



Academic Board Agenda

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SUPPLEMENTARY AGENDA for the meeting on Wednesday 10 October 2007

Pages

- ★ 1. **Apologies**
Apologies have been received from:
Professors C Armour, D Armstrong, M Behnia, A Boyd, A Brewer, G Brown, D Grant, R Jeremy, G Murray, B Roufogalis and J Trehwella, Associate Professors A Bashford, B Buckley and S West, Drs T Anthony, A Campbell, M Collier and P Wynn, and Mr P Ball (Mr C Riley attending in his place), Ms L Brown, Mr C Ekwebelam, Ms J Gavan, Mr V Ghazavi and Mr C Ritchie.
- ★ 6. **Report of the Chair** **Appendix B**
Correction (amendments indicated by underline):
6.3.3 **Senate Focus Topic: Role and function of the Academic Board** *B5, B9-B20*

Recommendation
That the Academic Board note the paper submitted by the Chair to Senate on the role and function of the Academic Board.
- The following item has been amended, with additional information available on page 4 of this supplementary agenda:*
- 6.3.4 **Actions taken on behalf of the Academic Board** **4**

Recommendation
That the Academic Board:
(i) *note the Chair's approval of a request from the Faculty of Medicine to allow the early submission of a PhD thesis, and*
(ii) *note the Chair's approval of a request from the Sydney College of the Arts to grant twelve months credit to a PhD candidate based on their previous research studies at another university,*
as set out in the report presented.
9. **Reports of Faculties and Boards**
9.1 **Report of the Faculty of Medicine** **5-6**
9.1.1 **Semester and Vacation Dates 2008** **5-6**

Recommendation
That the Academic Board approve the semester and vacation dates for the Faculty of Medicine for the year 2008, as set out in the report presented.

- 11. Report of the Graduate Studies Committee** **Appendix F**
(Associate Professor Peter McCallum)
Correction (amendments indicated by underline):
- 11.2 Report of the meeting held on 11 September 2007** **F1-F18**
11.2.2 Amendments to Resolutions of Senate
11.2.2.1 Faculty of Medicine: Master of Surgery and Graduate Diploma in Surgery **F2, F16-F18**

Recommendation

That the Academic Board:

- (1) *approve the proposal from the Faculty of Medicine to amend the Master of Surgery and Graduate Diploma in Surgery,*
- (2) *recommend that Senate approve the amendment of the Resolutions of Senate relating to the courses; and*
- (3) *note the amendment of the Faculty Resolutions relating to these courses, and approve the faculty requirements relating to admission*
with effect from 1 January 2008, as set out in the report.

- 13. Report of the Research and Research Training Committee** **Appendix H**
(Professor Robyn Overall)
The following item has been amended, with additional information available on pages 7-10 of this supplementary agenda:
- 13.2 Item held over from Report of the meeting held on 7 August 2007**
13.2.1 Report of the Doctoral Theses Examination Working Party **7-10**

Recommendation

That the Academic Board note the report of the Doctoral Theses Examination Working Party and approve the following recommendations of the Working Party, as set out in the report presented:

- (1) *using the current system of a primary supervisor and one or more associate supervisors faculties should be encouraged to:*
 - (a) *explore ways of increasing the pool of supervisors by including members of their profession/discipline from outside the University as associate supervisors;*
 - (b) *view the inclusion of junior members of academic staff, postdoctoral research fellows, and similarly qualified persons as associate supervisors as an opportunity for mentoring less experienced supervisors and contributing to the career development of those staff; and*
 - (c) *ensure that associate supervisors are active participants in the supervisory process;*
- (2) *formalise the procedures for annual review to include content review by supervisory panel as well as broader review by faculty/school; and*
 - (a) *revise the annual report forms to include evaluation of the “milestones” for each stage of candidacy in addition to the resource and supervision aspects of candidacy covered in the existing forms;*

- (b) develop a manual of "best practice" with respect to the administration and monitoring of RHD candidacies for distribution to faculties; and
- (c) develop a training program for postgraduate coordinators and others responsible for monitoring candidacies and conducting annual reviews.
- (3) establish a working party to examine ways to facilitate the participation of RHD candidates in existing short courses and units of study;
- (4) require supervisors to attest to the prima facie worthiness of a thesis for examination prior to it being sent for examination;
- (5) change the examiners report form and instructions to better reflect the differences between the recommendations;
- (6) maintain the current practice of three examiners, at least two of which must be external to the University;
- (7) remove the provision for examiners to consult prior to submission of their report.
- (8) alter the appointment of examiners form to include a statement that the examiner's report is to be an independent assessment and to more clearly articulate the requirements for appointment as examiner;
- (9) form clusters of administrative units for doctoral research candidates; and
- (10) adopt a universal definition of examination times to facilitate proper analysis and comparison of performance.

The following item has been amended, with additional information available on page 11 of this supplementary agenda:

13.3.3 Report of the PhD Award Sub-Committee meeting held on 28 August 2007

13.3.3.1 Conferral of Examiners

11

Recommendation

That the Academic Board approve the amendments to the resolutions relating to the Degree of Doctor of Philosophy, as set out in the report presented.

14. Report of the Academic Staffing Committee
(Professor Chris Murphy)

Appendix I

14.3 Report of the meeting held on 12 September 2007

12

14.3.1 Proceedings of the Committee

12

Recommendation

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 12 September 2007, as set out in the report presented.

AGENDA ITEM 6 Report of the Chair

6.3 General Report

6.3.4 Actions taken on behalf of the Academic Board

In addition to the item outlined in Appendix B, the Chair has taken the following action on behalf of the Academic Board.

In accordance with clause 8(2) of the *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*, the Chair has approved a request from the Sydney College of the Arts to grant credit for previous studies at another university. In this instance, a period of twelve months credit has been granted based on the completion of eighteen months study at the original university.

Recommendation

That the Academic Board:

- (i) note the Chair's approval of a request from the Faculty of Medicine to allow the early submission of a PhD thesis, and*
- (ii) note the Chair's approval of a request from the Sydney College of the Arts to grant twelve months credit to a PhD candidate based on their previous research studies at another university, as set out in the report presented.*

AGENDA ITEM 9
Reports of Faculties and Boards

9.3 Report of the Faculty of Medicine

9.3.1 Semester and Vacation Dates 2008

The Dean on behalf of the Faculty of Medicine recommends variation of the semester and vacation dates for 2008 as follows in respect of this Faculty. These variations are mainly to allow for fulfilment of practicum requirements.

Recommendation

That the Academic Board approve the semester and vacation dates for the Faculty of Medicine for the year 2008, as set out in the report presented.

2008		Dates in this Planner commence on Mondays		endorsed by the USyMPC Committee Aug 2007																																																							
1-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr	5-May	12-May	19-May	26-May	2-Jun	8-Jun	15-Jun	22-Jun	29-Jun	7-Jul	14-Jul	21-Jul	28-Jul	4-Aug	11-Aug	18-Aug	25-Aug	1-Sep	8-Sep	15-Sep	22-Sep	29-Sep	6-Oct	13-Oct	20-Oct	27-Oct	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec	8-Dec	15-Dec	22-Dec	29-Dec								
Stage 1		Commence Mon 11 Feb -->		Enrolment Feb 7,8																																																							
Stage 2		Start Fri 15 Feb -->																																																									
Stage 3		Start Wed 23 Jan -->																																																									
Stage 4		Start Mon 10 Mar -->																																																									
Fixed Elective (10 Dec 07 - 22 Feb 08)																																																											
Legend:		Vacation Clinical School block * Short week (Public Holiday) BA: Barrier Assessment RFA: Required Formative Assessment D: OSCE (Objective Structured Clinical Exam) CONF: Conference Week																																																									
INTEGRATED CLINICAL ATTACHMENTS include Medicine (incl. Geriatric Medicine) and Surgery and their subspecialties, and Critical Care/Anaesthetics																																																											
ROTATIONS include Psychological & Addiction Medicine, Child & Adolescent Health, Perinatal & Women's Health, and Community Rotation [each to be assessed: A]																																																											
Starting dates for 1st PBL session in each Block		1 PBL 1 (Thursday 20 Mar) 2 PBL 1 (Thursday 1 May) 3 PBL 1/2 (Tuesday 8 Jul) 4 PBL 1 (Friday 8 Aug) 5 PBL 1/2 (Tuesday 14 Oct)																																																									
		6 PBL 1 (Friday 15 Feb) 7 PBL 1 (Friday 9 May) 8 PBL 1 (Friday 8 Aug) 9																																																									
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AGENDA ITEM 13

Report of the Research and Research Training Committee

13.2 Item held over from Report of the meeting held on 7 August 2007

13.2.1 Report of the Doctoral Theses Examination Working Party pages 9-10

At the last meeting of the Academic Board, this item was withdrawn to allow time for further discussions and possible minor amendments. The Report has been recirculated with the Research and Research Training Committee report (Appendix H).

As a result of discussions held since the August Academic Board meeting, the proposed "Statement by Supervisor on Submission of Doctoral Thesis" form has been amended as set out below.

Notes 1-3 have been amended as follows:

1. The purpose of this form is to ensure that submitted theses are *prima facie* ~~worthy of sufficiently well presented to undergo timely~~ examination.
2. In the event that a supervisor is unwilling to certify that a thesis is ~~properly presented and/or worthy of examination~~ satisfied note 1, written comments detailing the supervisor's concern should be attached to the form.
3. In situations where the supervisor declines to complete this form, a candidate may approach the Dean, or nominee, to ~~complete this form~~ consider the thesis in view of notes 1 & 2.

Section 1 (Presentation of Thesis) has been amended as follows:

- the point "In my opinion the thesis is worthy of examination" has been deleted; and
- the point "In my opinion the thesis is properly presented" is replaced with "In my opinion the thesis is sufficiently well prepared to be examined".

In addition, point (8) in the related set of recommendations has been amended as follows:

- (8) *alter the appointment of examiners form to include a statement that ~~there is no conflict of interest between the candidate or supervisor and the examiner~~ the examiner's report is to be an independent assessment and to more clearly articulate the ~~other~~ requirements for appointment as examiner;*

Recommendation

That the Academic Board note the report of the Doctoral Theses Examination Working Party and approve the following recommendations of the Working Party, as set out in the report presented:

- (1) *using the current system of a primary supervisor and one or more associate supervisors faculties should be encouraged to:*
 - (a) *explore ways of increasing the pool of supervisors by including members of their profession/discipline from outside the University as associate supervisors;*
 - (b) *view the inclusion of junior members of academic staff, postdoctoral research fellows, and similarly qualified persons as associate supervisors as an opportunity for mentoring less experienced supervisors and contributing to the career development of those staff; and*
 - (c) *ensure that associate supervisors are active participants in the supervisory process;*
- (2) *formalise the procedures for annual review to include content review by supervisory panel as well as broader review by faculty/school; and*
 - (a) *revise the annual report forms to include evaluation of the "milestones" for each stage of candidacy in addition to the resource and supervision aspects of candidacy covered in the existing forms;*

- (b) *develop a manual of “best practice” with respect to the administration and monitoring of RHD candidacies for distribution to faculties; and*
 - (c) *develop a training program for postgraduate coordinators and others responsible for monitoring candidacies and conducting annual reviews.*
- (3) *establish a working party to examine ways to facilitate the participation of RHD candidates in existing short courses and units of study;*
- (4) *require supervisors to attest to the prima facie worthiness of a thesis for examination prior to it being sent for examination;*
- (5) *change the examiners report form and instructions to better reflect the differences between the recommendations;*
- (6) *maintain the current practice of three examiners, at least two of which must be external to the University;*
- (7) *remove the provision for examiners to consult prior to submission of their report.*
- (8) *alter the appointment of examiners form to include a statement that the examiner's report is to be an independent assessment and to more clearly articulate the requirements for appointment as examiner;*
- (9) *form clusters of administrative units for doctoral research candidates; and*
- (10) *adopt a universal definition of examination times to facilitate proper analysis and comparison of performance.*



The University of Sydney

Statement by Supervisor on Submission of Doctoral Thesis

This form MUST accompany the thesis on submission*.

Candidate's details:

Student ID:

Family name:

Given names*:

Faculty:

School (if appropriate)

Thesis title:

Supervisor's details:

Title:

Prof

A/Prof

Dr

Other

Family name:

Given names:

Faculty:

School (if appropriate)

Address:

Telephone:

Declaration overleaf completed by supervisor *:

Yes

No

* NOTES:

1. The purpose of this form is to ensure that submitted theses are sufficiently well presented to undergo timely examination.
2. In the event that a supervisor is unwilling to certify that a thesis satisfied note 1, written comments detailing the supervisor's concern should be attached to the form.
3. In situations where the supervisor declines to complete this form, a candidate may approach the Dean, or nominee, to consider the thesis in view of notes 1 & 2.
4. Candidates are required to countersign the form to indicate awareness of the supervisor's comments.
5. "Thesis" refers to all material presented for examination; in most cases this will be a standard thesis but there are exceptions, for example, an exhibition or portfolio of musical compositions presented by some candidates.

Certification:

1. **Presentation of thesis:**

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| • In my opinion the thesis is sufficiently well prepared to be examined. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • I certify that in accordance with doctoral thesis guidelines, the thesis does not exceed the prescribed maximum word limit; or | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Prior approval has been sought to go beyond the word limit. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

2. **Responsibility for research:**

I hereby certify to the best of my knowledge that:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| • the research and writing embodied in the thesis are those of the candidate except where due reference is made in the text; | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • any assistance provided during the research phase has been appropriately described and acknowledged; | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • any editorial assistance in the writing of the thesis has been appropriately described and acknowledged. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

3. **Ethics clearance:**

- | | | | | | | |
|---|-----|--------------------------|-----|--------------------------|----|--------------------------|
| • I confirm that all ethics clearances have been obtained for this project. | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----|--------------------------|-----|--------------------------|----|--------------------------|

4. **Nomination of examiners:**

- | | | | | |
|---|------------------------|--------------------------|----|--------------------------|
| • I confirm that I have submitted the nomination of examiners form. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • If NO, please specify the date by which this form will be received. | Date of receipt: _____ | | | |

Supervisor's Signature: _____ Date: _____

Candidate's Signature: _____ Date: _____

Postgraduate coordinator Signature: _____ Date: _____

THIS SECTIONS TO BE COMPLETED BY DEAN (or nominee) WHERE RELEVANT

I certify that the thesis submitted is *prima facie* worthy of examination.

Signature: _____ Date: _____

Name: _____ Faculty: _____

13.3.3 Report of the PhD Award Sub-Committee meeting held on 28 August 2007

13.3.3.1 Conferral of Examiners

At its meeting of 7 August 2007, the Committee had noted the recommendation of the PhD Award Sub-Committee that examiners not be allowed to confer. The Sub-Committee was asked to recommend amendments to the Academic Board resolutions relating to the Doctor of Philosophy in support of this recommendation.

The Sub-Committee recommends that following amendments to the Academic Board Resolutions relating to the Degree of Doctor of Philosophy (Calendar 2007, p 144) (Additions indicated by underline, deletion indicated by strikethrough):

2.Consideration by examiners

Examiners to report within two months

2.1 An examiner is required to complete the examination of the thesis and submit a report on the prescribed form within two months of receipt of the thesis. The examiner may return the report by electronic mail, but if using this medium must also send a signed, hard copy of the report by mail or facsimile.

Examiners to submit independent reports

2.2 The examiner shall not be advised of the names of the other examiners who have agreed to act. The University requires that examiners submit an independent report. ~~The examiner shall be advised by the Registrar of the names of the other examiners who have agreed to act and may consult these co-examiners directly at any stage of the examining process, but shall submit an independent report and shall not have any right of access to other examiners' reports.~~

Recommendation

That the Academic Board approve the amendments to the resolutions relating to the Degree of Doctor of Philosophy, as set out in the report presented.

AGENDA ITEM 14
Report of the Academic Staffing Committee

14.3 Report of the Academic Staffing Committee meeting held on 12 September 2007

The Committee met on 12 September 2007 when there were present: The Chair (Professor C Murphy) presiding, Professors C Armour, D Armstrong, A Coats, G Pearson, I Ramzan and B Sutton, Associate Professors P McCallum and B McDonald, and Mr G Cruchley and Mr J Dyer. Ms L Wells was in attendance.

14.3.1 Proceedings of the Committee

The Committee noted the following items:

- the amendments made to the Charter of Academic Freedom;
- further discussion regarding the potential for teaching-only academic positions;
and
- further discussion on the promotion processes for externally-funded, research-only academics.