement the following until 19 June for students impacted by COVID-19: "apply for Withdrawal Without Academic Penalty up to 29 May 2020."	To provide additional support to students, based on the assumption that all students have been impacted by COVID-19 and if they were withdrawing it is most likely to be for this reason. Reasons are also captured in the system through the withdrawal process and can be verified and reported on.	Students might not be aware that this option is available (particularly given calendar on website) (https://www.une.edu.au/about-une/principal-dates) and those students who withdrew prior to the extension of the WWAP date will need to be included in the penalty waive (i.e. after 04 May and prior to the announcement).
7.2 Application for Credit of Fees - Supporting Evidence			ABSC (Item 3.3 of 05 May) Approved: "Expedited process for fee credit application for all students."	To provide additional support to students, the University will not be seeking additional evidence from students, instead, the application form for credit of fees should include a checkbox list of COVID-19 impacts and an open question for students to comment on other impacts. This will allow Student Success to report on reasons chosen, reduce the burden on students applying, and remove the need for unnecessary checking of supporting evidence. Options on the form would be as per the Student Support Package (6 TBC).	Students might not be aware that this option is available to them.

Response	Policy Reference	Current policy provisions and/or advice re implementation during pandemic	ABSC Action	Aim	Risk
7.3 Eligibility for Fee Credit for Students who have already withdrawn			ABSC (Item 3.3 of 05 May 2020) Approved: "Equitable provision of fee credit for all students, including those who have already withdrawn."	In the interest of equity, students who have already withdrawn from units in Trimester 1, 2020 should be eligible to apply for the fee credit.	Students might not be aware that this option is available to them.
7.4 Method and Timing of Fee Credit for Students			ABSC (Item 3.3 of 05 May) Approved: "Defined life (period) of fee credit."	Fee credits are to be granted for an equivalent dollar value of the actual cost to the student in Trimester 1, 2020. These credits will remain valid until census date Trimester 2, 2021.	Students might not be aware that this option is available to them.
8.0					
8.1 Extension to candidature for Higher Degree by Research Students (up to 6 months) and HDR Scholarships	HDR - Higher Degree Research Candidature Rule See also HDR Research Training Program (RTP) Scholarship Policy	HDR Candidature Rule, clause 25: "HDR candidates may seek an extension of their candidature with the approval of their Principal Supervisor and Head of School."	ABSC (Item 3.2) of 05 May 2020: "Higher Degree Research Extensions to Candidature and Scholarships - extenuating circumstances COVID-19 for up to 6 months extension to candidature and scholarships for Higher Degree by Research Students."	To provide additional support to students, based on the assumption that all students have been impacted by COVID-19. Reasons will also be captured and reported on (student must have medical certificate and/or statement from Principal Supervisor detailing degree of impact)	Students might not be aware that this option is available. For students without scholarships they can be advised of the Student Emergency Assistance Fund.
9.0 Additions re COVID-19 Response Supporting the Delivery of Online Exams approved by ABSC (COVID-19) 12, 14 and 19 May 2020 #AB20302 as edited.					
9.1 Implementation of the expansion of the OLX pilot (online exams invigilated by 3rd party (ProctorU)) from student 'opt in' only, to business as usual (BAU)	Privacy Management Rule Cyber and Information Security Rule	Privacy Management Rule: • Clause 13 explains that consent must be sought from the individuals concerned, before personal information is collected; • Clause 15 outlines the information that should be presented to individuals (via Collection Notices) to ensure they have sufficient material available to make an informed choice about disclosure of their personal information. This includes information about any third parties that might also be entitled to the information, factual material about where the collected material will be held and by whom, and instructions about how an individual might lodge a privacy complaint should they believe adequate information has not been provided to them.	ABSC (12 May 2020) Approved #AB 20302: The Academic Board Standing Committee: 1) DISCUSSED the Personal Information Collection Notice #AB20302(1), 2) APPROVED the Personal Information Collection Notice (with suggested edits) #AB20302(2), and 3) NOTED the "COVID-19 Response: Supporting the delivery of online examinations; UNE's arrangement with ProctorU – legislative and policy compliance requirements". ABSC (19 May 2020) item 5.1: The Academic Board Standing Committee: 1) NOTED the revised Personal Information Collection Notice #AB20302(v3), and 2) NOTED the DRAFT communications and publication/dissemination of the Notice #AB20302(2A and 2B).	To provide an assessment mechanism that will support students' health and safety during COVID-19 in order to comply with social restrictions during pandemic (paper-based in-person exams both in Australia and overseas are unable to be held during COVID-19 due to health restrictions). OLX are therefore now to be offered on an opt-out rather than opt-in basis, i.e business as usual. This move accelerates an existing strategic move to transition to wider adoption of OLX due to the increasing obsolescence of paper-based exams (involving unnecessary time and cost).	Students might not have been fully aware of options and/or implications.
	External regulations: Higher Education Standards Framework (https://www.legislation.gov.au/Details/F2015L01639), Australian Privacy Principles (https://www.oaic.gov.au/privacy/australian-privacy-principles/)	• Clause 38 specifically relates to the University's relationship with third party organisations, and its requirements to ensure the protection of information relating to staff and students: <i>Third party organisations who may be contracted by the University to perform a particular service (eg. conducting surveys, staff or student elections, or ongoing management of personal information) must confirm that they will comply with appropriate University of New England policy documents in relation to the collection, storage, use and disclosure of personal information.</i> <i>Personal information is to be encrypted during transfer to</i>			

Response	Policy Reference	Current policy provisions and/or advice re implementation during pandemic	ABSC Action	Aim	Risk
		<p><i>ensure its secure transmission. (a) where personal information has been held by a third party for a particular purpose, the University requires assurance either contractually or via a statement of attestation, that the information will be destroyed once the purpose has been completed. (b) Where personal information is stored by a third party provider to deliver an ongoing service to the University, independent assurance needs to be provided to the University on a regular basis, that they are continually maintaining compliance with appropriate privacy legislation. Such an arrangement needs to be incorporated into any binding contractual agreements to ensure personal information is appropriately protected at all times.</i></p> <ul style="list-style-type: none"> • Clause 57 relates to UNE's privacy expectations of third party contractors: <i>Where the University engages a third party contractor to undertake functional activities (eg. mailing houses, IT support agencies, online voting services, specialist contractors) UNE's privacy obligations also apply to the third party and must be incorporated into any contract or contractual obligations between them and the University.</i> 			
<p>In addition to the policies outlined in the table above, policies to support and assist with the implementation of responses to transition on campus students to online delivery, are as follows:</p> <p>Academic Quality Assurance Rule Course Approval Rule Course Coordinator Policy Course Coordinator Procedures Online Learning Resources Rule Quality Assurance Procedures for Courses and Units (Coursework) Teaching and Learning Expectations for Staff and Students Unit Approval Procedures</p> <p>Please also refer to the "Associated Information" tab at each policy document, for further support and information to assist with the implementation of responses. All policies are published at the UNE Policies webpage (www.une.edu.au/policies).</p>					