



Graduate Studies Committee Agenda

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Notice of Meeting

A meeting of the **Graduate Studies Committee** will be held at **2.00pm** on **Monday 5 April 2004** in the Darlington Centre Boardroom.

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

Keri Neveltsen

for

Dr W Adams

Registrar

29 March 2004

Agenda

Pages

1. Apologies

Apologies have been received from Professor T Hirst and Associate Professor M Harding.

2. Minutes of previous meeting

5-10

Recommendation

That the Graduate Studies Committee adopt the minutes of the previous meeting held on 23 February 2004 as a true record.

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

4. Report of the Academic Board

11

Recommendation

That the Graduate Studies Committee note the report of the Academic Board meeting of 4 February 2004, as set out in the report presented.

5. Report of the Chair

5.1 Membership of the Graduate Studies Committee

12-13

Recommendation

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

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- 5.2 Membership of the PhD Award Sub-Committee** 13
- Recommendation**
That the Graduate Studies Committee note the report of the Chair relating to membership of the PhD Award Sub-Committee, as set out in the report presented.
- 5.3 Membership of the Postgraduate Research Training Sub-Committee** 13-14
- Recommendation**
That the Graduate Studies Committee
- (1) *note the report of the Chair relating to membership of the Postgraduate Research Training Sub-Committee; and*
 - (2) *appoint Associate Professor Brian Paltridge to membership of the Postgraduate Research Training Sub-Committee, as set out in the report presented.*
- 5.4 Membership of the Postgraduate Coursework Sub-Committee** 14-15
- Recommendation**
That the Graduate Studies Committee note the report of the Chair relating to membership of the Postgraduate Coursework Sub-Committee, as set out in the report presented.
- 5.5 Membership of the Senate/SUPRA Liaison Committee** 15
- Recommendation**
That the Graduate Studies Committee note the report of the Chair relating to membership of the Senate/SUPRA Liaison Committee, as set out in the report presented.
- 5.6 Higher degrees**
- 5.6.1 Approval of examination process for cotutelle agreements** *confidential attachment*
- Recommendation**
That the Graduate Studies Committee note the action of the Chair in approving the examination process for cotutelle agreements, as set out in the report presented.
- 5.7 Oral report**
- Recommendation**
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- 6. Report of the PhD Award Sub-Committee** 16-17
- 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 17 February 2004** 16-17
- 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 17 February 2004.

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8.	Report of the Postgraduate Research Training Sub-Committee	19-23
8.1	Oral report of the Chair of the Postgraduate Research Training Sub-Committee	
	<i>Recommendation</i> That the Graduate Studies Committee note the report of the Chair of the Postgraduate Research Training Sub-Committee.	
8.2	Report of the meeting held on 23 March 2004	19-23
8.2.1	Receipt of report	
	<i>Recommendation</i> That the Graduate Studies Committee receive and note the report of the Postgraduate Research Training Sub-Committee meeting held on 23 March 2004.	
8.2.2	Postgraduate English Language Requirements	19, 20-23
	<i>Recommendation</i> That the Graduate Studies Committee that the Academic Board amend the policy "Postgraduate English Language Requirements", as set out in the report presented.	

8.2.3 Proceedings of the Sub-Committee

19

Recommendation

That the Graduate Studies Committee note the proceedings of the Postgraduate Research Training Sub-Committee, at its meeting of 23 March 2004, as set out in the report presented.

9. Research-led Teaching and Scholarship of Teaching Project

24, separate attachments

Recommendation

That the Graduate Studies Committee note the report relating to the Research-led Teaching and Scholarship of Teaching Project, as set out in the report presented.

10. Postgraduate English Language Requirements

supplementary agenda

Recommendation

That the Graduate Studies Committee recommend that the Academic Board amend the policy "Postgraduate English Language Requirements", as set out in the report presented.

11. General business

12. Next meeting

The next meeting will be held on 17 May 2004 in the Darlington Centre Boardroom.

Agenda Item 3
Minutes of the Previous Meeting

Minutes of the Graduate Studies Committee meeting held on Monday 23 February 2004

There were present: The Chair (Associate Professor R Ross) presiding, Professors M Behnia and J Christodoulou, Associate Professors M Harding, R Magnusson, A F Masters and B Paltridge, Drs M Boughton, A Elias, S Forsyth and B Singh and Mr B Sandstrom. Professor M O'Connor, Dr A Bashford and Miss K Neveldsen were in attendance.

The Chair welcomed Associate Professors Margaret Harding, Roger Magnusson and Brian Paltridge to the committee as new Faculty representatives. Mr Brian Sandstrom was also welcomed as the new SUPRA President.

1. Apologies

Apologies were received from Professors T Hirst, F Nicolas and L Zhang and Associate Professors D Coleman and G Gurr.

2. Minutes of previous meeting

Resolved

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

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

There was no business arising from the minutes.

4. Terms of reference and constitution

Following the Review of the Academic Board and the Academic Forum, the revised terms of reference and constitution were approved for the Academic Board's standing committees and their Sub-Committees.

The terms of reference and constitution of the Graduate Studies Committee were included for the information of members, noting that they came into effect from 1 January 2004.

Resolved

That the Graduate Studies Committee receive and note the terms of reference and constitution of the Graduate Studies Committee, as set out in the report presented.

5. Report of the Academic Board

Resolved

That the Graduate Studies Committee receive and note the report of the Academic Board meeting of 10 December 2003, as set out in the report presented.

6. Report of the Chair

6.1 Postgraduate English Language Requirements

There had been much discussion about the implementation of the Postgraduate English Language Requirements and the ability of Deans to waive requirements in some circumstances.

The Chair provided an email which had been circulated to Deans and Pro Vice-Chancellors (College) by the Strategic Director, Internationalisation outlining the circumstances under which deans could waive requirements and the associated reporting requirements.

The Chair advised members that the ability of Deans to waive requirements was contained in the *Delegations of Authority: Academic Functions* which was approved by Senate and that this had not been amended.

The Committee expressed concern that the directive came from the International Policy Advisory Committee (IPAC) when it is explicitly stated that the Academic Board approved English language requirements on the recommendation of the Graduate Studies Committee. The Committee felt that it was not the place of IPAC to develop policy in this matter and while the general thrust was supported, issues such as minimum levels in each band, supporting evidence, additional testing, and candidature conditions had not been established.

The Chair agreed to express the concerns of the Committee to the IPAC and the Strategic Director, International and to present amendments to the policy clarifying the scope of the Deans ability to waive requirements to the next meeting.

Resolved

That the Graduate Studies Committee note the report of the Chair relating to Postgraduate English Language Requirements, as set out in the report presented.

6.2 Membership of the Graduate Studies Committee

The Committee received a membership list, as at 23 February 2004, noting that processes were in place to fill the casual vacancies.

Resolved

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

6.3 Membership of the PhD Award Sub-Committee

The revised terms of reference and constitution for each of the Graduate Studies Committee's Sub-Committee became effective from 1 January 2004. As a transitional measure, membership of the Sub-Committees was continued while an appointment process was undertaken.

The appointments for the PhD Award Sub-Committee included "two academic staff members from each College appointed bi-annually by the Chair of the Graduate Studies Committee on the nomination of the relevant Pro Vice-Chancellor (College)".

It was anticipated that the revised membership of the PhD Award Sub-Committee will be finalised by the end of March.

Resolved

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

6.4 Membership of the Postgraduate Research Training Sub-Committee

The revised terms of reference and constitution for each of the Graduate Studies Committee's Sub-Committee became effective from 1 January 2004. As a transitional measure, membership of the Sub-Committees was continued while an appointment process was undertaken.

Expressions of interest in membership of the Postgraduate Research Training Sub-Committee were invited. Members were also asked to forward recommendations for academic staff members appointed from the Colleges.

Resolved

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

6.5 Membership of the Postgraduate Coursework Sub-Committee

The revised terms of reference and constitution for each of the Graduate Studies Committee's Sub-Committee became effective from 1 January 2004. As a transitional measure, membership of the Sub-Committees was continued while an appointment process was undertaken.

Expressions of interest in membership of the Postgraduate Coursework Sub-Committee were invited. Members were also asked to forward recommendations for academic staff members appointed from the Colleges.

Resolved

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

6.6 Membership of the Senate/SUPRA Liaison Committee

The terms of reference and constitution of the Senate/SUPRA Liaison Committee provided for membership by "three members of the Graduate Studies Committee (nominated by the Chair of the Graduate Studies Committee), appointed by Senate".

Expressions of interest in membership of the Senate/SUPRA Liaison Committee were invited.

Resolved

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

6.7 Oral report

The Chair had nothing further to report.

Resolved

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

7. Report of the PhD Award Sub-Committee

7.1 Oral report of the Chair of the PhD Award Sub-Committee

The Chair of the PhD Award Sub-Committee, Associate Professor A F Masters, had nothing further to report.

Resolved

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

7.2 Report of the meeting held on 20 January 2004

7.2.1 Receipt of report

Resolved

That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 20 January 2004.

7.2.2 Proceedings of the Sub-Committee

Resolved

That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee, at its meeting of 20 January 2004, as set out in the report presented.

8. Report of the Postgraduate Coursework Sub-Committee

8.1 Oral report of the Chair of the Postgraduate Coursework Sub-Committee

The Chair of the Postgraduate Coursework Sub-Committee, Dr Maureen Boughton, re-iterated the need for additional members on the Sub-Committee. The Dean of Graduate Studies (DoGS) reminded members that the postgraduate coursework area was a vital aspect of the University's offerings and the course approval and monitoring process needed to be strengthened.

Resolved

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

8.2 Report of the meeting held on 17 February 2004

8.2.1 Receipt of report

Resolved

That the Graduate Studies Committee receive and note the report of the Postgraduate Coursework Sub-Committee meeting held on 17 February 2004.

8.2.2 Proposals for new and amended postgraduate coursework courses

(1) Faculty of Science: Graduate Diploma in Computing

The Faculty of Science proposed to introduce the new course, the Graduate Diploma in Computing, from 1 July 2004.

The proposal introduced a new award to be offered by the University - a Graduate Diploma in Computing. The primary purpose of the new award was to serve as a one year course of basic IT studies for graduates without an IT degree. For some students, this new award would provide the required amount of IT skills needed to enhance their existing career. For students seeking further IT study, the Graduate Diploma in Computing would prepare students for admission to a coursework Master's in information technology. After satisfactory completion of the new one year, full-time Graduate Diploma in Computing, students would be eligible for admission into the existing one year, full-time Master of Information Technology. The combination of the Graduate Diploma in Computing followed by the Master of Information Technology provided an effective two year, full-time conversion program into the field of IT for graduates without an IT degree.

The following issues were raised in discussion:

- a review of the Master of Information Technology (MIT); and Master of Applied Information Technology (MAIT) courses recommended changes to the information technology program;
- the existing similarities within the MIT and MAIT caused confusion and some resentment;
- overseas students were looking for two year qualifications;
- completion of the Graduate Diploma would allow candidates to apply for the MIT and progression rules would be clearly explained;
- there was a need to ensure the courses met external accreditation requirements;
- further evaluation would be required within 2 – 3 years of the Graduate Diploma to ensure it was meeting its objectives;

- there had been discussions about postgraduate qualifications in information technology could be most easily integrated with other qualifications;
- all units of study were compulsory and required specific sequencing;
- nomenclature i.e. “elemental” and “foundational” needed to be revised; and
- credit would not be granted in the MIT for work completed in the Graduate Diploma.

The Faculty presented a revised proposal to the Sub-Committee and it was recommended that the proposal be approved.

Resolved

That the Graduate Studies Committee recommend through the Academic Board that Senate approve:

- (1) the proposal from the Faculty of Science for the introduction in 2004 of the new course, the Graduate Diploma in Computing;
 - (2) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Science, with effect from 1 July 2004;
 - (3) the adoption of the Resolutions of the Senate relating to the Graduate Diploma in Computing;
 - (4) the amendment of the Resolutions of the Senate relating to the Master of Information Technology,
- as set out in the report presented.

9. Report of the Postgraduate Research Training Sub-Committee

9.1 Oral report of the Chair of the Postgraduate Research Training Sub-Committee

The Chair of the Postgraduate Research Training Sub-Committee, Associate Professor Russell Ross, highlighted the issues to be considered by the Sub-Committee in 2004.

Resolved

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

9.2 Report of the meeting held on 10 February 2004

9.2.1 Receipt of report

Resolved

That the Graduate Studies Committee receive and note the report of the Postgraduate Research Training Sub-Committee meeting held on 10 February 2004.

9.2.2 Proof-reading and editing of theses and dissertations

The national group of Deans and Directors of Graduate Studies discussed the issue of editing of theses. The DDoGS agreed on a standard policy with an agreement that each institution may either wish to adopt the document as it was or modify it to suit their needs.

The Sub-Committee agreed that there was a need to clearly identify the input of other parties and that the policy would be particularly helpful in clarifying the role of supervisors with regard to editing for candidates.

The Committee discussed the proposed policy noting that nomenclature needed to be amended to reflect practice at the University of Sydney (i.e. supervisor/associate supervisor to replace principal supervisor).

There was discussion about the provision of editorial advice, and the particular needs of students for whom English was a second language. Members agreed with the need to restrict writing intervention but expressed concern about advice being limited to "corrections as exemplars only". There was also support for material for proofing being submitted in hard copy only to ensure there was clear documentation in the case of disputes.

The Committee agreed to recommend the policy to the Academic Board subject to the amendments.

Resolved

That the Graduate Studies Committee recommend that the Academic Board adopt the policy "Proof-reading and Editing of Theses and Dissertations", as set out in the report presented, and amended.

9.2.3 Proceedings of the Sub-Committee

Resolved

That the Graduate Studies Committee note the proceedings of the Postgraduate Research Training Sub-Committee, at its meeting of 10 February 2004, as set out in the report presented.

10. General business

(1) Registration of supervisors

The Dean of Graduate Studies (DoGS) advised members on the process of implementation for the registration of supervisors policy. Members were advised that the issue had been raised with other Group of Eight (Go8) universities who had expressed particular interest.

The Committee noted that there were some implementation issues, particularly with the ability to incorporate functions into FlexSIS. It was not possible to monitor the suitability of supervisors through FlexSIS and the DoGS had advised Deans of this. Deans had also been reminded of the policy and the need to ensure that supervisors were properly qualified.

Faculties had been asked to provide information about supervisors and students and while the implementation was not as smooth as desirable, steps were being taken.

The Chair reminded members that as the focus was on staff new to the University therefore the task would not be as large as at first glance.

(2) Research Training Scheme (RTS)

The Dean of Graduate Studies (DoGS) advised members of current discussions relating to under-enrolment. The Committee noted that the co-funded scholarships which would have been offered in the second semester had been brought forward to first semester. It was unclear at this stage whether additional scholarships would be made available in the second semester. The DoGS offered to make a presentation to the Committee reminding members about the RTS and its implications.

11. Next meeting

The next meeting would be held on 5 April 2004 in the Darlington Centre Boardroom.

Agenda Item 4
Report of the Academic Board

4. Report of the Academic Board meeting held on 4 February 2004

The agenda for the meeting of the Academic Board on 4 February 2004 may be accessed on the web: <http://www.usyd.edu.au/su/ab/>

4.1 Review of the Academic Board and the Academic Forum

The Chair of the Academic Board reported that the implementation of the outcomes of the Review of the Academic Board and the Academic Forum was almost complete with the structurally revised Academic Board coming into effect on 1 January 2004.

The Academic Board noted that the significant changes to the composition of the Board, the structure and composition of the standing committees, and the clarification of responsibilities should assist in the improved operations of the Academic Board.

4.2 Membership of the Academic Board

The Academic Board appointed Professor Judyth Sachs (Academic Staffing Committee); Associate Professor Russell Ross (Graduate Studies Committee); Professor Beth Reid (Teaching and Learning Committee); Associate Professor Tony Masters (Undergraduate Studies Committee); Professor John Carter (Research Committee) as Chairs of Standing Committees and appointed Associate Professor Tony Masters as the Deputy Chair of the Academic Board.

Agenda Item 5
Report of the Chair

5.1 Membership of the Graduate Studies Committee

Membership of the Graduate Studies Committee, as at 29 March 2004, is as follows:

Constitution

Ex Officio Members

1. *the Chair of the Committee, appointed bi-annually by the Academic Board*
Associate Professor Russell Ross
2. *the Chair of the Academic Board, or nominee*
Associate Professor Tony Masters (Deputy Chair, Academic Board)
3. *the Dean of Graduate Studies*
Professor Masud Behnia
4. *the Deputy Vice-Chancellor (Research and Innovation)*
Professor Tim Hirst

5. *the Chairs of faculty Postgraduate Committees*

Agriculture Food and Natural Resources	Dr Balwant Singh
Architecture	Associate Professor Warren Julian
Arts	Associate Professor Deirdre Coleman
Economics and Business	Professor David Hensher
Education and Social Work	Associate Professor Brian Paltridge
Engineering	Professor Liangchi Zhang
Health Sciences	Associate Professor Chris Maher
Law	Associate Professor Roger Magnusson
Nursing	Dr Sue Forsyth
Rural Management	Associate Professor Geoff Gurr
Science	Associate Professor Margaret Harding
Veterinary Science	Professor Frank Nicholas
Australian Graduate School of Management (AGSM)	Professor Chris Adam
Sydney College of the Arts	Dr Ann Elias
Conservatorium of Music	Dr Michael Halliwell
Joint Board of Postgraduate Studies for the Faculty of Dentistry, Medicine and Pharmacy	Professor John Christodoulou (Deputy Chair)

6. *the Chair of the Research Committee*
Professor John Carter

7. *the Chairs of Sub-Committees of the Graduate Studies Committee, if not already members*

Postgraduate Coursework Sub-Committee	Dr Maureen Boughton
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8. *the President of the Sydney University Postgraduate Representative Association, or nominee*
Mr Brian Sandstrom

Appointed Members

9. *one postgraduate coursework student member of the Academic Board appointed annually by and from the postgraduate coursework student members of the Academic Board*
Mr Sam Burshtein
10. *one postgraduate research student member of the Academic Board appointed annually by and from the postgraduate research student members of the Academic Board*
Casual vacancy

Co-opted Members

11. *the Committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.*

Recommendation

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

5.2 Membership of the PhD Award Sub-Committee

The terms of reference and constitution of the PhD Award Sub-Committee provides for membership by “two academic staff members from each College appointed bi-annually by the Chair of the Graduate Studies Committee on the nomination of the relevant Pro Vice Chancellor (College)”.

On the nomination of the Pro Vice-Chancellors, the following academic staff members have been appointed:

College of Health Sciences	<ul style="list-style-type: none"> • Professor John Christodoulou, Faculty of Medicine • Dr Maureen Boughton, Faculty of Nursing
College of Humanities and Social Sciences	<ul style="list-style-type: none"> • Associate Professor Deborah Brennan, Faculty of Economics and Business • Professor Peter Wilson, Faculty of Arts
College of Sciences and Technology	<ul style="list-style-type: none"> • Associate Professor Margaret Harding, Faculty of Science • Professor LiangChi Zhang, Faculty of Engineering

Recommendation

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

5.3 Membership of the Postgraduate Research Training Sub-Committee

At the last meeting I asked for expressions of interest in membership of the Postgraduate Research Training Sub-Committee. To ensure a balance across faculties, I recommend the appointment of Associate Professor Brian Paltridge to membership of the Sub-Committee. For other members who expressed an interest in members, I have forwarded the names to the Pro Vice-Chancellors (College) as suggestions for membership in the category of one academic staff member of each College.

Constitution

Ex Officio Members

1. *the Chair of the Graduate Studies Committee, or nominee, who shall be chairperson*
Associate Professor Russell Ross
2. *the Chair of the Academic Board, or nominee*
Professor John Carter, Chair, Research Committee
3. *the Deputy Vice-Chancellor (Research and Innovation)*
Professor Tim Hirst

4. *the Dean of Graduate Studies*
Professor Masud Behnia
5. *the President of the Sydney University Postgraduate Representative Association, or nominee*
Mr Brian Sandstrom
6. *the postgraduate research student member of the Graduate Studies Committee*
Casual vacancy

Appointed Members

7. *up to three members appointed annually by and from the Graduate Studies Committee*
Associate Professor John Christodoulou
Professor Frank Nicholas
Associate Professor Brian Paltridge
8. *one academic staff member from each College appointed annually by the Chair of the Graduate Studies Committee on the nomination of the relevant Pro Vice-Chancellor (College)*
Casual vacancy, College of Health Sciences
Casual vacancy, College of Humanities and Social Sciences
Associate Professor Simon Fleming, College of Sciences and Technology

Co-opted Members

9. *the Sub-Committee may co-opt up to two members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Sub-Committee, but must have an interest and/or experience in issues considered by the Sub-Committee. The term of office of members co-opted by the Sub-Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.*

Recommendation

That the Graduate Studies Committee

- (1) *note the report of the Chair relating to membership of the Postgraduate Research Training Sub-Committee; and*
- (2) *appoint Associate Professor Brian Paltridge to membership of the Postgraduate Research Training Sub-Committee,*
as set out in the report presented.

5.4 Membership of the Postgraduate Coursework Sub-Committee

At the last meeting I asked for expressions of interest in membership of the Postgraduate Coursework Sub-Committee. I again call upon members to participate in this Sub-Committee.

Constitution

Ex Officio Members

1. *the Chair of the Graduate Studies Committee, or nominee, who shall be chairperson*
Dr Maureen Boughton
2. *the Chair of the Academic Board, or nominee*
Dr Mary Jane Mahony
3. *the President of the Sydney University Postgraduate Representative Association, or nominee*
Mr Brian Sandstrom
4. *the postgraduate coursework student member of the Graduate Studies Committee*
Casual vacancy

Appointed Members

5. *up to three members appointed annually by and from the Graduate Studies Committee*
Associate Professor Warren Julian
Casual vacancy
Casual vacancy

8. *one academic staff member from each College appointed annually by the Chair of the Graduate Studies Committee on the nomination of the relevant Pro Vice-Chancellor (College)*
Dr Andrew McLaughlin, College of Health Sciences
Casual vacancy, College of Humanities and Social Sciences
Dr Kee Choon Wong, College of Sciences and Technology

Co-opted Members

9. *the Sub-Committee may co-opt up to two members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Sub-Committee, but must have an interest and/or experience in issues considered by the Sub-Committee. The term of office of members co-opted by the Sub-Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.*

Recommendation

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

5.5 Membership of the Senate/SUPRA Liaison Committee

At the last meeting I asked for expressions of interest in membership of the Senate/SUPRA Liaison Committee. I again call upon members to participate in this Committee of Senate.

Recommendation

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

Agenda Item 6
Report of the PhD Award Sub-Committee

6.2 Report of the PhD Award Sub-Committee meeting held on 17 February 2004

The Committee met on 17 February 2004 when there were present: The Chair of the PhD Award Sub-Committee (Associate Professor A F Masters) presiding, Professors A Brewer and J Christodoulou, Associate Professors M Harding and J Small, and Dr M Boughton. Ms S Paynter was 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 17 February 2004.

6.2.2 Head of Department/School Appointed as an Examiner

The Sub-Committee discussed a query regarding point four on the rear of the Appointment of Examiners Form which reads:

"The Academic Board **does not** allow a **supervisor** to be appointed **as examiner**. Normally a person should **not** be recommended for appointment as an examiner if he or she is the **head of department/school** or academic unit for the candidate concerned. If this is considered academically necessary a justifying statement should be provided."

Members agreed that while the above point was not explicitly contained within the Academic Board resolutions on the Degree of Doctor of Philosophy (pp 138-145 of the 2003 *Calendar*), it could be argued that it was in keeping with the principles behind the following sections of the Resolutions:

"(8) A head of department, in making a recommendation (*for the appointment of examiners*), shall take all reasonable steps to ensure that the examiners proposed are free from bias either for or against the candidate or the supervisor."

"(12) ... (*Reporting on the appointment of examiners*) When an unusual choice of internal examiner is made, a short justification of why that examiner was chosen should be provided by the faculty concerned."

The Sub-Committee noted that examiner's reports were referred to the head of department/school in cases where the faculty was unable to award the degree without further examination (as outlined in section 3 (1) of the Resolutions). If the head was also an examiner, then they would be in the position of having to comment on their own examination report as well as those of the other two examiners in a case where all three examiners may not have been in agreement. The Chair advised that this situation could be avoided if the head of department/school concerned has delegated authority to (for example) the post-graduate co-ordinator with respect to making recommendations on examiners' reports.

The Sub-Committee agreed to recommend that the Graduate Studies Committee amend the Appointment of Examiner Form as follows (additions indicated by underlining):

"The Academic Board **does not** allow a **supervisor** to be appointed **as examiner**. Normally a person should **not** be recommended for appointment as an examiner if he or she is the **head of department/school** or academic unit for the candidate concerned. If this is considered academically necessary a justifying statement should be provided. If the head of department/school is recommended for appointment as an examiner, he or she may delegate authority to the post-graduate co-ordinator with respect to making recommendations on examiners' reports."

Recommendation

That the Graduate Studies Committee amend the Appointment of Examiner Form, as set out in the report presented.

6.2.3 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 further qualification.

(b) 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.

(c) Revise and Resubmit

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 advised that the award of the degree of Doctor of Philosophy not be awarded but that the candidate be allowed to revise and resubmit the thesis.

(d) 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 two candidates and resolved:

- (i) to approve the award of the degree of Doctor of Philosophy, subject to emendations, in one case;
- (ii) to refer the decision back to the Faculty in one case.

(e) Appointment of Examiners

The Sub-Committee noted that examiners had been appointed for 46 candidates for the degree of Doctor of Philosophy.

Agenda Item 7
Report of the Postgraduate Coursework Sub-Committee

7.2 Report of the Postgraduate Coursework Sub-Committee meeting held on 1 March 2004

The Committee met on 1 March 2004 when there were present: The Chair (Dr M Boughton) presiding, Drs A Bashford and M J Mahony. Miss K Neveldsen was 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 1 March 2004.

7.2.2 Proceedings of the Committee

(1) Parallel teaching of postgraduate and undergraduate students in postgraduate courses

The Sub-Committee considered the reports provided by faculties and discussed the existing policy. It was agreed that some changes to the policy would be made for consideration at the next meeting before referral to the Graduate Studies Committee.

(2) Terms of reference and constitution

The Sub-Committee received the terms of reference and constitution. Members noted that a recommendation was being made to the next meeting of the Academic Board to include the Dean of Graduate Studies (DoGS) as an ex officio member of the Sub-Committee. The Sub-Committee discussed the terms of reference and identified particular areas of focus for 2004.

Agenda Item 8
Report of the Postgraduate Research Training Sub-Committee

8.2 Report of the Postgraduate Research Training Sub-Committee meeting held on 23 March 2004

The Committee met on 23 March 2004 when there were present: The Chair (Associate Professor R Ross) presiding, Professors J Christodoulou and F Nicholas, Associate Professor B Paltridge and Mr B Sandstrom. Miss K Neveltsen was in attendance.

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 23 March 2004.

8.2.2 Postgraduate English Language Requirements

20-23

The Postgraduate Research Training Sub-Committee recommends through the Graduate Studies Committee that the Academic Board amend the policy *Postgraduate English Language Requirements*.

The faculties of Pharmacy and Science have both proposed amendments to their English requirements and after consideration the Sub-Committee endorsed the proposed increases.

The Sub-Committee also proposed further amendments to the policy to clarify that it applied to both local and international students, by amending section 3 “coverage” to make this explicit, and to amend section 4(b) to statement that the language of the **institution** needs to be English, not just the language of **instruction**.

Recommendation

That the Graduate Studies Committee that the Academic Board amend the policy “Postgraduate English Language Requirements”, as set out in the report presented.

8.2.3 Proceedings of the Committee

(1) International student application procedure

The Sub-Committee has given considerable advice to the Dean of Graduate Studies (DoGS) and the International Office (IO) about the process and application procedure for postgraduate international applicants.

(2) Annual review of postgraduate research candidates

The Sub-Committee has been considering the annual review process and various associated forms. A number of issues have been discussed including incorporating other requests for information (e.g. in relation to scholarships) into the one form, and that the form also be used to assess probationary candidature.

This issue will be further considered by the Sub-Committee at its next meeting, along with a recommendation that the Resolutions be amended to include mandatory annual interviews for all candidates.



The University of Sydney

Postgraduate English Language Requirements

Amended by the Academic Board on [insert Academic Board meeting date]

Date of effect: [insert date]

1. Policy

This policy consolidates and updates the Academic Board's position on English language requirements for applicants for postgraduate award courses.

2. Background

The Academic Board has established the minimum English language requirements for postgraduate award course applicants. Faculties may ask the Academic Board to approve specific requirements above the minimum levels. Students should be made aware of the English language requirements at the time of application.

3. Coverage

This policy applies to all applicants, both local and international, for postgraduate coursework and postgraduate research award courses.

4. Procedures

- (a) Applicants who have not completed an Australian educational qualification may have to provide proof of proficiency in English through internationally recognized tests such as CULT, IELTS or TOEFL or through satisfactory completion of an appropriate course at the University's Centre for English Teaching unless the applicant has a record of satisfactory achievement in tertiary studies where the language of instruction was in English.
- (b) All applicants must either have a record of satisfactory achievement in tertiary studies in which the language of ~~instruction~~ the institution was ~~in~~ English and the language of instruction was English or must meet one of the following minimum English language requirements as a condition of entry (scores older than two years are not accepted):
 - (i) IELTS (International English Language Testing Scheme) overall band score of 6.5 with a minimum of 6.0 in each band; or
 - (ii) TOEFL (Test of English as a Foreign Language) 577 plus TWE (Test of Written English) at 4.5; or
 - (iii) CBT (Computer-based TOEFL) 233 plus Essay Rating 4.5; or
 - (iv) Cambridge Certificate of Proficiency in English grade A or B;
 - (v) GCSW English language grade A or B; or
 - (vi) CULT (Combined Universities Language Test 70).
- (c) Faculties may request the Academic Board to approve English language requirements above the minimum set out above. Approved requirements are set out in appendix one of this policy.

5. Authority

(1) Development/consultation

Consultation on this policy involved the International Officer, faculties, the Postgraduate Research Training Sub-Committee, Graduate Studies Committee, and the Academic Board.

(2) Management responsibility

Dean of Graduate Studies

(3) Implementation and monitoring

Dean of Graduate Studies and Graduate Studies Committee

(4) Review

1 July 2006

(5) Communication

Academic Board Officer

(6) Contact

Dean of Graduate Studies

6. Related information

(1) Related University legislation, resolutions, policies and procedures include:

(a) University of Sydney (Amendment Act) Rule 1999 (as amended) at <http://www.usyd.edu.au/publications/calendar/>

(b) Admission to Undergraduate Courses at http://db.usyd.edu.au/policy/policy_index.stm

(2) University policies superseded or replaced by this policy:

(a) English Language Requirements: International Students at http://db.usyd.edu.au/policy/policy_index.stm

Appendix One: Schedule of approved Faculty variations, above the University minimum requirements

Faculty	Course	Requirements (above the University minimum)	Approval Date
Faculty of Agriculture, Food and Natural Resources			
Faculty of Architecture	All postgraduate award courses	<ul style="list-style-type: none"> • TOEFL – 600 or better plus TWE at 4.5+ • IELTS – Overall band score of 7.0 or better, with no component being below 6.5 	12 May 1999
Faculty of Arts			
Faculty of Dentistry			
Faculty of Economics and Business	All postgraduate award courses except the Commerce courses	<ul style="list-style-type: none"> • TOEFL – 600 or better plus TWE at 4.5+ • IELTS – Overall band score of 7.0 or better, with no component being below 6.0 	12 February 1997
Faculty of Education and Social Work	Master of Teaching	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.5 or better 	12 February 1997
Faculty of Engineering			
Faculty of Health Sciences	Doctor of Health Sciences	<ul style="list-style-type: none"> • IELTS - Overall band of 7.0, with individual band of speaking and writing of no less than 6.2 	12 June 2002 (effective from 1 January 2003)
	Master of Occupational Therapy	<ul style="list-style-type: none"> • TOEFL – 600 or better, plus TWE at 5.0+ • IELTS – Overall band score of 7.0 or better, with at least 6 for Speaking and 7 for Writing on each band 	8 December 2000
	All postgraduate Physiotherapy courses	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better 	12 February 1997
Faculty of Law	All postgraduate award courses	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better, with at least 6.0 in each of the components 	12 February 1997
Faculty of Medicine	All postgraduate award courses	<ul style="list-style-type: none"> • TOEFL – 600 or better overall, plus TWE at 4.5+ 	13 December 2000
Faculty of Nursing	All postgraduate award courses	<ul style="list-style-type: none"> • IELTS – Overall band score of 7.0 or better, with at least 7.0 in each of the components 	14 August 2002
Faculty of Pharmacy	<u>All postgraduate award courses</u>	<ul style="list-style-type: none"> • <u>TOEFL – 600 or better plus TWE at 4.5+</u> • <u>IELTS – Overall band score of 7.0 or better, with no component being below 6.5</u> 	[insert approval date]
Faculty of Rural Management			
Faculty of Science	<u>Master of Nutrition and Dietetics; Master of Nutritional Science; Master of Applied Science (Nutrition and Dietetics); Graduate Diploma in Applied Science (Nutrition and Dietetics); and Graduate Certificate in Applied Science (Nutrition and Dietetics)</u>	<ul style="list-style-type: none"> • <u>TOEFL – 610 or better plus TWE at 5.0+</u> • <u>CBT – 253 or better plus Essay Rating 5.0</u> • <u>IELTS – Overall band score of 7.5 or better, with at least 6.5 in each of the components</u> 	[insert approval date]

Faculty of Veterinary Science	Master of Veterinary Public Health Management; Graduate Diploma in Veterinary Public Health Management; and Graduate Certificate in Veterinary Public Health Management	<ul style="list-style-type: none">• TOEFL – 600 or better plus TWE at 5.0+• CBT – 250 plus Essay Rating 5.0• IELTS – Overall band score of 7.0 or better, with at least 7.0 for Speaking and 7.0 for Writing on each band.	12 November 2003
Sydney College of the Arts			
Sydney Conservatorium of Music			

Agenda Item 9

Research-led Teaching and Scholarship of Teaching Project

Research-led Teaching and Scholarship of Teaching Project

separate attachment

At its meeting of 24 March 2004, the Academic Board received a report from its Teaching and Learning Committee regarding the Research-led Teaching and Scholarships of Teaching Project.

In 2000 a University-wide project was established by the Pro Vice-Chancellor (Teaching and Learning) to address aspects of the Strategic Plan related to the relationship between teaching and research. Key project aims for 2001-2005 were to:

- increasingly employ undergraduate teaching and learning strategies which enhance the links between research and teaching and utilise scholarly inquiry as an organising principle in departmental organisation, and curriculum development; and
- encourage and reward the scholarship of teaching.

In May 2002, a report was prepared and a presentation made to the University's Teaching and Learning Committee spelling out the vision and the results of the investigation into best practice, and outlining progress to date. The report suggested that it was now time to give further impetus to the project. The Teaching and Learning Committee endorsed the recommendations of the report, including the establishment of a Working Group to discuss how to further this initiative at Faculty, School and Departmental levels and to develop a set of indicators whereby progress could be monitored based on international best practice. A Working Group consisting of Faculty representatives nominated by the Deans was accordingly set up, and the enclosed report outlines its activities and recommendations.

Members considered the Working Group's report on research-led teaching and scholarship of teaching and made the following comments and observations:

- the recommendations on research-led teaching would be checked against the new academic promotions documents for congruity;
- Monash University had expressed interest in adopting the performance indicators for research-led teaching which would provide a useful benchmark;
- the current review of graduate attributes should also take into account the recommendations of this report;
- the Deputy Vice-Chancellor (Research and Innovation) would be approached regarding the involvement of Federation researchers in the University's teaching programs; and
- a webpage with exemplars of research-lead teaching and curricula had been established on the Institute for Teaching and Learning website.

The Academic Board considered the report and:

- endorsed the report on research-led teaching and scholarship of teaching from the Research-Led Teaching Working Group;
- adopted the report's statement on research-led teaching as outlined in Section 5.1 of the report;
- adopted the use of the performance indicators developed by the Working Group, and authorise the Teaching and Learning Committee to monitor their use; and
- requested the Graduate Studies and Undergraduate Studies Committees to ensure that the issue of research and scholarship on teaching and learning is addressed in proposals for new coursework courses.

The full report is set out in the accompanying papers for the information of members.

Recommendation

That the Graduate Studies Committee note the report relating to the Research-led Teaching and Scholarship of Teaching Project, as set out in the report presented.