

ASD seminar series program 2013

| Date | Topic | Target audience | Presenter |
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| Monday 18 th March, 10-11am | Student Grievance Resolution | All staff who deal with students | Maree Lee Ann Stewart, Equity Office |
| Monday 8 th April, 10-11am | Assessment and Examination Procedures <i>Propose to also broadcast to other campuses from Senate Room if possible, or conduct second session at Ipswich (for Ipswich and Gatton staff)</i> | Faculty and School academic and professional staff involved in assessment matters, particularly those responsible for preparation and/or upload of exam papers; highlight changes to PPL and GARs | Helen Morahan Gerry Crowhurst |
| Friday 19 th April, 2-3pm | Academic Programs Approval process, including Australian Qualifications Framework (2 nd edition) | Faculty Academic Administration Managers and administrative staff involved in preparation of submissions | Karen Wheeler Rowena Bower Carole Tate |
| Friday 10 th May, 2-3pm | Student Integrity and Misconduct | Staff involved in student discipline and misconduct processes | Maureen Bowen Maree Lee |
| Monday 27 th May, 10-11am | Student Centre Overview, Student Visa and Tuition Protection Service | Faculties and Schools Student Administration Staff | Student Centre/Ken Aberdeen |
| Friday 16 th August, 2-3pm | Committee Support | | Rowena Bower Carole Tate |
| Monday 9 th September, 10-11am | Student Fees 2014: Communications from the Fee Hive Propose to broadcast to Ipswich, Gatton and Herston campuses from the St Lucia Senate Room | Staff in all areas of the University whose responsibilities include: student administration, scholarship/sponsorship administration, financial administration and new staff | Narelle Larney David Ayre Lisa Davie |
| Monday 16 th September, 10-11am | Admissions: Mature Age and Alternative Entry Options | Faculties and Schools Administrative staff involved in admissions | Mark Campbell Fiona Brandis-Dalton |

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| Monday 23 rd September, 10-11am | Graduations | Targeted audience of administrators | Helen Morahan Athol Reid |
| Tuesday 15 th October, 11am – 1pm | Student Integrity and Misconduct | Staff involved in student discipline and misconduct processes | Maureen Bowen Maree Lee |
| Monday 21 st October, 10am-12pm | Student Grievance Resolution (with Equity Office) or standard Student Grievance Resolution | All staff who deal with students | Maree Lee Ann Stewart, Equity Office |
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| DATE TBA | Welcome to Academic Services Division | | Helen Morahan Karen Wheeler |
| DATE TBA | Timetabling at UQ 30 – 45 mins | Timetable Coordinators, Student Admin Managers | Matthew Scott Helen Gamble (& Michelle Southey?) |