

Unit Review Committee and Progression Panel Procedures

This procedure supports the [Academic Progression Policy](#).

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1. Definitions

- 1.1. Definitions in the [Admission, Enrolment and Academic Progress Rules](#), the Academic Progression Policy, the Assessment, Examination and Moderation Procedures, and the [University Glossary](#) apply to these Procedures, in addition to the following:

Name	Description
Determinations Report	A report identifying Students where progression determinations must be made by a Progression Panel. This may include determinations relating to: (a) exceptional progression matters; (b) Supplementary Assessments, Conceded Passes and Lost Assessment Tasks; and (c) repeating Units.
Marks Recording System	The University's system for uploading Assessment Task results.
Marks Submission Deadline	A date within each Teaching Period, determined by the Director, Student Administration, by which Unit Coordinators will submit Assessment Task results.
Progression Panel	A School based committee responsible for making individual Student progression decisions.
Progression Report	A report identifying Students (by Course) who are to be: (a) placed on or continue with an Amber Status; (b) placed on or continue with a Red Status; and (c) Excluded – Purple Status following each Progression Period. The Progression Report will also include a table of progress for Higher Degree by Research Candidates.
School Officer	A nominated staff member within a School or Teaching Area responsible for assisting with a URC or Progression Panel.
URC (Unit Review Committee)	A University committee responsible for critically reviewing Unit and assessment integrity and results.

2. Purpose and Scope

- 2.1. These Procedures are intended to:

- (a) outline the terms of reference for a URC and Progression Panel;
- (b) provide guidance relating to URC and Progression Panel meetings; and
- (c) promote understanding amongst staff and Students of processes relating to the review of Unit and assessment integrity and results, approval of results, determination of Academic Progression Status, and conferral of Awards.

2.2. These Procedures apply to all Students and Units offered by the University.

3. Procedures

Unit Review Committee (URC) purpose and composition

- 3.1. A URC is responsible for critically reviewing Unit and assessment integrity and results, ensuring that assessment regimes are consistent with University policies and procedures, and ensuring that determinations are made for sound academic reasons.
- 3.2. Each School will have a URC, comprising:
 - (a) the Associate Dean (Teaching and Learning), who will be the Chair;
 - (b) a Centre for Learning and Teaching representative;
 - (c) for each discipline, the relevant Associate Dean (Discipline)(s);
 - (d) for each Course, the relevant Course Coordinator(s);
 - (e) for Courses where Higher Degree by Research Students and Honours Students are enrolled, the School Associate Dean (Research); and
 - (f) as required and appointed by the Chair from time to time:
 - (i) a representative from any third party who assists with the teaching or delivery of the relevant Unit; and
 - (ii) any other staff or third parties as required.
- 3.3. The University's Teaching Areas will have a combined URC, comprising:
 - (a) the Dean, Head or Director of each Teaching Area (or nominee), one of which will be nominated as Chair;
 - (b) for each Course, the relevant Course Coordinator(s); and
 - (c) as required and appointed by the Chair from time to time:
 - (i) a School Associate Dean (Teaching and Learning);
 - (ii) a representative from any third party who assists with the teaching or delivery of the relevant Unit; and
 - (iii) any other staff or third parties as required.
- 3.4. The Deputy Vice-Chancellor (Education) may approve in writing additional URCs as may be required by the University from time to time.
- 3.5. A School Officer (or Teaching Area equivalent) may attend each URC meeting as an observer to provide administrative support, as requested by the Chair.

Progression Panel purpose and composition

- 3.6. A Progression Panel is responsible for making determinations relating to individual Student academic progression, including:
- (a) offering supplementary assessment and conceded passes;
 - (b) permitting Students to repeat failed Units;
 - (c) considering specified matters involving Honours Students and Higher Degree By Research Candidates; and
 - (d) finalising results for individual Students.
- 3.7. Each School will have a Progression Panel, comprising:
- (a) the Associate Dean (Teaching and Learning), who will be the Chair;
 - (b) for each Discipline, the relevant Associate Dean (Discipline);
 - (c) for each Course, the relevant Course Coordinator(s);
 - (d) for Courses where Higher Degree by Research Students and Honours Students are enrolled, the School Associate Dean (Research); and
 - (e) as appointed by the Chair from time to time:
 - (i) a representative from any third party who assists with the teaching or delivery of the relevant Unit; and
 - (ii) any other staff or third parties as required.
- 3.8. Where a progression decision involves VET qualifications, at least one Progression Panel member must hold a Certificate IV in Training and Assessment and be a member of academic staff of the relevant School or Teaching Area. Additional staff may need to be appointed for this purpose.
- 3.9. The Director, Student Administration or their nominee(s) will attend each Progression Panel meeting as an observer and to act as an executive officer of each Progression Panel.
- 3.10. A School Officer (or Teaching Area equivalent) may attend each Progression Panel meeting as an observer to provide administrative support, as requested by the Chair.

Meetings

- 3.11. The Director, Student Administration, in conjunction with the Schools and Teaching Areas, will prepare a calendar of URC and Progression Panel meetings for each calendar year.
- 3.12. URC and Progression Panel meetings may be conducted face-to-face, online, by email exchange, or via videoconference or teleconference, as determined by the Chair. Each URC and Progression Panel is authorised to make decisions between meetings where appropriate. URC and Progression Panel decisions may be made in person or by exchange of written or electronic correspondence.
- 3.13. Unit Coordinators are expected to be available to present (in person or by telephone as determined by the Chair) at URC and Progression Panel meetings, to speak to their assessment results and other Unit-related matters. The Chair of the URC or Progression Panel will notify Unit Coordinators if they are required to attend a meeting.

URC meetings

- 3.14. Each URC will meet at least at the end of each Progression Period. Before each URC meeting:
- (a) Unit Coordinators will submit results and respond to questions in the Marks Recording System by the Marks Submission Deadline; and
 - (b) the School Officer will ensure all relevant documents are available for review by URC Committee members.
- 3.15. A URC meeting will not consider a Unit's integrity, unless and until at least 75% of the total number of Students' results have been submitted into the Marks Recording System. Where this threshold is not met, the URC Chair (or nominee) will follow up with the relevant Unit Coordinator to minimise any delay.
- 3.16. At a URC meeting, the URC will critically review Unit and assessment integrity and results for each Unit offered within the relevant Progression Period(s), including verifying:
- (a) that at a Unit level, the results awarded properly reflect the levels of student performance;
 - (b) that all aspects of the Unit assessment and marking process is completed in accordance with relevant rules, policies and procedures;
 - (c) that the completion of moderation activities is consistent, including across modes and locations, and is in accordance with relevant rules, policies and procedures; and
 - (d) other academic matters, such as the granting of resubmissions, variations to assessment (including extensions), and special consideration.
- 3.17. Each URC will, as part of each meeting, review and record requirements for improvements relating to:
- (a) Unit integrity and assessment;
 - (b) success rates and the distribution of grades;
 - (c) concerns regarding Academic Misconduct and Academic Breach; and
 - (d) other relevant academic matters,
- including the required timeline for completing improvements. Requirements will be circulated to the School Curriculum Teaching and Learning Committee, School Executive, and others, as needed.
- 3.18. The URC may do any one or more of the following:
- (a) withhold the results of a whole Unit for further moderation, remarking or review:
 - (iii) if the results do not comply with the University's policies and procedures or Unit outlines;
 - (iv) if results represent a skewed distribution without adequate explanation; or
 - (v) on any other reasonable grounds;
 - (b) withhold or set aside individual Student results for any reason;
 - (c) in exceptional cases only, direct the Unit Coordinator to:
 - (i) allow the relevant Students to repeat Assessment Tasks; or

- (ii) make additional supplementary Assessment Tasks available for Students who have failed the Unit, but who have achieved a minimum mark to be determined by URC; and
 - (d) refer any matter to the Deputy Vice-Chancellor (Education) for determination.
- 3.19. Each URC will respond, on an annual basis, to the Deputy Vice-Chancellor (Education)'s report on academic integrity, addressing the following:
 - (a) data and trends relating to allegations and findings of Academic Breach and Academic Misconduct for Students;
 - (b) the manner in which allegations were dealt with;
 - (c) the steps taken to promote academic integrity and minimise Academic Breach and Academic Misconduct; and
 - (d) action plans to continuously improve academic integrity.

Progression Panel meetings

- 3.20. Each Progression Panel will meet at least at the end of each Progression Period. Progression Panel meetings with typically (but not always) occur after the relevant URC meeting.
- 3.21. Before each Progression Panel meeting, Student Administration will provide relevant Determinations Reports and Progression Reports to the relevant School Officer.
- 3.22. The School Officer, in conjunction with relevant Course Coordinators, Associate Dean (Disciplines) and other relevant staff, will ensure that the Determinations Reports and Progression Reports are considered, and provide recommendations to the Progression Panel regarding the approval of reports, determinations to be made, or proposed variations.
- 3.23. The Progression Panel will then meet to review the Determinations Reports and Progression Reports, and will notify Student Administration of any individual progression approvals, determinations or variations to be made.
- 3.24. The Progression Panel is responsible for finalising results to be released by Student Administration. The Progression Panel may withhold the release of an individual Student's result or Academic Progression Status, for any reason. The Chair of a Progression Panel may, without a meeting being called, finalise an individual Student result or Academic Progression Status, or make a progression determination, without the need for a meeting of the Progression Panel, where:
 - (a) the URC or Progression Panel has previously withheld an individual Student's result, and the reasons for withholding the result have been resolved;
 - (b) where individual Student results are submitted late for any reason; or
 - (c) there are other compelling circumstances to do so, as determined by the Chair.
- 3.25. The Chair of a Progression Panel may refer any matter to the Deputy Vice-Chancellor (Education) for determination.

Following meetings

- 3.26. The School Officer will finalise minutes of URC and Progression Panel meetings, and forward the minutes and Progression Panel reports to Student Administration.

Conferral of Awards

- 3.27. Following the relevant Progression Panel meeting, the Director, Student Administration will finalise and endorse the 'Cleared to Graduate List' and forward it to the Vice-Chancellor (or their delegate).
- 3.28. The Vice-Chancellor (or their delegate) will approve or modify the 'Cleared to Graduate List', at which time conferral on approved Students will formally take place. The date of conferral will be recorded as the date of the relevant APC meeting.
- 3.29. Student Administration will:
- (a) attach the approved 'Cleared to Graduate List' to the minutes, and return a complete copy to the School Officer for distribution within the School;
 - (b) ensure Students' results and Academic Progression Statuses are entered in the University's Student management systems;
 - (c) provide lists of graduating Students to Graduate Research Services for all Higher Degree by Research graduates, and the School Research and Higher Degrees Offices for all Higher Degree by Research, Masters by Coursework and Honours graduates; and
 - (d) alter Student designations on the University's Student management systems to "Dr" for all doctoral graduates.

4. Contact Information

Procedure Owner	Deputy Vice-Chancellor (Education)
All Enquiries Contact:	Director, Student Administration
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1.1	Professor Angela Hill (Deputy Vice-Chancellor (Education))	16 June 2021	29 Jun 2021	Procedures to take effect from 29 June 2021. Minor name change in 3.29(c). Correct typographical errors.