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## Graduate Studies Committee Agenda

Committee Secretary: Keri Neveldsen

Secretariat, Quadrangle, A14

Phone: 9351 3305; Fax: 9351 3572

E-mail: [K.Neveldsen@secretariat.usyd.edu.au](mailto:K.Neveldsen@secretariat.usyd.edu.au)

Web site: <http://www.usyd.edu.au/su/ab/committees/GSC/index.html>

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### Notice of Meeting

A meeting of the **Graduate Studies Committee** will be held at **2.00pm** on **Monday 19 May 2003** in the Western Tower Room.

(Room S 495, first floor of the Western Tower of the Quadrangle on the Camperdown Campus, opposite the Clock Tower.)

Members who are unable to attend are asked to notify Keri Neveldsen at the above address. Enquiries concerning this meeting may also be directed to Miss Neveldsen.

*Keri Neveldsen*

for

Dr W Adams

**Registrar**

16 May 2003

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### Agenda

**Pages**

**1. Apologies**

**2. Minutes of previous meeting**

3-14

**Recommendation**

*That the Graduate Studies Committee adopt the minutes of the previous meeting held on 17 March 2003 as a true record.*

**3. Business arising from Minutes (not dealt with elsewhere in the Agenda)**

**4. Report of the Academic Board**

15-16

**Recommendation**

*That the Graduate Studies Committee note the report of the Academic Board meeting of 12 March 2003, as set out in the report presented.*

- 5. Report of the Chair**
- 5.1 Postgraduate Awards Sub-Committee membership** 17
- Recommendation*  
That the Graduate Studies Committee note the change of membership of the Postgraduate Awards Sub-Committee, as set out in the report presented.
- 5.2 Timeframe for completion of emendations** 17
- Recommendation*  
That the Graduate Studies Committee note the report of the Chair relating to the timeframe for completion of emendations, as set out in the report presented.
- 5.3 Moratorium on new off-shore programs** 17
- Recommendation*  
That the Graduate Studies Committee note the report of the Chair relating to the moratorium on new off-shore programs, as set out in the report presented.
- 5.4 Postgraduate Co-ordinators Workshop** 17
- Recommendation*  
That the Graduate Studies Committee note the report of the Chair relating to the postgraduate co-ordinators workshop, as set out in the report presented.
- 5.5 Oral report**
- Recommendation*  
That the Graduate Studies Committee note the report of the Chair.
- 6. Report of the PhD Award Sub-Committee** 18
- 6.1 Oral report of the Chair of the PhD Award Sub-Committee**
- Recommendation*  
That the Graduate Studies Committee note the report of the Chair of the PhD Award Sub-Committee.
- 6.2 Report of the meeting held on 1 April 2003** 18
- 6.2.1 Receipt of report**
- Recommendation*  
That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 1 April 2003.
- 6.2.2 Proceedings of the Sub-Committee** 18
- Recommendation*  
That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee meeting of 1 April 2003, as set out in the report presented.
- 6.3 Report of the meeting held on 6 May 2003** 19
- 6.3.1 Receipt of report**
- Recommendation*  
That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 6 May 2003.

- 6.3.2 Proceedings of the Sub-Committee** 19
- Recommendation**  
*That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee meeting of 6 May 2003, as set out in the report presented.*
- 7. Report of the Postgraduate Research Training Sub-Committee** 20-22
- 7.1 Oral report of the Chair of the Postgraduate Research Training Sub-Committee**
- Recommendation**  
*That the Graduate Studies Committee note the report of the Chair of the Postgraduate Research Training Sub-Committee.*
- 7.2 Report of the meeting held on 25 March 2003** 20-22
- 7.2.1 Receipt of report**
- Recommendation**  
*That the Graduate Studies Committee receive and note the report of the Postgraduate Research Training Sub-Committee meeting held on 25 March 2003.*
- 7.2.2 Earliest date for submission of a Doctor of Philosophy (PhD) thesis** 20-21
- Recommendation**  
*That the Graduate Studies Committee recommend through the Academic Board that Senate amend the University of Sydney (Amendment Act) Rule to amend the provisions relating to the earliest date for submission of a Doctor of Philosophy thesis, as set out in the report presented.*
- 7.2.3 Proceedings of the Sub-Committee** 21-22
- Recommendation**  
*That the Graduate Studies Committee note the proceedings of the Postgraduate Research Training Sub-Committee meeting of 25 March 2003, as set out in the report presented.*
- 8. Report of the Postgraduate Awards Sub-Committee** 23-24, separate attachment
- 8.1 Oral report of the Chair of the Postgraduate Awards Sub-Committee**
- Recommendation**  
*That the Graduate Studies Committee note the report of the Chair of the Postgraduate Awards Sub-Committee.*
- 8.2 Report of the meeting held on 7 May 2003** 23-24
- 8.2.1 Receipt of report**
- Recommendation**  
*That the Graduate Studies Committee receive and note the report of the Postgraduate Awards Sub-Committee meeting held on 7 May 2003.*

**8.2.2 Australian Postgraduate Awards (APAs) and University of Sydney Postgraduate Awards (UPAs)** 23-24, separate attachment

***Recommendation***

*That the Graduate Studies Committee receive and note the report on Australian Postgraduate Awards (APAs) and University of Sydney Postgraduate Awards (UPAs), as set out in the report presented.*

**8.2.3 Co-funded University of Sydney Postgraduate Awards (UPAs)** 24

***Recommendation***

*That the Graduate Studies Committee approve the establishment of co-funded University of Sydney Postgraduate Awards (UPAs), as set out in the report presented.*

**9. Proposals for new and amended postgraduate courses**

**9.1 Australia and New Zealand School of Government (ANZSOG): Executive Master of Public Administration** 25, separate attachment

***Recommendation***

*That the Graduate Studies Committee recommend that the ANZSOG Joint Committee recommend the approval of the proposal for the introduction in 2003 of the new Australia and New Zealand School of Government (ANZSOG) course, the Executive Master of Public Administration, jointly-badged course with the University of New South Wales, as set out in the report presented.*

**10. General business**

**11. Next meeting**

The next meeting will be held on 16 June 2003 in the Western Tower Room.

## **Agenda Item 3 Minutes of the previous meeting**

### **Minutes of the Graduate Studies Committee meeting held on Monday 17 March 2003**

**There were present:** The Chair (Associate Professor R Ross) presiding, Professors C Adam, M Behnia, L Field, R Graycar, F Nicholas, and L Zhang, Associate Professors J Christodoulou, G Gurr, W Julian, D Kenny, A F Masters, P McCallum, M Prosser and L Unsworth, Drs M Boughton, A Elias, S Forsyth, and B Singh and Mr M Hall. Miss K Neveldsen was in attendance.

**1. Apologies**

Apologies were received from: Professors J Carter, D Hensher, P Ramsden and Dr M Rogerson.

**2. Minutes of the previous meeting**

**Resolution 01/03**

That the Graduate Studies Committee adopt the minutes of the previous meeting held on 4 November 2002 as a true record.

**3. Business arising from Minutes (not dealt with elsewhere in the Agenda)**

There was no business arising from the previous minutes.

**4. Report of the Academic Board**

**4.1 Report of the Academic Board meeting of 13 November 2002**

**Resolution 02/03**

That the Graduate Studies Committee note the report of the Academic Board meeting of 13 November 2002, as set out in the report presented.

**4.2 Report of the Academic Board meeting of 11 December 2002**

**Resolution 03/03**

That the Graduate Studies Committee note the report of the Academic Board meeting of 11 December 2002, as set out in the report presented.

**4.3 Report of the Academic Board meeting of 12 February 2003**

The Committee discussed the report relating to enrolment of PhD candidates. The Acting Pro Vice-Chancellor (Research) advised that a response to the query had been sent to the Registrar (a copy is appended to these minutes).

During discussion members noted that the date at which a candidate ceased to be enrolled and the stage at which a PhD was deemed to have been completed varied depending on who required the information. The Committee was advised that for DEST purposes the date at which a thesis was submitted for examination was recorded as a completion. However, for University purposes the date of completion could also be the date at which a candidate was advised that all requirements had been met, or the date of graduation.

**Resolution 04/03**

That the Graduate Studies Committee note the report of the Academic Board meeting of 12 February 2002, as set out in the report presented.

## 5. Report of the Chair

### 5.1 Graduate Studies Committee membership

On behalf of the Committee, the Chair welcomed new members: Professor M Behnia (Dean of Graduate Studies), Associate Professor L Unsworth (Faculty of Education and Social Work), Professor L Zhang (Faculty of Engineering), Professor R Graycar (Faculty of Law), Dr S Forsyth (Faculty of Nursing), Dr A Elias (Sydney College of the Arts), Professor J Carter (Chair, Research Committee), and Mr Matt Hall (President of SUPRA).

#### Resolution 05/03

That the Graduate Studies Committee note the report of the Chair relating to Graduate Studies Committee membership, as set out in the report presented.

### 5.2 Sub-Committee membership

For the information of members, the Chair provided a schedule of faculty representatives detailing membership of other Academic Board Committees, Sub-Committees of the Graduate Studies Committee and other Committees on which the Graduate Studies Committee had representation.

Members discussed the general requirements of the following Committees:

- Postgraduate Coursework Sub-Committee
- Postgraduate Research Training Sub-Committee
- PhD Award Sub-Committee
- Postgraduate Award Sub-Committee
- Senate/SUPRA Liaison Committee

#### (1) Postgraduate Research Training Sub-Committee

The Committee noted that the Postgraduate Research Training Sub-Committee required two additional members from the Graduate Studies Committee. Professors Reg Graycar and Frank Nicholas, and Associate Professor Len Unsworth all agreed to membership of the Sub-Committee.

#### (2) Senate/SUPRA Liaison Committee

The Committee noted that the Chair was required to nominate three members of the Graduate Studies Committee to membership of the Senate/SUPRA Liaison Committee.

The Committee agreed that it was appropriate for the Dean of Graduate Studies to be a member of the Committee and asked that the Acting Pro Vice-Chancellor (Research) recommend through the Committee to Senate that the Dean of Graduate Studies be made an ex-officio member.

#### Resolution 06/03

That the Graduate Studies Committee note the report of the Chair relating to Sub-Committee membership, as set out in the report presented.

### 5.3 Postgraduate Co-ordinators Workshop

Members were reminded that the Graduate Studies Committee traditionally hosted a Postgraduate Co-ordinators Workshop in first semester. In 2002 a Workshop was also successfully conducted in second semester.

In a bid to ensure as many staff as possible had the opportunity to attend, the dates for the 2003 Workshops were set in 2002 as Friday 4 April and Friday 29 August.

**Resolution 07/03**

That the Graduate Studies Committee note the report of the Chair relating to the Postgraduate Co-ordinators Workshop, as set out in the report presented.

**5.4 Payment of costs to external examiners**

The Sydney College of the Arts had raised an issue relating to the payment of expenses for external PhD examiners, particularly those travelling from out of Sydney.

The Committee discussed the issue noting:

- the issues appeared to only apply to the Sydney College of the Arts;
- there was general agreement that it was not appropriate for examiners to be expected to pay costs;
- candidates were not expected to contribute;
- some comparison could be made with the costs associated with oral examinations, although in oral examinations not all examiners were required to be physically present;
- currently the SCA payed costs associated with interstate travel however, other Universities also funded international travel; and
- consideration had been given to the costs of external examiners at the time that the PhD program in the Sydney College of the Arts was approved.

Members agreed that the Chair would investigate the background of the issue and discuss matters further with the Faculty, Acting Pro Vice-Chancellor (Research) and Dean of Graduate Studies.

**Resolution 08/03**

That the Graduate Studies Committee note the report of the Chair relating to the payment of costs to external examiners, as set out in the report presented.

**5.5 Australia and New Zealand School of Government (ANZSOG)**

The Committee received a report from the Chair, noting that the University of Sydney had joined a collaborative venture of five governments (Australia, New Zealand, NSW, Victoria and Queensland) and eight other tertiary education institutions (Melbourne, Monash, ANU, Canberra, UNSW, Queensland, Griffith, and Victoria University of Wellington), to establish the Australia and New Zealand School of Government (ANZSOG).

A proposed Executive Master of Public Administration (Executive MPA) would be ANZSOG's primary offering. The course would be a multi-disciplinary, multi-modal degree comprising core subjects provided by ANZSOG and the electives offered by the participating universities. Students would be high potential public servants nominated and funded by participating governments subject to university selection processes and would be awarded the degree from their home university.

The Faculty of Economics and Business was asked to review the unit of study proposals submitted by ANZSOG and the Chair of the Graduate Studies Committee was asked to review the overall course proposal. Other faculties had also been asked to identify, from existing units of study, possible electives to be offered by this University.

ANZSOG was a partnership of the participating universities and the governments. There were direct and indirect benefits for the University of Sydney. There were direct benefits in ANZSOG students enrolling at Sydney and in taking postgraduate units of study as electives. While some students would choose subjects from the public management area, others would be able to enrol in economics, health policy, environmental law, or other specialist areas. In the first three years of the course, ANZSOG would not admit any local student who was not funded by their government or agency.

The Committee noted that the Chair of the Academic Board was co-ordinating the process and, following feedback from the faculties, the proposed units of study and the course proposal would be referred to the Committee for consideration and a recommendation to the Academic Board and Senate.

Professor Chris Adam advised members that the AGSM had also been in discussion regarding the ANZSOG course. The AGSM felt that the course did not fit with AGSM offerings, but had provided advice to both the University of Sydney and UNSW.

The Committee also discussed the link between the ANZSOG course and the proposed Graduate School of Government, noting that the proposal was still under development and was being discussed particularly in the College of Humanities and Social Sciences.

#### **Resolution 09/03**

That the Graduate Studies Committee note the report of the Chair relating to the Australia and New Zealand School of Government (ANZSOG), as set out in the report presented.

### **5.6 Course proposal documentation**

The Chair advised members that the course proposal documentation had been revised for Faculty use in 2003. The documentation had been circulated to Faculty Managers and included a set of guidelines, proforma and resolution templates. The material was available on the University's intranet at:

[http://www.usyd.edu.au/su/ab/Course\\_proposals/Course\\_proposals.html](http://www.usyd.edu.au/su/ab/Course_proposals/Course_proposals.html)

#### **Resolution 10/03**

That the Graduate Studies Committee note the report of the Chair relating to course proposal documentation, as set out in the report presented.

### **5.7 Higher degrees**

#### **5.7.1 Award of degree**

The Committee noted that the Chair had approved the award of the degree of Doctor of Medicine to one candidate, the degree of Doctor of Laws to one candidate, and the degree of Doctor of Engineering to one candidate.

#### **Resolution 11/03**

That the Graduate Studies Committee note and confirm the action of the Chair in approving the award of higher degrees, as set out in the report presented.

**5.7.2 Deferment of public availability of thesis**

The Committee noted that the Chair had approved deferment of public availability of theses for two candidates.

**Resolution 12/03**

That the Graduate Studies Committee note and confirm the action of the Chair in approving the deferment of public availability of a higher degree thesis, as set out in the report presented.

**5.8 Oral report**

The Chair had nothing further to report.

**Resolution 13/03**

That the Graduate Studies Committee note the report of the Chair.

**6. Report of the PhD Award Sub-Committee**

**6.1 Oral report of the Chair of the PhD Award Sub-Committee**

The Chair of the PhD Award Sub-Committee, Associate Professor A F Masters spoke to the reports highlighting the recommendations to the Committee.

**Resolution 14/03**

That the Graduate Studies Committee note the report of the Chair of the PhD Award Sub-Committee.

**6.2 Report of the meeting held on 12 November 2002**

**6.2.1 Receipt of report**

**Resolution 15/03**

That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 12 November 2002.

**6.2.2 Resolutions of the Academic Board relating to the examination process for the degree of Doctor of Philosophy**

In considering a recommendation from a faculty of revision and re-examination of a thesis, the Sub-Committee noted that the Chair of the Sub-Committee did not have delegated authority to act for the Sub-Committee.

The Sub-Committee therefore recommended through the Graduate Studies Committee that the Academic Board amend the Resolutions to provide that the Sub-Committee could delegate to its Chair, or in the absence of the Chair to the Chair's nominee, its power under section 4(21) where the faculty recommendation was that the candidate be required to revise and resubmit the thesis for examination and following the required consultation process, the candidate had agreed with the faculty recommendation, as follows:

**Resolutions of the Academic Board relating to the Examination Process for the Degree of Doctor of Philosophy**

Section 4 is amended by inserting a new sub-section 30 and the subsequent re-numbering, with effect from 1 January 2004, as follows (additions indicated by underline, deletions indicated by strikethrough):

**4. Examiners' reports and head of department's recommendation**

**Delegation of authority**

(29) The Sub-Committee may delegate to its chair, or in the absence of the chair to the chair's nominee from the Sub-Committee, its powers to award the degree under section 4(2)(a), (b) or (c).

(30) The Sub-Committee may delegate to its chair, or in the absence of the chair to the chair's nominee from the Sub-Committee, its powers under section 4(21), where the candidate has been consulted in accordance with section 4(17) and agrees with the recommendation of the faculty.

The Committee endorsed the recommendations noting that it would simplify and improve aspects of the examination process.

**Resolution 16/03**

That the Graduate Studies Committee recommend that the Academic Board amend the Resolutions relating to the Examination Process for the Degree of Doctor of Philosophy, as set out in the report presented.

**6.2.3 Third Quarter Report 2002**

The Graduate Studies Committee noted that the Sub-Committee had considered the third quarter report of 2002 and during discussion it had noted in particular that the Sub-Committee had considered 24 of the 103 candidatures during the quarter, that there appeared to be a reduction in examination times, and that faculties needed to be encouraged to sustain these improvements.

**Resolution 17/03**

That the Graduate Studies Committee note the third quarter report 2002 of PhD awards, as set out in the report presented.

**6.2.4 Proceedings of the Sub-Committee**

**Resolution 18/03**

That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee, as set out in the report presented.

**6.3 Report of the meeting held on 10 December 2002**

**6.3.1 Receipt of report**

**Resolution 19/03**

That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 10 December 2002

### **6.3.2 Appointment of Examiners form**

The PhD Award Sub-Committee had noted that there had been occasions when candidates had suggested that they were inadequately informed regarding the examination process, including the selection of examiners.

The Sub-Committee recommended that the Graduate Studies Committee consider requiring some certification signed by the supervisor and the candidate stating that the examination process had been discussed with the candidate. For example, the current Appointment of Examiners Form could be amended to include a section to be signed by the supervisor and the candidate stating that the examination process had been discussed with the candidate.

During discussion, the Committee considered the most appropriate mechanism to ensure discussion about the examination process had occurred. While the Appointment of Examiners form and the Supervisors Certification were considered, members agreed that the Intention to Submit form seemed the most appropriate form to modify.

It was agreed that this seemed to fit with the process of appointing examiners, ensured students were signifying that they had had discussions, and did not entail the creation of another form.

#### **Resolution 20/03**

That the Chair of the Graduate Studies Committee consider wording to modify the Intention to Submit form to provide for students to advise that they have been made aware of the PhD examination process, for consideration at the next meeting of the Committee.

### **6.3.3 Proceedings of the Sub-Committee**

#### **Resolution 21/03**

That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee, as set out in the report presented.

## **6.4 Report of the meeting held on 4 February 2003**

### **6.4.1 Receipt of report**

#### **Resolution 22/03**

That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 4 February 2003.

### **6.4.2 Appointment of Examiners form**

The PhD Award Sub-Committee had noted that a number of the examiners listed for appointment did not appear to have the required qualifications, and that the faculties involved had not provided further information to support the examiners' appointments. It was suggested that the current Appointment of Examiners Form be amended to highlight this requirement and clarify the need to provide supporting documentation where an examiner did not hold a doctorate. The Sub-Committee also resolved to contact all faculties and remind them that the current versions of all forms and templates were available on the Sub-Committee's website.

The Committee clarified the use of the term 'doctorate' as opposed to 'PhD', noting that this would encompass all doctorate-level degrees.

**Resolution 23/03**

That the Graduate Studies Committee approve the revised Appointment of Examiners form, as set out in the report presented.

**6.4.3 Proceedings of the Sub-Committee**

**Resolution 24/03**

That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee, as set out in the report presented.

**6.5 Report of the meeting held on 4 March 2003**

**6.5.1 Receipt of report**

**Resolution 25/03**

That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 4 March 2003.

**6.5.2 Fourth Quarter Report 2002**

The Committee noted that in considering the fourth quarter report of 2002 the PhD Award Sub-Committee had identified that the role of supervisors with regard to delays in examination experienced in the Faculty of Medicine was being addressed by the Faculty; and that the general issue of processing higher degree theses for examination could be suggested to the Academic Board as an item for inclusion in the second round of Faculty Review Visits.

The Graduate Studies Committee agreed to highlight to the Academic Board the need to monitor the process of higher degree examinations.

**Resolution 26/03**

That the Graduate Studies Committee:

- (1) note the fourth quarter report 2002 of PhD awards; and
- (2) recommend that the Academic Board include the processing of higher degree theses for examination as an item for inclusion in the Academic Board Faculty Review Visits: Phase Two, as set out in the report presented.

**6.5.3 Annual Report 2002**

The Committee considered and noted the annual report 2002, referred from the PhD Award Sub-Committee.

**Resolution 27/03**

That the Graduate Studies Committee note the annual report 2002 of PhD awards, as set out in the report presented.

**6.5.4 Proceedings of the Sub-Committee**

**Resolution 28/03**

That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee, as set out in the report presented.

**7. Report of the Postgraduate Research Training Sub-Committee**

**7.1 Oral report of the Chair of the Postgraduate Research Training Sub-Committee**

The Chair of the Postgraduate Research Training Sub-Committee, Associate Professor R Ross, drew the attention of the Committee to the report on thesis availability on the Internet, in response to an issue raised at the last meeting. Members were also advised that it was anticipated that the issue of accreditation of supervisors would be referred to the May Committee meeting.

**Resolution 29/03**

That the Graduate Studies Committee note the report of the Chair of the Postgraduate Research Training Sub-Committee.

**7.2 Report of the meeting held on 25 February 2003**

**7.2.1 Receipt of report**

**Resolution 30/03**

That the Graduate Studies Committee receive and note the report of the Postgraduate Research Training Sub-Committee meeting held on 25 February 2003.

**7.2.2 Availability of theses on the internet**

At its meeting of 4 November 2002, the Graduate Studies Committee discussed the issue of public availability of theses. In particular, the Chair of the Postgraduate Research Training Sub-Committee was requested to contact the Library regarding the availability of theses on the internet.

The Sub-Committee considered a report provided by the Associate University Librarian and referred the report to the Graduate Studies Committee for noting.

The Graduate Studies Committee noted that the Sub-Committee had agreed that it would be appropriate for the Dean of Graduate Studies to liaise with the Library to monitor developments in this area.

**Resolution 31/03**

That the Graduate Studies Committee note the report relating to availability of theses on the internet, as set out in the report presented.

**7.2.3 Proceedings of the Sub-Committee**

**Resolution 32/03**

That the Graduate Studies Committee note the proceedings of the Postgraduate Research Training Sub-Committee, as set out in the report presented.

**8. Report from Faculties**

**8.1 Faculty of Arts: Graduate Diploma in Museum Studies**

The Graduate Studies Committee noted that in accordance with the *University of Sydney (Coursework) Rule 2000* (as amended) and the Academic Board Resolutions: *Creation, Variation and Deletion of Award Courses and Units of Study*, the Faculty of Arts amended the Resolutions of the Senate relating to the Graduate Diploma in Museum Studies, with effect from 1 January 2003.

**Resolution 33/03**

That the Graduate Studies Committee noted the report of the Faculty of Arts relating to amendments made by the Faculty to the Resolutions of the Senate relating to the Graduate Diploma in Museum Studies, as set out in the report presented.

**9. General business**

**(1) SREQ Results**

The Director of the ITL advised members that the SREQ results were available on the University intranet at: <http://www.itl.usyd.edu.au/sreq/>

**(2) Research and Research Training Management Plan**

The Acting Pro Vice-Chancellor (Research) advised members that work had commenced on the Research and Research Training Management Plan and that it was anticipated that a draft would be considered at the May meeting.

Members noted that while some of the Government requirements had changed, the University would once again use the Plan as a multi-purpose document and in particular faculties would be asked to identify postgraduate student achievements and awards.

**10. Next meeting**

The Committee noted that the next meeting would be held on 19 May 2003 in the Western Tower Room.

## **Agenda Item 4 Report of the Academic Board**

### **4. Report of the Academic Board meeting held on 12 March 2003**

The agenda for the meeting of the Academic Board on 12 March 2003 may be accessed on the web: <http://www.usyd.edu.au/su/ab/>

#### **4.1 Australian and New Zealand School of Government (ANZSOG)**

The Committee was advised by the Chair that the University of Sydney had joined a collaborative venture of five governments (Australia, New Zealand, NSW, Victoria and Queensland) and eight other tertiary education institutions (Melbourne, Monash, ANU, Canberra, UNSW, Queensland, Griffith, and Victoria University of Wellington), to establish the Australia and New Zealand School of Government (ANZSOG).

The Chair outlined the proposed Master of Public Administration (MPA) which would be ANZSOG's primary offering, noting that the Faculty of Economics and Business had been asked to review the unit of study proposals submitted by ANZSOG and the Chair of the Graduate Studies Committee to review the overall course proposal, and that other faculties had also been asked to identify, from existing units of study, possible electives to be offered by this University.

The Chair advised the Board that following feedback from the faculties, the proposed units of study and the course proposal would be considered by the Graduate Studies Committee with a recommendation to be referred to the Academic Board and Senate.

#### **4.2 National Day of Action**

The Board debated a motion proposed by the President of the SRC and resolved "that the Academic Board acknowledge the National Day of Action organised by the National Union of Students, from 12 noon on 10 April 2003, and recommend to all staff that students not be penalised for not attending classes during that time".

#### **4.3 Use of Exemptions and Waivers on FlexSIS**

On the recommendation of the Undergraduate Studies Committee, the Board clarified the terms "waiver" and "exemption" for consistent use across the University.

The Academic Board noted that the Committee had considered a proposal to clarify the terminology used by faculties and the Student Centre regarding the practice of allowing students to enrol in a unit of study without having either completed a prerequisite unit or enrolled in a corequisite unit. Some faculties referred to this practice as "giving credit", however this implied that the credit points for the prerequisite or corequisite unit of study would be awarded to the student, and therefore raised the issue of HECS liability for that unit of study. It was proposed that the term "waiver" be used for this practice, and that no credit points would be given for the "waived" unit of study.

The Board was advised that the term "exemption" was commonly used at sub-unit of study level by faculties and departments/schools to describe a situation where a student, enrolled in a unit of study, was permitted to complete it without necessarily doing all of the prescribed components of coursework or assessment. The Undergraduate Studies Committee had noted that the adoption of these definitions would require a recommendation to the Academic Board in due course to endorse a new result code for "waived" units of study.

**4.4 Weighted Average Marks (WAM) and Yearly Average Marks (YAM)**

The Academic Board considered a recommendation from the Undergraduate Studies Committee to standardise Weighted Average Marks (WAMs) and introduce Yearly Average Marks (YAMs).

The Committee had considered a proposal regarding the calculation of Weighted Average Marks (WAM). The Committee noted that, while the proposal itself was driven by the implementation of FlexSIS, the proposal had implications for how the University awarded Australian Postgraduate Awards (APAs).

It had been proposed that there be two different types of average marks calculated, each being able to be calculated per semester, per year and cumulatively over multiple semesters. These would be the Yearly Average Marks (YAM) and the Weighted Average Marks (WAM).

## **Agenda Item 5 Report of the Chair**

### **5.1 Postgraduate Awards Sub-Committee membership**

The Postgraduate Awards Sub-Committee acts for the Academic Board in awarding specific postgraduate scholarships and advises the Graduate Studies Committee on Resolutions, policy, procedures and selection criteria relating to the award of specific postgraduate scholarships.

Appointed members are currently drawn from College Postgraduate Awards Committees and I have approved changes in the Sub-Committee's membership to reflect changes at the College level. From 2003, there are two new positions on the Sub-Committee - the Dean of Graduate Studies (ex officio), and one person nominated by the Chair of Academic Board.

### **5.2 Timeframe for completion of emendations**

Recently I have had some discussions regarding the length of time in which thesis emendations should be completed and wonder whether this Committee needs to consider whether a maximum time should be imposed on this.

I would like to discuss this further at the meeting.

### **5.3 Moratorium on new off-shore programs**

The Acting Deputy Vice-Chancellor has advised that following discussion at the Senior Executive Group (SEG), a moratorium has been placed on the introduction of any new or proposed off-shore teaching program. This decision will not affect any existing course or formally approved agreements that have been entered, although these will be reviewed as part of the Review of Internationalisation.

The moratorium will remain in place until the Review is completed in second semester 2003. It was also suggested that faculties not enter into any international memorandums of understanding while the Review is being undertaken.

### **5.4 Postgraduate Co-ordinators Workshop**

The First Semester workshop was held on Friday, 4 April. Attendance was good, at about 60 people. I judge the workshop as a success, with the quality and diversity of questions and level of discussion once again demonstrating the value in GSC holding these workshops. The workshop for Second Semester will be on Friday 29 August.

## **Agenda Item 6.2**

### **Report of the PhD Award Sub-Committee**

#### **6.2 Report of the PhD Award Sub-Committee meeting held on 1 April 2003**

The Committee met on 1 April 2003 when there were present: The Chair of the PhD Award Sub-Committee (Associate Professor A F Masters) presiding, Professor A Brewer, Associate Professors J Christodoulou and J Small, and Dr M Boughton. Ms S Paynter and Ms M Kemmis were in attendance

##### **6.2.1 Receipt of Report**

The Sub-Committee **recommends** that the Graduate Studies Committee receive and note the following report of the meeting held on 1 April 2003.

##### **6.2.2 Proceedings of the Sub-Committee**

###### **(1) Doctor of Philosophy**

###### **(a) Award of the degree with qualification**

The Sub-Committee noted that the Chair had considered the examiners' reports, together with the recommendations of the head of department/school concerned and the faculty board of postgraduate studies, with respect to two candidates and resolved to approve the award of the degree of Doctor of Philosophy, subject to emendations.

###### **(b) Cases referred to the Sub-Committee**

The Sub-Committee considered examiners' reports, together with the recommendations of the head of department/school concerned and the faculty board of postgraduate studies, with respect to five candidates and resolved:

- (i) to approve the award of the degree of Doctor of Philosophy, subject to emendations, in three cases; and
- (ii) to require revision and resubmission for examination in two cases.

###### **(c) Appointment of Examiners**

The Sub-Committee noted that examiners had been appointed for thirty five candidates for the degree of Doctor of Philosophy.

## **Agenda Item 6.3**

### **Report of the PhD Award Sub-Committee**

#### **6.3 Report of the PhD Award Sub-Committee meeting held on 6 May 2003**

The Committee met on 6 May 2003 when there were present: The Chair of the PhD Award Sub-Committee (Associate Professor A F Masters) presiding, Professor A Brewer, Associate Professors J Christodoulou, M Harding, P Jones and J Small. Ms S Paynter was in attendance.

##### **6.3.1 Receipt of Report**

The Sub-Committee **recommends** that the Graduate Studies Committee receive and note the following report of the meeting held on 6 May 2003.

##### **6.3.2 Proceedings of the Sub-Committee**

###### **(1) Doctor of Philosophy**

###### **(a) Award of the degree**

The Sub-Committee noted that the Chair had considered the examiners' reports, together with the recommendations of the head of department/school concerned and the faculty board of postgraduate studies, with respect to one candidate and resolved to approve the award of the degree of Doctor of Philosophy, without qualification.

###### **(b) Cases referred to the Sub-Committee**

The Sub-Committee considered examiners' reports, together with the recommendations of the head of department/school concerned and the faculty board of postgraduate studies, with respect to six candidates and resolved:

- (i) to approve the award of the degree of Doctor of Philosophy, without qualification, in one case;
- (ii) to approve the award of the degree of Doctor of Philosophy, subject to emendations, in four cases; and
- (iii) to refer the consideration of the thesis to the faculty in one case.

###### **(c) Appointment of Examiners**

The Sub-Committee noted that examiners had been appointed for fifty seven candidates for the degree of Doctor of Philosophy.

## **Agenda Item 7**

### **Report of the Postgraduate Research Training Sub-Committee**

#### **7.2 Report of the Postgraduate Research Training Sub-Committee meeting held on 25 March 2003**

The Committee met on 25 March 2003 when there were present: the Chair (Associate Professor R Ross) presiding, Professors J Carter, L Field, R Graycar and F Nicholas, Associate Professors J Christodoulou and A F Masters. Miss K Neveldsen and Ms M Poynter were in attendance.

##### **7.2.1 Receipt of Report**

The Sub-Committee **recommends** that the Graduate Studies Committee receive and note the following report of the meeting held on 25 March 2003.

##### **7.2.2 Earliest date for submission of a Doctor of Philosophy (PhD) thesis**

The Sub-Committee considered a proposal that section 78 of the *University of Sydney (Amendment Act) Rule 1999* (as amended) be amended to provide for the Chair of the Academic Board to accept for examination, in exceptional circumstances, a Doctor of Philosophy (PhD) thesis submitted by a candidate enrolled for less than the minimum length of candidate.

The Rule prescribes that a thesis can not be submitted for examination before the completion of the sixth semester of candidature. The current exceptions are for candidates who have completed certain degrees being eligible to submit at the end of four semesters, and for candidates who have made exceptional progress being eligible to submit one semester earlier than prescribed.

There is no provision to vary the requirements and it has been recommended that this be reconsidered to permit some level of flexibility while ensuring the University's standards are maintained.

There have been previous instances where the candidate, supervisor and faculty felt the thesis was ready for submission but this was not able to occur due to the prescribed timeframes. It could be argued that the current provisions (students who have completed a masters by research and specified degrees with honours) discriminates against degrees not listed.

A minimum time has not been recommended, allowing for the discretion of the Chair of the Academic Board and consideration of applications on a case-by-case basis. The Sub-Committee noted that this would not be seen as speeding up the normal process, and that the Chair of the Academic Board would determine what constituted exceptional circumstances.

The proposed amendment would still require that all PhD requirements be met, including that the work submitted had to be undertaken during candidature, and an application from a Dean would normally include supporting advice from the supervisor and postgraduate co-ordinator that they believed the thesis was of the appropriate standard.

It is therefore recommended that the *University of Sydney (Amendment Act) Rule 1999* (as amended) be amended as follows:

(additions indicated by underline, deletions indicated by strikethrough)

**78. Earliest date for submission**

- (1) Except as provided ~~in Rule 78(2) below~~, a candidate may not submit a thesis for examination earlier than the end of the sixth semester of candidature.
- (2) A faculty or college board may permit a candidate holding any of the following qualifications of the University of Sydney or from such other institution as the faculty or college board may approve, to submit a thesis for examination not earlier than the end of the fourth semester of candidature:
  - (a) a degree of master completed primarily by research;
  - (b) both the degrees of Bachelor of Dental Surgery with honours and Bachelor of Science (Dental) with honours;
  - (c) both the degrees of Bachelor of Medicine with honours and Bachelor of Science (Medical) with honours; or
  - (d) both the degrees of Bachelor of Veterinary Science with honours and Bachelor of Science (Veterinary) with honours.
- (3) Notwithstanding Rules 78(1) and (2) a faculty may, on the recommendation of the head of department and supervisor concerned, permit a candidate to submit a thesis for examination up to one semester earlier than prescribed if, in the opinion of the faculty, evidence has been produced that the candidate has made exceptional progress in his or her candidature.
- (4) Notwithstanding Rules 78(1), (2) and (3) the Chair of the Academic Board may, on the recommendation of the dean of the faculty in which the candidate is enrolled, permit a candidate to submit a thesis for examination earlier than prescribed if, in the opinion of the Chair of the Academic Board, evidence has been produced that the candidate has made exceptional progress in his or her candidature. The Chair of the Academic Board may take advice from the Chair of the Graduate Studies Committee and shall report any applications under this provision and the action taken to the next meeting of the Academic Board.

**Recommendation**

*That the Graduate Studies Committee recommend through the Academic Board that Senate amend the University of Sydney (Amendment Act) Rule to amend the provisions relating to the earliest date for submission of a Doctor of Philosophy thesis, as set out in the report presented.*

**7.2.3 Proceedings of the Committee**

**(1) Report of the Chair**

The Sub-Committee welcomed Professors Frank Nicholas and Regina Graycar, Associate Professor Len Unsworth and Mr Matt Hall as new members of the Sub-Committee.

**(2) Termination of Doctor of Philosophy (PhD) candidature**

The Sub-Committee discussed termination of PhD candidatures, noting that the current provisions of the *University of Sydney (Amendment Act) Rule 1999* (as amended), the Resolutions of the Academic Board relating to the examination procedures of the degree of Doctor of Philosophy, and the procedures outlined in the Postgraduate Research Studies Handbook allow for the consideration of a candidate's progress by the faculty.

The determination of whether a candidate's progression is satisfactory or not is made by the faculty or college board and is subject to the University's guidelines. There is no explicit requirement for a faculty to advise the Graduate Studies Committee of a decision to terminate a student's candidature.

The Sub-Committee will consider further whether procedures should be put in place requiring faculties to report on decisions to terminate a student's candidature and/or decisions to require the student to show good cause.

**(3) Appointment of associate supervisors**

The Sub-Committee has been examining the consistency of information relating to the appointment of associate supervisors, particularly the information contained in the *University of Sydney (Amendment Act) Rule 1999* (as amended), the Code of practice for supervision of postgraduate research students, the Glossary of terms and the Postgraduate Research Studies Handbook 2003: Chapter 8: Supervision – roles and responsibilities.

The Sub-Committee has noted that the variances in terminology could lead to differences in interpretation and has asked the Dean of Graduate Studies to re-word appropriate sections and make appropriate recommendations for change to the Sub-Committee.

**(4) Accreditation of supervisors**

The Sub-Committee considered an updated version of the proposal relating to the establishment of a supervisor register.

Particular areas of discussion included Emeritus Professors as supervisors, candidates as supervisors, performance indicators for supervisors, control of candidature, training for supervisors, associate supervisors, suitability of supervisors, review of registration, and the proposal register itself.

The Sub-Committee agreed that further revision be undertaken and considered at its next meeting.

## **Agenda Item 8**

### **Report of the Postgraduate Awards Sub-Committee**

#### **8.2 Report of the Postgraduate Awards Sub-Committee meeting held on 7 May 2003**

##### **8.2.1 Receipt of Report**

The Sub-Committee **recommends** that the Graduate Studies Committee receive and note the following report of the meeting held on 7 May 2003.

##### **8.2.2 Australian Postgraduate Awards (APAs) and University of Sydney Postgraduate Awards (UPAs)**

###### **(1) Number of applications**

A total of 666 applications (including 10 ineligible) were received for the 2002-2003 APA/UPA round. Compared to the previous year's figure of 606, the number of applications rose by 10%.

###### **(2) Number of applicants on the Order of Merit list**

389 applicants were supported by the faculties to be placed on the three College ranking lists and thus were eligible for an offer of an award. The corresponding figure for the 2002 awards was 341.

###### **(3) Number of awards available**

There are 147 APAs and 40\* UPAs available for 2003. The number of new APAs allocated by DEST decreased by 1 compared to 2002 but the University should be in a position to offer more awards from the final funding allocation for 2003 after receiving such information from DEST in May. The A.E. & F.A.Q. Stephens Scholarship (funded by bequest) was also offered for 2003.

The awards were allocated to the three Colleges using the formula approach approved by Academic Board in 1998. The formula uses weighted completions over two years with Masters and PhD completions weighted 1:2. In August 2002, the Academic Board also approved that second round offers for reserve applicants in any College are subject to a maximum five-point variance between College cut-offs.

Initially, ten awards were set aside to cover anomalous cases. After considering the nine cases put forward by the Colleges, the Postgraduate Awards Sub-Committee accepted two under the agreed guidelines and these applicants were awarded UPAs. The eight remaining scholarships were returned to the pool for allocation using the formula approach. The number of awards allocated to each College was: CHASS – 58 awards and 2 anomalous cases, CHS – 48 awards, CST – 82 awards.

\* plus 31 awards (referred to as 'International Postgraduate Award') to international students who won the International Postgraduate Research Scholarships (funded by DEST for tuition fees only).

###### **(4) Number of offers and rejections**

Prior to offers being made, 23 applicants were removed from the CHS and CST ranking lists as they had accepted offers for NH&MRC scholarships. A total of 225 scholarship offers were made, 45 of which were declined and resulted in an acceptance rate of 80%.

###### **(5) Number of awards taken up**

As of 28 April, 190 scholarships were taken up with seven students to commence in semester two. Due to a higher than expected acceptance rate from CHASS applicants, four extra scholarships were taken up. A breakdown of the awards by College and Faculties is shown in the attached table.

*separate attachment*

**(6) UPA (Co-funded)**

After the first round of offers, the Acting Pro-Vice-Chancellor (Research) offered an additional 40 UPAs where these would be co-funded by the Faculties. After an initial notional allocation to the Colleges according to the APA/UPA formula was made, the scholarships were then applied to the reserve applicants on each College's ranking list whose final mark is within a 5-point differential between College cut-offs. A total of 35 UPA (Co-funded) were taken up and these students will swap to an APA or a UPA if and when one becomes available.

**Recommendation**

*That the Graduate Studies Committee receive and note the report on Australian Postgraduate Awards (APAs) and University of Sydney Postgraduate Awards (UPAs), as set out in the report presented.*

**8.2.3 Co-funded University of Sydney Postgraduate Awards (UPAs)**

The University will offer an additional 40 UPA (Co-funded) in Semester two, 2003. These scholarships will be available only to students whose Departments or Schools or Faculties will co-fund them with the PVC (Research) on a 50:50 basis.

The tenure and conditions of awards are the same as the regular UPAs. The 2003 stipend rate is \$18,009 and will be indexed on 1 January every year. Fortnightly scholarship payments will be made from two accounts, half from the central scholarship account and the other half from an account nominated by the participating Department or School or Faculty.

The eligibility rules for APA/UPA will apply. Applicant must be an Australian citizen, a New Zealand citizen or an Australian permanent resident at the applications closing date of 20 June 2003. He/she must have obtained (or expected to obtain at the end of Semester one, 2003) a First Class Honours or equivalent degree.

The application and ranking procedures for APA/UPA will be followed. Applications will be received and processed by the Research Office, then ranked by the relevant Departments and Faculties. The Academic Board's Postgraduate Awards Sub-Committee will oversee the ranking process to ensure that scholarship offers are only made to those applicants who met the College cut-off mark for the 2003 APA/UPA round.

The recipients of the UPA (Co-funded) must enrol in the postgraduate research degree and commence their award by 29 August 2003. No deferment of the scholarship will be allowed.

A recipient of the UPA (Co-funded) may apply for a 2004 APA or regular UPA. If successful, the co-funding arrangement for the student will cease on 1 January 2004. However, the Departments or Schools or Faculties are expected to continue their financial commitment by making the scholarship/s available to their 2004 APA/UPA applicant/s who miss out on a first round offer.

**Timetable**

20 June	Applications close
by 1 July	Applications distributed to faculties
15 July	Faculty ranking lists due at Research Office
by 21 July	Postgraduate Award Sub-Committee meeting
by 23 July	Offer letters sent
8 August	Last day to accept offers
29 August	Last day to enrol and commence the award

**Recommendation**

*That the Graduate Studies Committee approve the establishment of co-funded University of Sydney Postgraduate Awards (UPAs), as set out in the report presented.*

## Agenda Item 9

### Proposals for new and amended postgraduate courses

#### 9.1 **Australia and New Zealand School of Government (ANZSOG): Executive Master of Public Administration** *separate attachment*

At its meeting of March 2003, the Chair advised members that the University of Sydney had joined a collaborative venture of five governments (Australia, New Zealand, NSW, Victoria and Queensland) and eight other tertiary education institutions (Melbourne, Monash, ANU, Canberra, UNSW, Queensland, Griffith, and Victoria University of Wellington), to establish the Australia and New Zealand School of Government (ANZSOG).

The Committee noted that a proposed Executive Master of Public Administration (EMPA) would be ANZSOG's primary offering comprising core subjects provided by ANZSOG and electives offered by the participating universities. Students would be public servants nominated and funded by participating governments, subject to university selection processes and would be awarded the degree from their home university.

Members were advised that the Faculty of Economics and Business had been asked to review the unit of study proposals submitted by ANZSOG and the Chair of the Graduate Studies Committee to review the overall course proposal. Other faculties had also been asked to identify, from existing units of study, possible electives to be offered by this University.

The Vice-Chancellors and Chairs of Academic Boards at the University of Sydney and University of New South Wales have discussed the ANZSOG proposal and have recommended to the respective Academic Boards and Senates that the universities offer a jointly-badged degree, collaborate on the units of study offered towards the degree, and establish a joint committee of the respective Academic Boards to oversee the course.

The University of Sydney and UNSW Academic Boards have now the establishment of the Joint Committee and the Graduate Studies Committees is asked to consider the proposal and provide feedback to the Joint Committee. The Joint Committee will then provide a recommendation through each Academic Board to the respective Senates.

#### **Recommendation**

*That the Graduate Studies Committee recommend that the ANZSOG Joint Committee recommend the approval of the proposal for the introduction in 2003 of the new Australia and New Zealand School of Government (ANZSOG) course, the Executive Master of Public Administration, jointly-badged course with the University of New South Wales, as set out in the report presented.*