

COLLEGE OF SCIENCE

College Service Expectations Charter: Student Administration

ADMINISTRATIVE AREA

STUDENT ADMINISTRATION

MISSION STATEMENT: ANU College of Science Student Administration strives to deliver timely and accurate advice on all student related matters affecting the College.

| PROCESS 1 Admissions | | AREA RESPONSIBLE BU=Budget Unit Administration; CoS= CoS Administration; SAS= Student & Academic Services | | TURNAROUND TIME (Indicate approx. turnaround time) | COMMENTS/DETAILS DA = Delegated Authority HOD = Head of Department |
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| Step | Description | Subscribed Areas | Unsubscribed Areas | | |
| a. | UG Admissions | SAS | SAS | Offers made according to UAC schedule | Dean sets quotas. SAS makes offers via UAC. |
| a. | UG Special Consideration and Bonus Points | CoS | CoS | Offers made according to UAC schedule | Sub Deans review request for special consideration and allocation of bonus points. |
| b. | Hons Admissions | CoS | CoS | 3 days from receipt at CoS | BU sends details of Hons students to CoS who handle admissions/enrolment. External Hons apps reviewed by Sub Deans and processed by SAS. |
| c. | PG Coursework Admissions | CoS | BU/CoS | 3 days from receipt at CoS | BU sends application to Grad program convenor for decision. Decision signed off by DA. CoS process offer/rejection paperwork. (Except for program 7903 administered by RSES) SAS process international student offers. |
| d. | HDR Admissions (Offer letters include details on any advanced standing and scholarship) | COS/SAS | BU/CoS/SAS | Offers made as SAS receives paperwork | Application send to grad studies field, reviewed by HDR Convenor, signed off by HOD, DA and then sent back to SAS for offer/rejection paperwork. |
| PROCESS 2 Class Schedule | | | | | |
| a. | Coursework Class Schedule | BU/ CoS | BU/ CoS | As per SAS deadline | CoS distributes template for class schedule. BU compiles schedule which is returned to CoS, collated to one file and send to SBS. |

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| PROCESS 3 Committee Support | | | | | |
| a. | Education Committee | CoS | | As per meeting schedule | CoS compiles Agenda & Minutes and follows up on any necessary items (including ensuring course and program proformas are tracked for approval see 'Curriculum Management') |
| b. | Coursework | CoS | | As per meeting schedule | CoS compiles Agenda & Minutes and follows up on any necessary items |
| c. | PG Coursework | CoS | | As per meeting schedule | CoS compiles Agenda & Minutes and follows up on any necessary items |
| d. | Honours | CoS | | As per meeting schedule | CoS compiles Agenda & Minutes and follows up on any necessary items |
| e. | HDR (& Scholarships Committee) | COS | | As per meeting schedule | CoS compiles Agenda & Minutes and follows up on any necessary items |
| f. | PhB | CoS | | As per meeting schedule | CoS compiles Agenda & Minutes and follows up on any necessary items |
| PROCESS 4 Credit/Status | | | | | |
| a. | UG Credit/Status Applications | CoS | CoS | CoS notifies student within 3 days of receipt of Sub Dean decision | Applications lodged by student with CoS. Sub Deans decide on status allocated. CoS enters onto Student21 and notifies student. |
| b. | PG Credit/Status Applications | BU/ CoS | BU | CoS notifies student within 3 days of receipt of convenor decision | Applications lodged at CoS. Sent to BU for decision by Grad program convener. CoS enters decision onto Student21 and notifies student. (Except for program 7903 administered by RSES) |
| c. | HDR Advanced Standing | BU/CoS/SAS | BU/SAS | As required | Convenor, HOD, DA consider Advanced Standing before Offer is made by Admissions |

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| PROCESS 5 Curriculum Management | | | | | |
| a. | New/Varied Coursework Courses | BU/CoS | BU/CoS | Depends on CoS meeting schedule. All new courses must be published by 1 Sept of preceding year | BU drafts proforma. CoS review proforma add info where necessary and then track paperwork through CoS education committees for approval. Once approved courses are reported for noting at UEC. CoS then ensure they are entered onto Student21 by SAS and updated in Study@ |
| b. | New/Varied Coursework Programs | BU/CoS | BU/CoS | Depends on CoS/UEC meeting schedule | BU drafts proforma. CoS review proforma add info where necessary and then track paperwork through CoS education committees for approval. CoS approved programs are submitted to UEC for final approval. CoS then ensure they are entered onto Student21 by SAS and updated in Study@ |
| PROCESS 6 Enrolments | | | | | |
| a. | UG Enrolments | CoS/SAS | | As required | Sub Deans & First Year Academic Advisors provide enrolment advice in Melville Hall. Enrolment entered by students or SAS. Students can vary enrolment via ISIS or submit form via CoS. Permission codes for particular courses are allocated by the BU. |
| b. | Hons | CoS | | CoS processes within 1 day where possible | CoS enters enrolment onto Student21. |
| c. | PG Coursework | CoS | CoS | CoS processes within 1 day where possible | Grad Program convenors provide course advice. Student can either enrol via ISIS or submit form to CoS. (Enrolments for program 7903 are administered by RSES) |
| d. | HDR | SAS | SAS | As required | International students contact RSO and make appointment to enrol; domestic students submit form and RSO enrolls |

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| | | | | | student (student does not have to be present during enrolment). |
| PROCESS 7 | | | | | |
| Examinations | | | | | |
| a. | UG Examinations | BU/SAS | BU/SAS | Depends on SAS schedule | Formal Examinations organized by SAS. BU arrange directly with Exams office in SAS. |
| b. | Special Examinations | BU/CoS | BU/CoS | 3 days | Special Examinations need approval of BU and Sub Dean before letter produced by CoS. BU arranges special exams (Exams Office will assist with venue and invigilators). Note: DSU also approves special exams and notifies BU & CoS. |
| c. | Special Consideration | BU | BU | 1 day (from CoS to BU) | Applications are submitted at CoS and sent to the BU for consideration during marking of |
| d. | Nomination of Examiners for HDR | BU/CoS | BU/CoS | CoS 3-5 days | Nomination of examiners required approval of Head of Dept, DA and the Dean. CoS coordinate Associate Dean & Dean's signature and submit to SAS. |
| e. | HDR Examination of Thesis | SAS | SAS | varies | SAS (RSO) arrange this process. CoS coordinates Associate Dean & Dean signature as required. |
| f. | HDR Recommendation for Completion | BU/CoS | BU/CoS | CoS 3-5 days | Completions required approval of Head of Dept, DA and the Dean. CoS coordinate Associate Dean & Dean's signature and submit to SAS. Any corrections required go through same approval process |
| PROCESS 8 | | | | | |
| Fees Schedule | | | | | |
| a. | Fees Schedule (DTF/ISF Price Point allocation) | CoS | CoS | Depends on SAS schedule | Fees Schedule is compiled by the Manager Student Administration based on info supplied by the Dean - the Dean negotiates with local area heads. |
| b. | Field Trips | CoS | CoS | As required | BU sets field trip process, CoS Finance set up codes on ESP, CoS Office provides cashier for receipting |

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| PROCESS 9 Handbook & Study@ | | | | | |
| a. | Study@ Updating | BU/CoS | BU | Depends on SAS schedule | CoS enters all new/changed programs majors, etc submitted to education committee. BU makes all new & changed course Study@ amendments. |
| b. | Handbook | BU/CoS | BU/CoS | Depends on Publications schedule | CoS extract rtf from Study@ for Handbook file. BU & CoS update rtf – CoS compile into one document, Sub Deans and CoS review completed document and submit to Central publications unit. |
| PROCESS 10 HDR Milestones | | | | | |
| a. | Candidature details & Appointment of Supervisors | CoS | BU | As required | Forms completed by BU and signed by Chair of Supervisory panel, HOD, DA (& Dean if required). Details entered on to Student21 by CoS/BU as appropriate. |
| b. | Research Progress Reports | BU/CoS | BU | As required | BU generates form, student completes and discusses with supervisor. Once approved is entered into Student21 by CoS/BU. |
| PROCESS 11 General Enquiries | | | | | |
| a. | Emails to science.enquiries | CoS | | 1 day | CoS is responsible for ensuring all emails are answered or referred to the correct area in 1 working day |
| b. | Front Enquiry Counter & Main science phone line x 52809 | CoS | | Immediate response | This counter and phone number is the first point of contact for most UG queries |
| c. | Sub Dean appointments | CoS | | As required | Sub Deans are available by appointment to assist UG students |
| PROCESS 12 Graduation | | | | | |
| a. | UG | CoS | CoS | Depends on Graduations schedule | Sub Deans review transcripts for all potential graduates. CoS process decisions into Student21 |

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| b. | Hons | CoS | CoS | Depends on Graduations schedule | Sub Deans review transcripts for all potential graduates. CoS process decisions into Student21 |
| c. | PG Coursework | CoS | CoS | Depends on Graduations schedule | Grad program Convenors review transcripts from all potential graduates. CoS distributes transcripts and enters decisions into Student21. |
| d. | HDR Completions Processing | BU/CoS | BU/CoS | CoS 3 days | BU submits memo signed by HOD & DA, CoS submits for Associate Dean & Dean's approval and forwards to RSO for processing. |
| d. | Graduation Ceremony | SAS/CoS | SAS/CoS | 3 days | Organised by SAS – BU/CoS staff involved in the ceremony. |
| PROCESS 13 | | | | | |
| Leave of Absence | | | | | |
| a. | UG | CoS | CoS | 3 days | Students submit form to CoS. Sub Deans sign off on application, CoS notifies students of the outcome, SAS enters onto Student21. |
| b. | Hons | CoS | CoS | 3 days | Students submit form to CoS. Sub Deans sign off on application, CoS notifies students of the outcome, SAS enters onto Student21. |
| c. | PG Coursework | CoS | CoS | 3 days | Students submit form to CoS. Form is sent to BU for Grad Program Convenor approval, then signature by local DA, CoS notifies students of the outcome, SAS enters onto Student21. (Program 7903 administered by RSES) |
| d. | HDR | BU/CoS/SAS | BU/CoS/SAS | 3 days | Leave application is submitted to BU for approval by Supervisor, HOD& DA, then goes to local DA. Decision is entered onto Student21 and student notified by SAS. |

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| PROCESS 14 Prizes | | | | | |
| a. | Prize | BU/CoS | BU | Depends on SAS Schedule | SAS distributes prize nomination forms to CoS. CoS sends to BU for nomination and collates responses for sign off by Dean and return to SAS. |
| PROCESS 15 Program Extensions | | | | | |
| a. | HDR Program Extension | BU/CoS/SAS | BU/SAS | as required | Student fills in request, signed by supervisor, HOD & DA, BU forwards to SAS for processing. |
| b. | Honours Extension | BU/COS | BU | 3 days | Student requests extension, approval required by supervisors and HoD. Reviewed by Deputy Dean, CoS notifies student. |
| PROCESS 16 Program Transfer | | | | | |
| a. | UG | CoS/SAS | CoS/SAS | 3 days | Applications are reviewed by Sub Deans. CoS send to SAS for processing. |
| b. | Hons | CoS/SAS | CoS/SAS | 3 days | Applications are reviewed by BU and then Sub Deans. CoS send to SAS for processing. |
| c. | PG Coursework | CoS/SAS | BU/SAS | 3 days | Applications are reviewed by local Program Convenor and then submitted for endorsement by DA. CoS forwards to SAS for processing. (Program 7903 administered by RSES). |
| d. | HDR | BU/CoS/SAS | BU/SAS | 3 days | Student submits application for approval by supervisor, HOD & DA. BU forwards to RSO for processing. |
| PROCESS 17 Reading Bricks | | | | | |
| a. | Reading Bricks sold via CoOp Bookshop (& Lab Coats, Goggles, etc) | BU/CoS | BU | Bricks need to be in Bookshop prior | CoS supplies template for compiling list and prices of bricks. BU gather brick info and |

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| | Note: Bricks not sold via CoOp are organized by the BU. | | | to week 1 of Semester | the hard copy or electronic brick files. CoS liaises with printery and CoOp Bookshop. CoS arranges re-prints as necessary. |
| PROCESS 18 | | | | | |
| Registering a major | | | | | |
| a. | UG Coursework Majors | CoS | CoS | 3 days | Student submits request to add Major. Sub Deans approve. CoS enters onto Student21 and notifies student of outcome. |
| PROCESS 19 | | | | | |
| Results processing | | | | | |
| a. | Initial Results | BU/CoS | BU | As per SAS deadlines | BU enters grade, Coursework Committee meet to consider results, once results are authorized by the Dean BU sets to approved. Dean authorizes release of results |
| b. | Amended Results | BU/CoS | BU | 3 days | BU fills in amended results spreadsheet, CoS seeks approval from DA and then enters in Student21. |
| PROCESS 20 | | | | | |
| Scholarships | | | | | |
| a. | Miscellaneous | BU/CoS | BU | 3 days | Paperwork completed by BU, endorsed by DA, forwarded to CoS for processing (misc scholarships paid via HR) |
| b. | Centrally Registered (APA, URS, EIPRS) | BU/CoS/SAS | BU/COS/SAS | As per scholarship rounds | Scholarship Committee ranks applicants. For APA CoS ranks and advises SAS whom to allocate to. BU/CoS complete necessary paperwork and scholarship offer is sent with offer for admission. |
| c. | Industry/Externally Funded (APA i) | BU/CoS/SAS | BU/COS/SAS | As per scholarship rounds | Research Office send details of funding to BU, BU adds scholarship details to the application file. Scholarship info is sent with offer of admission by SAS. |
| PROCESS 21 | | | | | |
| Student Recruitment Events | | | | | |

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| a. | Participation in recruitment events (eg, PEA Day, Advisory Evenings, etc) | Bu/CoS | BU | As required | Student Admin staff and Sub Deans assist with recruitment activities where required |
| PROCESS 22 Summer Research Scholarships | | | | | |
| a. | Advertisement/ Info Flyers | BU/CoS/SAS | BU/SAS | | SRIE coordinate, BU assist in distributing flyers and notifying contacts of application deadlines. |
| b. | Applications | BU/CoS | BU/CoS | | Applications are sent to CoS or BU. BU assesses and decides on ranking for successful applicants. Best ranked applicants are submitted to CoS Scholarship Committee for consideration for CoS funding. BU send Offer letters & arranges accommodation. Payment of Scholarship is via HR. |
| PROCESS 23 Timetable | | | | | |
| a. | UG Timetable | BU/CoS | BU/CoS | Depends on SAS timeline | BU submit timetable details to SAS. Scheduling/Clashes coordinated by Sub Dean |
| PROCESS 24 (ANU) Travel Grant | | | | | |
| a. | ANU Student Travel Grant Applications | BU/Cos/SAS | BU/CoS/SAS | 3 days in CoS | Student submits form, to be signed by Sup/HoD and CoS submit for Dean's signature. CoS scans approved form to Registrar. |
| PROCESS 25 Withdrawal from Program | | | | | |
| a. | UG | CoS | CoS | 3 days | Students submit requests to CoS, Sub Deans endorse, CoS notify student and SAS enter on Student21. |
| b. | Hons | CoS | CoS | 3 days | Students submit requests to CoS, Sub Deans endorse, CoS notify student and SAS enter on Student21. |

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| c. | PG Coursework | CoS | BU/CoS | 3 days | Student submits request to BU or CoS, endorsed by Grad program Convenor and DA, CoS notify student and SAS enters onto Student21 (RSES administer program 7903) |
| d. | HDR | BU/CoS/SAS | BU/SAS | 3 days | Student submits request to BU. Signed by supervisor, HOD & DA. Forwarded to SAS for enter on Student21 and notification to student. |