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## 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 23 February 2004** in the **Darlington Centre Boardroom**.

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**

17 February 2004

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<b>Agenda</b>	<b>Pages</b>
<b>1. Apologies</b> Apologies have been received from Professor T Hirst and Associate Professor G Gurr.	
<b>2. Minutes of previous meeting</b>	<b>5-20</b>
<i>Recommendation</i> <i>That the Graduate Studies Committee adopt the minutes of the previous meeting held on 17 November 2003 as a true record.</i>	
<b>3. Business arising from Minutes (not dealt with elsewhere in the Agenda)</b>	
<b>4. Terms of reference and constitution</b>	<b>21, 22-23</b>
<i>Recommendation</i> <i>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.</i>	
<b>5. Report of the Academic Board</b>	<b>24-25</b>
<i>Recommendation</i> <i>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.</i>	

<b>6.</b>	<b>Report of the Chair</b>	
<b>6.1</b>	<b>Postgraduate English Language Requirements</b>	<b>26</b>
	<i>Recommendation</i>	
	<i>That the Graduate Studies Committee note the report of the Chair relating to Postgraduate English Language Requirements, as set out in the report presented.</i>	
<b>6.2</b>	<b>Membership of the Graduate Studies Committee</b>	<b>26-27</b>
	<i>Recommendation</i>	
	<i>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.</i>	
<b>6.3</b>	<b>Membership of the PhD Award Sub-Committee</b>	<b>28</b>
	<i>Recommendation</i>	
	<i>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.</i>	
<b>6.4</b>	<b>Membership of the Postgraduate Research Training Sub-Committee</b>	<b>28-29</b>
	<i>Recommendation</i>	
	<i>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.</i>	
<b>6.5</b>	<b>Membership of the Postgraduate Coursework Sub-Committee</b>	<b>29-30</b>
	<i>Recommendation</i>	
	<i>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.</i>	
<b>6.6</b>	<b>Membership of the Senate/SUPRA Liaison Committee</b>	<b>30</b>
	<i>Recommendation</i>	
	<i>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.</i>	
<b>6.7</b>	<b>Oral report</b>	
	<i>Recommendation</i>	
	<i>That the Graduate Studies Committee note the report of the Chair.</i>	
<b>7.</b>	<b>Report of the PhD Award Sub-Committee</b>	<b>31</b>
<b>7.1</b>	<b>Oral report of the Chair of the PhD Award Sub-Committee</b>	
	<i>Recommendation</i>	
	<i>That the Graduate Studies Committee note the report of the Chair of the PhD Award Sub-Committee.</i>	
<b>7.2</b>	<b>Report of the meeting held on 20 January 2004</b>	<b>31</b>
<b>7.2.1</b>	<b>Receipt of report</b>	
	<i>Recommendation</i>	
	<i>That the Graduate Studies Committee receive and note the report of the PhD Award Sub-Committee meeting held on 20 January 2004.</i>	

**7.2.2 Proceedings of the Sub-Committee**

31

**Recommendation**

*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**

*supplementary agenda*

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

**Recommendation**

*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**

**Recommendation**

*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**

**Recommendation**

*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**

32-33

**9.1 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.*

**9.2 Report of the meeting held on 10 February 2004**

32-33

**9.2.1 Receipt of report**

**Recommendation**

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

**9.2.2 Proof-reading and editing of theses and dissertations** 32, 33

***Recommendation***

*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.*

**9.2.3 Proceedings of the Sub-Committee** 32

***Recommendation***

*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**

**11. Next meeting**

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

**Agenda Item 3**  
**Minutes of the Previous Meeting**

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

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

**1. Apologies**

Apologies were received from: Professors C Adam, M Behnia, M O'Connor and P Parkinson, Dr M Rogerson and Mr M Hall.

**2. Minutes of previous meeting**

**Resolution 160/03**

That the Graduate Studies Committee adopt the minutes of the previous meeting held on 20 October 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. Report of the Academic Board**

**Resolution 161/03**

That the Graduate Studies Committee note report of the Academic Board meeting held on 15 October 2003, as set out in the report presented.

**5. Report of the Chair**

**5.1 Higher degrees**

**5.1.1 Admission to candidature and appointment of examiners**

**Resolution 162/03**

That the Graduate Studies Committee note the action of the Chair in approving the admission to candidature of, and appointment of examiners for, candidatures for higher degrees, as set out in the report presented.

**5.1.2 Award of degree**

**Resolution 163/03**

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

**5.2 Oral report**

The Chair advised members that the policy *Postgraduate Research Higher Degree Training Supervision* relating to the registration of supervisors was approved by the Academic Board unchanged.

As this was the last meeting of the Committee for the year, the Chair thanked members for their contributions, particularly Associate Professor Masters and Dr Boughton for chairing the Sub-Committees.

**Resolution 164/03**

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, had nothing further to add to the report.

**Resolution 165/03**

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 4 November 2003**

**6.2.1 Receipt of report**

**Resolution 166/03**

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

**6.2.2 Proceedings of the Sub-Committee**

**Resolution 167/03**

That the Graduate Studies Committee note the proceedings of the PhD Award Sub-Committee meeting held on 4 November 2003, as set out in the report presented.

**7. Report of the Postgraduate Coursework Sub-Committee**

**7.1 Oral report of the Chair of the Postgraduate Coursework Sub-Committee**

The Chair of the Postgraduate Coursework Sub-Committee, Dr M Boughton, highlighted each of the course proposals, noting the increase in the number of proposals submitted.

**Resolution 168/03**

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

**7.2 Report of the meeting held on 1 October 2003**

**7.2.1 Receipt of report**

**Resolution 169/03**

That the Graduate Studies Committee receive and note the report of the Postgraduate Coursework Sub-Committee meeting held on 1 October 2003.

**7.2.2 Proposals for new and amended courses**

**(1) Faculty of Arts**

**(a) Master of Liberal Studies; Graduate Diploma in Liberal Studies; and Graduate Certificate in Liberal Studies**

At its August meeting the Sub-Committee considered a proposal from the Faculty of Arts to introduce the new courses, the Master of Liberal Studies, Graduate Diploma in Liberal Studies and Graduate Certificate in Liberal Studies, from 1 January 2004.

The proposed postgraduate courses in Liberal Studies were new award courses designed for those who wished to pursue a broad interdisciplinary course of study or balance previous studies in one discipline area with new academic challenges. These courses were expected to bring back to the University a new kind of student – namely, those who were professionally trained and secure in their jobs, and wished to pursue further areas of interest at a more rigorous and with

deeper analysis, without necessarily gaining a professional qualification. These new students were the 'Baby Boomers' who had an undergraduate degree and the social capital that appreciated the rigors of tertiary level teaching.

In particular, the proposed new courses of study in Liberal Studies would present critical debates about the functions and application of knowledge in social, legal, scientific and cultural matters. Further, these new courses would reflect contemporary debates as well as traditional concerns about science and society from the perspectives of those providing and utilising various professional and expert services.

The courses were designed to respond to the needs of graduates whose first degrees were relatively narrow in scope, and who sought greater breadth and depth of understanding in fields of professional or personal relevance. Currently, the range of postgraduate Master, Diploma or Certificate courses did not provide a course of study in which the multiple and related strands of science and technology, health, humanities and social sciences could be explored altogether.

The Sub-Committee identified a number of issues to be addressed including the course structure; units of study; progression to higher degrees; award of the degree; nomenclature; student workload; attributes of graduates; and consultation.

A revised proposal was submitted by the Faculty and considered and endorsed by the Sub-Committee.

During discussion, the following issues were raised:

- the proposal was extremely liberal with only broad structure being provided;
- a lot of work would be required of the course co-ordinator working on a one-on-one basis with candidates;
- candidates undertaking units of study outside the Faculty of Arts would require approval from the relevant faculty and would need to meet appropriate pre-requisites;
- individual programs of study would be determined at the commencement of candidature; and
- the possibility of a candidate undertaking the same requirements as another degree raised some concern.

The Committee agreed to approve the proposal subject to confirmation that the degree would not enable a candidate to complete the requirements for another degree offered by the University.

**Resolution 170/03**

That the Postgraduate Coursework Sub-Committee recommend through the Graduate Studies Committee that the Academic Board:

- (1) recommend that Senate approve:
  - (a) the proposal from the Faculty of Arts for the introduction of the new courses, the Master of Liberal Studies, Graduate Diploma in Liberal Studies, and Graduate Certificate in Liberal Studies,
  - (b) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Arts, and
  - (c) the adoption of the new Resolutions of the Senate relating to this course, made pursuant to the University of Sydney (Coursework) Rule 2000,
- (2) note the Resolutions of the Faculty relating to the Master of Liberal Studies, Graduate Diploma in Liberal Studies and Graduate Certificate in Liberal Studies made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass award course, and award of the award courses,

with effect from 1 January 2004, as set out in the report presented, subject to confirmation that the degree would not enable a candidate to complete the requirements for another degree offered by the University.

**(b) Graduate Certificate in HSC English Studies**

At its August meeting the Sub-Committee considered a proposal from the Faculty of Arts to introduce the new course, the Graduate Certificate in HSC English Studies from 1 January 2004.

The proposed Graduate Certificate course was devised to draw professionally trained postgraduate students to the English department to extend their expertise in the discipline of English Studies. This new award course would provide an appropriate upgrade of the professional qualifications of teachers in the specific context of their current workplace requirements. It would be unique in New South Wales in meeting the professional needs of HSC English teachers as they guided their own students through the new HSC syllabus and prepared to meet the demands of further changes in 2004-5.

The course would provide tools to meet the new academic challenges of the revised HSC English Syllabus introduced in 2001. Because the new syllabus had radically changed and extended the definition of English Studies, there were increased demands on year 12 students and their teachers.

There had been widespread public and professional debate about the new HSC syllabus, accompanied by initiatives from the Board of Studies, the Education Department and teachers' organizations to provide support for teachers. None

of these initiatives had been able to provide a sustained and comprehensive approach addressed to the needs of teachers currently engaged in teaching the new HSC syllabus or intending to teach it. Consultation with the Faculty of Education and Social Work, the Board of Studies, the Department of Education, the English Teachers' Association and the Association of Independent Schools had confirmed the need for such a course.

The Department of English at this university had a long and close involvement in devising syllabus and examining at HSC level (including the setting and marking of examination papers), and with teachers' organizations. This course was a logical extension of that involvement.

Sub-Committee members expressed concern about the proposed name and sustainability of the course. Particular unease about the professional development aspect was highlighted including:

- the proposal appeared to represent more professional development than an ongoing academic course;
- the proposal was apparently linked to the teaching syllabus rather than the process of teaching HSC English studies;
- proposed articulation with the Master of Arts and Graduate Diploma of Arts needed to be clarified, particularly in relation to credit arrangements;
- there appeared to be no core units of study which supported the proposal in a sustainable way;
- the proposal needed to be clarified to explain what flexible teaching was in this context, e.g. taught in non-standard teaching periods;
- additional consideration needed to be given to the availability of the course as currently it was targeted at the state of New South Wales, and it would need to be clear whether international students could enrol.

A revised proposal was submitted by the Faculty and considered and endorsed by the Sub-Committee.

Members noted that the proposal had been revised to ensure the on-going viability of the course.

**Resolution 171/03**

That the Postgraduate Coursework Sub-Committee recommend through the Graduate Studies Committee that the Academic Board:

- (1) recommend that Senate approve:
  - (a) the proposal from the Faculty of Arts for the introduction in 2004 of the new courses, the Graduate Certificate in HSC English Studies,
  - (b) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Arts, with effect from 1 January 2004, and
  - (c) the adoption of the new Resolutions of the Senate relating to this course, made pursuant

- to the University of Sydney (Coursework)  
Rule 2000, with effect from 1 January 2004,
- (2) note the Resolutions of the Faculty relating to the Graduate Certificate in English Studies made pursuant to the University of Sydney (Coursework) Rule 2000; and
  - (3) approve the faculty requirements relating to admission, units of study, the pass award course, and award of the award courses,  
as set out in the report presented.

**(2) Faculty of Law: Master of Business Law**

At its August meeting the Sub-Committee considered a proposal from the Faculty of Law to introduce the new course, the Master of Business Law from 1 January 2004.

The Faculty offered specialised postgraduate course in some 13 areas: administrative law and policy; Asian and Pacific legal systems; criminology; environmental law; health law; jurisprudence; labour law and relations; taxation, international taxation; international law; international business law; commercial law; and corporate, securities and finance law.

The purpose of the Master of Business Law was to provide a flexible course for advanced study that would permit candidates to choose units of study from five specialist programs:

- taxation law,
- international taxation law,
- commercial law,
- international business law, and
- corporate, securities and finance law.

The Law Faculty offered the following specialised courses: Master of Taxation; Graduate Diploma in Taxation; Master of International Taxation; Graduate Diploma in Commercial Law; Graduate Diploma in Corporate, Securities and Finance Law; and Graduate Diploma in International Business Law.

The proposed Master of Business Law was aimed particularly at accountancy graduates who had completed either the Graduate Diploma offered by the Institute of Chartered Accountants in Australia (ICAA), or the Chartered Practising Accountant (CPA) program. At present, these graduates who wished to undertake advanced study in law were obliged to enrol in one of the above specialisations. In some areas no Masters level qualification was available. The Faculty offered a generalist Master of Laws (LLM), but it was only open to candidates with an undergraduate law degree (LLB).

In order to meet the varying needs of accountancy professionals seeking to do further study, and others who wished an advanced qualification in business law, the proposed Master of Business Law would not involve compulsory units of study. Rather, it would permit candidates to choose from the existing array of elective units within the taxation, international taxation, commercial law, international business law, and corporate, securities and finance law programs. There was strong demand for a flexible, Masters level

qualification that built on completion of professional accountancy qualifications. The proposed Master of Business Law would also be open to other candidates with an undergraduate qualification in accountancy, business or another suitable discipline.

The Sub-Committee identified a number of concerns and many of these were addressed through the amendment of credit provisions for postgraduate coursework courses.

A revised proposal was submitted by the Faculty and considered and endorsed by the Sub-Committee.

**Resolution 172/03**

That the Postgraduate Coursework Sub-Committee recommend through the Graduate Studies Committee that the Academic Board recommend that Senate approve:

- (1) the proposal from the Faculty of Law for the introduction in 2004 of the new course, the Master of Business Law,
- (2) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Law, with effect from 1 January 2004,
- (3) the amendment of the Resolutions of the Senate relating to Master's Degrees and Graduate Diplomas in the Faculty of Law,

as set out in the report presented.

**(3) Faculty of Medicine: Master of Surgery; and Graduate Diploma in Surgery**

At its August meeting the Sub-Committee considered a proposal from the Faculty of Medicine proposed to introduce the new courses, the Master of Surgery and Graduate Diploma in Surgery from 1 January 2004.

The proposal was to introduce a Master of Surgery by coursework as an alternative to the existing Master of Surgery by thesis alone. The proposed course would be distinguished from the existing degree by inclusion of the surgical specialty which supervised the treatise, in brackets, after the degree. For example Master of Surgery (Vascular Surgery). In addition candidates would be required to select the specialty before commencing and complete one unit of study in that specialty and one unit of study related to that specialty from the elective options.

The proposal had been put forward because the existing Master of Surgery by thesis was not fulfilling the needs of postgraduate students in surgery. The majority of surgical trainees found that they did not have the necessary time to take 2 to 3 years out of their Royal Australasian College of Surgeons training program to undertake research leading to submission of a thesis. The average time from graduation in Medicine (Bachelor of Medicine, Bachelor of Surgery (MBBS) to completion of training and certification in general surgery or one of the surgical specialties was now eight years. This reluctance was understandable considering that this time line placed trainees in their 30s before they received their postgraduate certification in surgery. The proposed Master of Surgery by a combination of research and coursework would enable surgical trainees to complete their postgraduate degree in a minimum of two semesters of full time study or four semesters part-time.

The proposal was very relevant to postgraduate students who aspired to an academic or teaching hospital career, in addition to potential employers who looked to the acquisition of a postgraduate degree in surgery as a desirable condition of appointment. The proposed Master of Surgery by a combination of research and coursework would contribute to the University's existing strengths in offering a broad spectrum of postgraduate degrees and diplomas in medicine.

During discussion the Sub-Committee:

- acknowledged the need to differentiate between the new coursework course and the existing research course and asked whether the Faculty had considered an alternate name for the Master of Surgery (Research);
- noted that it was preferred that the surgical specialties be stated;
- requested that the nomenclature throughout the proposal be amended to reflect University practice;
- asked the Faculty to consider the credit point values for the proposed units of study, particularly arising from discussions about the overall student workload;
- sought clarification in relation to the monitoring and evaluation of the course; and
- recommended a clearer statement relating to teaching availability and staff workload issues.

The proponents addressed the issues, submitting a revised proposal which was endorsed by the Sub-Committee.

The Committee discussed the proposed name and the need to differentiate the research and coursework degrees. It was clarified that candidates were required to select the surgical specialty at the commencement of candidature and that the naming was consistent with other degrees in the Faculty.

Members agreed to support the proposal subject to clarification of naming issues.

**Resolution 173/03**

That the Postgraduate Coursework Sub-Committee recommend through the Graduate Studies Committee that the Academic Board recommend that Senate approve:

- (1) the proposal from the Faculty of Medicine for the introduction of the new courses, the Master of Surgery and Graduate Diploma in Surgery,
- (2) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Medicine, and
- (3) the adoption of the Resolutions of the Senate relating to the Master of Surgery and Graduate Diploma in Surgery,

with effect from 1 January 2004, as set out in the report presented, subject to clarification of the names of the courses.

**(4) Faculty of Science: Master of Medical Physics; and Graduate Diploma in Medical Physics**

At its August meeting the Sub-Committee considered a proposal from the Faculty of Science proposed to introduce the new courses, the Master of Medical Physics and Graduate Diploma in Medical Physics from 1 January 2004.

The courses were designed to meet the global demand for students with the knowledge, understanding and expertise to work within the highly scientific and technical medical environment, particularly in hospitals.

Medical Physics was the specialist area of physics which dealt with the application of physics in a clinical or hospital setting, specifically in the areas of radiation therapy, nuclear medicine and diagnostic radiology. A Masters degree in Medical Physics was the entry level qualification for a career and subsequent accreditation in the medical physics profession.

Currently there was a shortage of qualified medical physicists in Australia and particularly New South Wales. This shortage would increase as cancer services expanded as proposed by the New South Wales and Federal Government. The shortage was exacerbated by the net loss of experienced Medical Physicists to countries such as USA and Canada, where the demand was also strong and where salaries were higher. In consultation with the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM), the New South Wales state government as funding training (Registrar) positions in medical physics over the next five years (2003–2008). These positions required individuals to undertake, as part of the training, an accredited Masters degree in Medical Physics. The curriculum of the proposed degree would satisfy the requirements of the ACPSEM training and accreditation program.

In Australia, there were currently only three universities (Queensland University of Technology (QUT), Adelaide, Wollongong) offering Master's degrees in Medical Physics by coursework. Although the central Sydney area had the largest concentration of radiotherapy facilities and services there was no Masters course offered by any tertiary training institution in the Sydney area.

The School of Physics had developed a strategic plan to develop interdisciplinary areas of Physics and as part of this plan to promote physics as a discipline through collaborations with other Departments within the University and with other bodies. The School had successful research programs in biological and medical areas of physics and was further committing to Medical Physics research through the recent appointment of a medical physicist with impressive credentials in teaching and research in the medical physics profession. The School was forming an Institute of Medical Physics as an umbrella organization for its Medical Physics activities and the Medical Physics Masters course would be managed through the Institute.

The Sub-Committee had noted:

- the overall credit point value of the courses was to ensure that external accreditation requirements were also met and that this needed to be clarified;
- all proposed units of study were new and all were core requirements;
- the issue of progression, and if a candidate needed to suspend, needed to be further addressed;
- examination of the project needed to be carefully managed;
- there was an expectation that all candidates would be working in a hospital but in principle a candidate would be able to undertake the course if they weren't;
- concern about the inclusion of international students including ensuring that restrictions were in place where applicable;
- additional consultation had been undertaken and needed to be completed;
- the Faculty needed to address the issue of availability of equipment;
- attributes of graduates needed further expansion;
- consideration needed to be given to establishing a quota; and
- monitoring and evaluation needed to meet University requirements, not just the accrediting body.

A revised proposal was submitted by the Faculty and considered and endorsed by the Sub-Committee.

#### **Resolution 174/03**

That the Postgraduate Coursework Sub-Committee recommend through the Graduate Studies Committee that the Academic Board recommend that Senate approve:

- (1) the proposal from the Faculty of Science for the introduction of the new courses, the Master of Medical Physics and Graduate Diploma in Medical Physics,
- (2) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Science,
- (3) the adoption of the Resolutions of the Senate relating to the Master of Medical Physics and Graduate Diploma in Medical Physics,

with effect from 1 January 2004, as set out in the report presented.

### **7.3 Additional report of the Postgraduate Coursework Sub-Committee**

#### **7.3.1 Proposals for new and amended courses**

- (1) **Faculty of Medicine: Master of Medicine (Ophthalmic Science); Graduate Diploma in Medicine (Ophthalmic Science); Master of Science in Medicine (Ophthalmic Science); and Graduate Diploma in Science in Medicine (Ophthalmic Science)**

At the last meeting of the Graduate Studies Committee, this item was removed at the request of the Chair.

The Faculty of Medicine proposed to introduce the new specialisation of Ophthalmic Science into the Master of Medicine, Graduate Diploma in Medicine, Master of Science in Medicine and Graduate Diploma of Science in Medicine courses from 1 January 2004.

The purpose of the proposal was to provide new postgraduate qualifications for medical or other health graduates wishing to extend their understanding of the ophthalmic basic and visual sciences. It also aimed to assist those seeking a position in the Royal Australian and New Zealand College of Ophthalmologists (RANZCO) approved training scheme.

In 2002 RANZCO had indicated that it would no longer offer examinations for candidates in ophthalmic basic sciences. The proposed specialisation was aimed at filling a void left by the College and provided an opportunity for candidates throughout Australia and New Zealand to study the Ophthalmic Basic Sciences. They may do this either prior to or during their training on a full or part-time basis.

The University of Otago had already set up a Postgraduate Diploma in Ophthalmic Basic Sciences which it conducted through distance learning. Our close affiliation with the University of Otago had resulted in us collaborating to have a similar degree available through the University of Sydney. The University of Sydney had provided access to their course material and lecturers in a sharing of knowledge and skills to provide students with a degree of the highest possible standard. An internet based course was proposed with lecturers based in either Sydney or Dunedin (or elsewhere in Australia or New Zealand) conducting the tutorials and lectures each week.

Cross accreditation would be granted to students that had already completed part of their diploma through the University of Otago and who wished to complete their degree at the University of Sydney. Students would only be accepted if this did not make up more than 50% of their degree in accordance with the Resolutions of the Senate.

In discussion, clarification was provided about aspects of the proposal, including the following, and some amendments to the proposal were requested:

- advice was provided that, while the two masters degrees in the area of Ophthalmic Science would appeal to health graduates wishing to increase their understanding of the ophthalmic basic and visual sciences, only the Master of Medicine (Ophthalmic Science) would appeal to medical graduates;
- Professor Billson and Dr Petsoglou agreed to reduce the 40,000 word maximum length of the treatise to 20,000 in line with usual practice; and
- the Chair queried the proposed allocation of nine credit points per unit of study when the University was moving to six credit points to enable easy transfer of credit points from one area to another. She undertook to seek advice on whether this needed to be changed. Professor Billson and Dr Petsoglou indicated that it would be possible to make such changes if required.

A revised proposal was received from the Faculty.

#### **Resolution 175/03**

That the Postgraduate Coursework Sub-Committee recommend through the Graduate Studies Committee that the Academic Board:

- (1) approve the proposal from the Faculty of Medicine for the introduction of the new specialisation in Ophthalmic Science in the Master of Medicine; Master of Science in Medicine;

- Graduate Diploma in Medicine; and Graduate Diploma of Science in Medicine; and
- (2) recommend that Senate amend the Resolutions of the Senate relating to the Master of Medicine; Master of Science in Medicine; Graduate Diploma in Medicine; and Graduate Diploma of Science in Medicine, to provide for the new specialisation,
- with effect from 1 January 2004, as set out in the report presented.

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

**8.1 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, had nothing further to add to the report.

**Resolution 176/03**

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 by circulation in November 2003**

**8.2.1 Receipt of report**

**Resolution 177/03**

That the Graduate Studies Committee receive and note the report of the Coursework Sub-Committee meeting held by circulation in November 2003.

**8.2.2 Proposals for new and amended courses**

**(1) Faculty of Arts: Master of Arts (Research)**

On the recommendation of the Faculty of Arts, the Postgraduate Research Training Sub-Committee recommended that the Graduate Studies Committee recommend through the Academic Board that Senate approve the proposal from the Faculty of Arts to re-introduce a previous Master of Arts course and differentiate it from the existing Master of Arts by naming it Master of Arts (Research), from 1 January 2004.

The Sub-Committee had identified the following concerns in the original proposal:

- students who had completed only three years of undergraduate study were not eligible to enrol in a one year masters degree according to the accreditation of degrees paper written by the Federal Government;
- under section 4 (2) of the proposal, the thesis length should read 26,000 – 28,000 and 4 (4) thesis length 28,000 – 30,000 words;
- Section 17, Transitional arrangements was no longer an issue as the student mentioned had submitted his thesis for examination;
- the amount of credit points candidates were able to transfer from other postgraduate courses appeared inconsistent with other universities practices, however the Sub-Committee noted that this issue would be revisited in the revised proposal;
- this type of masters degree would help prepare students for PhD candidature;
- it was agreed that the impact of offering the degree over two years compared to only one year, should be examined; and
- it was noted that the Masters of Arts (Research) was much more transferable than the Master of Philosophy degree which was currently offered by the Faculty.

A revised proposal was submitted by the Faculty and considered and endorsed by the Sub-Committee.

Members noted that the proposal had been revised as a two-year research degree, in line with government requirements and that all the issues raised by the Sub-Committee had been addressed.

There was some general discussion about the possibility of making thesis lengths consistent across the University which members noted would be extremely difficult given the varied nature of the disciplines.

**Resolution 178/03**

That the Graduate Studies Committee recommend that the Academic Board:

- (1) recommend that Senate approve:
  - (a) the proposal from the Faculty of Arts for the introduction of the new course, the Master of Arts (Research) and the restructured course, the Master of Arts,
  - (b) the amendment of the Resolutions of the Senate relating to the Degree, Diplomas and Certificates in the Faculty of Arts, and
  - (c) the rescission of the Resolutions of the Senate relating to the Master of Arts,
  - (d) the adoption of the new Resolutions of the Senate relating to the Master of Arts (Research),
  - (e) the adoption of the new Resolutions of the Senate relating to the Master of Arts, made pursuant to the University of Sydney (Coursework) Rule 2000,
- (2) note the Resolutions of the Faculty relating to the Master of Arts made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass degree, and award of the degree, with effect from 1 January 2004, as set out in the report presented.

**9. Report from Faculties**

**9.1 Faculty of Arts**

**(1) Master of Arts (Museum Studies)**

The Faculty of Arts proposed to amend the Resolutions of the Faculty to provide for the Master of Arts (Museum Studies) degree to be offered offshore in Hong Kong, as an expansion of the current Graduate Diploma in Museum Studies course.

This entailed inserting an additional clause 17. to the Resolutions of the Faculty.

**Resolution 179/03**

That the Graduate Studies Committee recommend that the Academic Board approve the amendment of the Resolutions of the Faculty relating to the Master of Arts, with effect from 1 January 2004, as set out in the report presented.

(2) **Master of Philosophy; Master of Letters; Master of Arts; Graduate Diploma in Arts**

The Faculty of Arts proposed to amend the Resolutions of the Senate for the Master of Philosophy; Master of Letters; Master of Arts; and Graduate Diploma in Arts as a result of the division of the Department of Semitic Studies into two departments, namely; Department of Arabic and Islamic Studies; and Department of Hebrew, Biblical and Jewish Studies.

The amendment was in order to reflect the new subject areas in keeping with the new department names for the award of the degrees and diploma. Currently enrolled students had been transferred to the relevant departments and will be awarded the degree or diploma in accordance with the resolutions under which they were enrolled.

Accordingly “Semitic Studies” would be removed from the lists of subject areas in the relevant degrees and diploma and replaced with “Arabic and Islamic Studies”; and “Hebrew, Biblical and Jewish Studies”.

**Resolution 180/03**

That the Graduate Studies Committee recommend that the Academic Board:

- (1) recommend that Senate amend the Resolutions of the Senate relating to the Master of Philosophy; Master of Letters; and Graduate Diploma in Arts; and
  - (2) approve the amendment of the Resolutions of the Faculty relating to the Master of Arts,
- with effect from 1 January 2004, as set out in the report presented.

**9.2 Faculty of Architecture**

(1) **Postgraduate coursework courses**

The Faculty of Architecture proposed to rescind the Resolutions of the Senate relating to its postgraduate coursework courses and adopt new Resolutions of the Senate and Resolutions of the Faculty, pursuant to the *University of Sydney (Coursework) Rule 2000*.

In proposing the revised Resolutions, the Faculty had also indicated changes including refinement of the admission requirements. The Faculty advised that the Master of Housing Studies; Graduate Diploma in Housing Studies; and Graduate Certificate in Housing Studies courses ceased to be offered to new students from 2002.

The Master of Design Science (Film and Digital Video); Graduate Diploma in Science (Film and Digital Video); and Graduate Certificate in Design Science (Film and Digital Video) would cease to be offered to new students from 2005.

**Resolution 181/03**

That the Graduate Studies Committee recommend that the Academic Board:

- (1) recommend that Senate approve:
  - (a) the rescission of the Resolutions of the Senate and the Resolutions of the Faculty relating to Postgraduate Coursework Study: Master’s Degrees, Graduate Diplomas and Graduate Certificates, in the Faculty of Architecture,
  - (b) the adoption of the new Resolutions of the Senate relating to the Master’s degrees, graduate diplomas and graduate certificates in the Faculty of Architecture, made pursuant to the University of Sydney (Coursework) Rule 2000,
- (2) note the Resolutions of the Faculty relating to the Master’s degrees, graduate diplomas and graduate certificates in the Faculty of

- Architecture made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass degree, the honours degree and award of the degree, with effect from 1 January 2004, as set out in the report presented.

### 9.3 Faculty of Health Sciences

#### (1) Changes to units of study

In accordance with the Academic Board Resolutions: *Creation, Variation and Deletion of Award Courses and Units of Study*, the Faculty of Health Sciences advised Faculty approved variations to units of study.

#### **Resolution 182/03**

That, in accordance with the Academic Board Resolutions: *Creation, Variation and Deletion of Award Courses and Units of Study*, the Graduate Studies Committee note the Faculty approved variations to units of study offered by the Faculty of Health Science, as set out in the report presented.

### 9.4 Sydney College of the Arts

#### (1) Master of Film and Digital Image

Discussion had taken place between the Faculties of Architecture; Arts; and the Sydney College of the Arts considering the move of the Master of Design Science (Film and Digital Video) from the Faculty of Architecture. It was proposed that the Faculty of Arts and the Sydney College of Arts would jointly offer the degree under a new proposed name: Master of Film and Digital Image.

The Committee was advised that the last intake for students into the Master of Design Science (Film and Digital Video) in the Faculty of Architecture would be Second Semester 2004.

The Sydney College of the Arts and the Faculty of Arts proposed to jointly offer a new Master of Film and Digital Image, based on the Faculty of Architecture degree from 1 January 2005. The full proposal for the course would be developed in time for the course to meet the normal approval process during 2004.

There was discussion about whether approval needed to be given to the proposal at this stage. The Committee was advised to note the advice from the faculties of the developments being undertaken, but that approval was not needed at this stage. Concerns about transitional issues for Architecture students were addressed in that the Faculty was required to continue offering the course until the last student had completed or alternative arrangements were made.

#### **Resolution 183/03**

That the Graduate Studies Committee note that:

- (1) the Sydney College of the Arts and the Faculty of Arts were developing a new award course based on the Master of Design Science (Film and Digital Video) in the Faculty of architecture, to which the Faculty of Architecture would cease admitting candidates from Second Semester 2004; and
- (2) a course proposal would be developed and submitted in the normal manner for approval during 2004.

**10. Meeting dates 2004**

**Resolution 184/03**

That the Graduate Studies Committee note the 2004 meeting dates, as set out in the report presented.

**11. Postgraduate English Language Requirements**

At its meeting of 15 September 2003 the Graduate Studies Committee considered the proposed new policy relating to Postgraduate English Language Requirements.

During discussion, it was agreed that previous approvals would be checked, particularly in relation to the Master of Teaching in the Faculty of Education and Social Work, and the Physiotherapy courses in the Faculty of Health Sciences, prior to the policy being referred to the Academic Board.

This check had now been completed and the following amendments were recommended to the policy, in line with previous Academic Board approvals:

Faculty of Architecture

The current listing of the overall band score of 7.0 or better was correct, however each of the components should also be listed, as approved by the Academic Board at its meeting of 12 May 1999.

Faculty of Education and Social Work

The superseded policy had listed the Master of Teaching as having an IELTS requirement of 7.5. A search of Academic Board records from 1992 did not indicate the date this was approved, therefore it was recommended that the date of approval be set as the date the previous policy was approved, being 12 February 1997.

Faculty of Health Sciences

The superseded policy had listed all postgraduate courses in Physiotherapy as having an IELTS requirement of 7.0. A search of Academic Board records from 1992 did not indicate the date this was approved, therefore it was recommended that the date of approval be set as the date the previous policy was approved, being 12 February 1997.

Amendments to the policy and/or appendix were indicated by underline for additions and strikethrough for deletions.

**Resolution 185/03**

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

**12. General business**

The Pro Vice-Chancellor (Teaching and Learning) raised the issue of review of postgraduate coursework courses noting that the Dean of Graduate Studies (DoGS) had also expressed concern about the need for improved policy in this area. Members were informed that the Quality Assurance Co-ordinating Group (QACG) had identified this as an area of vulnerability for the University. Issues such as early monitoring of courses, and identification of business plans and resource issues also needed to be addressed.

**13. Next meeting**

The next meeting will be held on 23 February 2004.

**Agenda Item 4**  
**Terms of reference and constitution**

**Terms of reference and constitution of the Graduate Studies Committee**

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

The following terms of reference and constitution of the Graduate Studies Committee are included for the information of members, and became official from 1 January 2004.

***Recommendation***

*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.*

## Graduate Studies Committee

### Purpose

The Graduate Studies Committee advises the Academic Board about Resolutions, policy and procedures relating to postgraduate study at the University and acts as the Academic Board's agent in determining postgraduate matters in accordance with the Resolutions of the Senate: *Delegations of Authority: Academic Functions*.

### Terms of Reference

1. To advise the Academic Board on Resolutions, policy and procedures relating to all postgraduate studies in the University, including:
  - (1) the pattern of postgraduate courses in the University;
  - (2) admission of postgraduate students and the recognition of prior learning, exemption, credit, credit transfer and advanced standing;
  - (3) assessment and examinations of postgraduate research candidatures;
  - (4) attraction and recruitment of students to postgraduate award courses;
  - (5) equity and access initiatives;
  - (6) provision of facilities and services; and
  - (7) approval of new postgraduate award courses amendments to existing postgraduate award courses.
2. To make recommendations to the Academic Board regarding:
  - (1) proposals to introduce new postgraduate award courses and amendments to existing postgraduate award courses;
  - (2) English language requirements;
  - (3) requirements to be satisfied by candidates for the award of a degree, diploma or certificate; and
  - (4) the procedures for examination for the degree of Doctor of Philosophy.
3. To act for the Academic Board in:
  - (1) recognising institutions, programs and courses for the purposes of admission;
  - (2) admitting candidates for higher doctorates who are not graduates of the University of Sydney; and
  - (3) determining whether or not a Higher Doctorate be awarded.
4. To develop, recommend to the Academic Board, and regularly review Resolutions, policy and procedures supporting the University's strategic objectives in relation to postgraduate studies.
5. To develop, oversee and monitor processes for the effective implementation of postgraduate studies policy and good practice.
6. To promote and foster initiatives relating to postgraduate studies for Aboriginal and Torres Strait Islander students in accordance with the objectives of the University of Sydney Aboriginal and Torres Strait Islander Strategic Plan.
7. To monitor issues relating to quality in relation to postgraduate award courses, and to make recommendations to the Academic Board as appropriate.
8. To determine matters relating to the award of the degree of Doctor of Philosophy;
9. To establish effective supervisory policy and procedures for postgraduate research students;
10. To consider and decide appeals, where it has the appropriate authority under the relevant University legislation.
11. To obtain information or reports from any faculty, school or department, College or other academic unit on academic matters relating to postgraduate studies.
12. To refer to other committees, as appropriate, comments or recommendations about matters concerning postgraduate students.
13. To receive regular reports from, and provide advice to, the Dean of Graduate Studies on the development of Resolutions, policy and procedures relating to postgraduate studies.
14. To provide an annual report on its activities under its terms of reference to the Academic Board.
15. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Dean of Graduate Studies.

### **Notes**

1. The Chair of the Graduate Studies Committee acts for the Academic Board in varying the requirements for a particular candidate in exceptional circumstances for higher doctorates and the degree of Doctor of Philosophy, in accordance with the Resolutions of the Senate: *Delegations of Authority: Academic Functions*.
2. The Chair of the Graduate Studies Committee determines whether due academic process has been observed where a student does not accept a faculty decision in relation to postgraduate research appeals, in accordance with the Resolutions of the Senate: *Delegations of Authority: Academic Functions*.

### **Constitution**

#### **Ex Officio Members**

1. the Chair of the Committee, appointed bi-annually by the Academic Board
2. the Chair of the Academic Board, or nominee
3. the Dean of Graduate Studies
4. the Deputy Vice-Chancellor (Research and Innovation)
5. the Chairs of faculty Postgraduate Committees
6. the Chair of the Research Committee
7. the Chairs of Sub-Committees of the Graduate Studies Committee, if not already members
8. the President of the Sydney University Postgraduate Representative Association, or nominee

#### **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
10. one postgraduate research student member of the Academic Board appointed annually by and from the postgraduate research student members of the Academic Board

#### **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.

#### **Sub-Committees**

1. Postgraduate Coursework Sub-Committee
2. Postgraduate Research Training Sub-Committee
3. PhD Award Sub-Committee
4. Postgraduate Awards Sub-Committee
5. Appeals Committee of the Graduate Studies Committee

#### **Frequency of meetings**

The Committee shall meet at least five (5) times a year.

#### **Quorum**

A quorum for a meeting of the Committee shall be six (6) members.

#### **Approved/Revised**

Academic Board, 16 October 2002

#### **Committee secretary**

Keri Neveldsen, Secretariat and Corporate Information Unit

**Agenda Item 5**  
**Report of the Academic Board**

**Report of the Academic Board meeting held on 10 December 2003**

The agenda for the meeting of the Academic Board on 10 December 2003 may be accessed on the web: <http://www.usyd.edu.au/su/ab/>

**5.1 General report**

The Academic Board meeting was the final meeting under the Academic Board's present structure, with the revised Board functions and composition commencing from 1 January 2004.

The Chair of the Academic Board acknowledged the commitment of members to the operations of the Board and thanked previous Chairs and Deputy Chairs for their contributions. Appreciation was also extended to all members of the University community who had participated in the work of the Board, including members of the Board, Committees and working parties.

Associate Professor John Mack, Chair of the Academic Board 1991-1997 addressed the meeting reflecting on the operations of the Board since the previous review in 1995 noting that the outcomes of the most recent review of the Academic Board would move the University forward in terms of governance and oversight of academic matters.

Members were encouraged to ensure the work of the Academic Board was complementary to the work Vice-Chancellor and to Senate and to maintain the Board's integrity and independence and develop mutually supportive relationships. This would enable the Board to continue to provide independent academic advice.

The Academic Board enjoyed a high reputation and the willingness of more staff to participate in its operations and take ownership of the outcomes boded well for the new era for the Academic Board.

The Chair of the Academic Board thanked everyone who had participated in the Academic Board in 2003 and expressed appreciation to those members who were not returning.

**5.2 New and amended courses**

The Academic Board recommended that Senate:

- the revision of the Resolutions of the Senate relating to postgraduate coursework courses in the Faculty of Architecture;
- the introduction of the new course, Graduate Certificate in HSC English Studies, in the Faculty of Arts;
- the introduction of the new course, Master of Arts (Research), in the Faculty of Arts;
- the amendment of the Resolutions of the Senate relating to the Master of Philosophy; Master of Philosophy; Master of Letters; Master of Arts; and Graduate Diploma in Arts in the Faculty of Arts;
- the introduction of the new courses, Master of Liberal Studies, Graduate Diploma in Liberal Studies and Graduate Certificate in Liberal Studies, in the Faculty of Arts;
- the introduction of the new course, Master of Business Law, in the Faculty of Law;
- the introduction of the new specialisation, Ophthalmic Science, in the Master of Medicine, Graduate Diploma in Medicine, Master of Science in Medicine and Graduate Diploma of Science in Medicine in the Faculty of Medicine;
- the introduction of the new courses, Master of Surgery and Graduate Diploma in Surgery, in the Faculty of Medicine; and
- the introduction of the new courses, Master of Medical Physics and Graduate Diploma in Medical Physics, in the Faculty of Science.

**5.3 Standardisation of Credit Points for Undergraduate Units of Study**

On the recommendation of its Undergraduate Studies Committee, the Academic Board approved a proposal for the standardisation of credit points for undergraduate units of study. To give effect to the proposal, the Academic Board Resolutions: *Creation, Variation and Deletion of Award Courses and Units of Study* were amended.

Faculties have been requested to review existing units of study in 2004 and report to the Academic Board on their intentions regarding standardisation to six credit points and the Pro Vice-Chancellors (College), the Chair of the Academic Board and the Registrar will meet to discuss issues of resourcing arising from the recommended review of units of study.

**5.4 University Teaching and Learning Plan 2004-2006**

On the recommendation of its Teaching and Learning Committee, the Academic Board endorsed the University Teaching and Learning Plan 2004-2006.

**5.5 Academic Board Resolutions: *Academic Honesty in Coursework***

The Academic Board Resolutions: *Academic Honesty in Coursework* provide for monitoring of academic standards within faculties and for faculties to submit an annual report to the Academic Board. The Teaching and Learning Committee presented a summary of all faculty reports.

## Agenda Item 6 Report of the Chair

### 6.1 Postgraduate English Language Requirements

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

The following email was circulated to Deans and Pro Vice-Chancellors (College) by the Strategic Director, Internationalisation:

The International Policy Advisory Committee, chaired by the Deputy Vice-Chancellor (Academic), at a meeting on Thursday 12 February discussed the issue of the waiving of Academic Board's approved English Language Requirement of IELTS 6.5 or equivalent (as per the Admissions Policy and the policy *Postgraduate English Language Requirements*).

While the IPAC supported the Delegation of Authority to Deans to ask for this standard to be reduced in exceptional circumstances, it also indicated that those circumstances should only extend down to IELTS 6.0 (or equivalent).

It was also noted that DIMIA requires any international student seeking a visa for study in Australia to sit an IELTS test and achieve a score of IELTS 5.5 (or equivalent in other approved tests). The University exception will therefore be slightly higher than the minimum set by the Commonwealth government.

The process for asking for the English Proficiency standard to be reduced would be for the Dean or the Dean's Agent to make a brief case in writing (via email is fine) for the candidate concerned and to direct this to the Admissions Office at the International Office with a copy to the Academic Board.

It is assumed that the request will be automatically granted providing the above conditions are met and admission can therefore take place speedily. Confirmation will be sent to the student, the person making the request and, in the case where that person is the Agent for the Dean rather than the Dean, a cc will also go to the Dean.

#### **Recommendation**

*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

Current membership of the Graduate Studies Committee 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)	Casual vacancy
Sydney College of the Arts	Casual vacancy
Conservatorium of Music	Casual vacancy
Joint Board of Postgraduate Studies for the Faculty of Dentistry, Medicine and Pharmacy	Professor John Christodoulou

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*

Causal vacancy

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.*

### **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 has continued while an appointment processes is undertaken.

The appointments for the PhD Award Sub-Committee include "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 is anticipated that the revised membership of the PhD Award Sub-Committee will be finalised by the end of March.

#### ***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.*

### **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 has continued while an appointment processes is undertaken.

Current membership of the Postgraduate Research Training Sub-Committee is as follows:

#### *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  
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)*  
Casual vacancy  
Casual vacancy

*Casual vacancy*

*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.*

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

***Recommendation***

*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 has continued while an appointment processes is undertaken.

Current membership of the Postgraduate Coursework Sub-Committee is as follows:

*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*  
Casual vacancy
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)*  
Casual vacancy  
Casual vacancy  
Casual vacancy

*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.*

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

***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.*

**6.6 Membership of the Senate/SUPRA Liaison Committee**

The terms of reference and constitution of the Senate/SUPRA Liaison Committee provide 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 this Committee are invited.

***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 7**  
**Report of the PhD Award Sub-Committee**

**7.2 Report of the PhD Award Sub-Committee meeting held on 20 January 2004**

The Committee met on 20 January 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.

**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 20 January 2004.

**7.2.2 Proceedings of the Sub-Committee**

**(a) 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.

**(b) Appointment of Examiners**

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

**Agenda Item 9**  
**Report of the Postgraduate Research Training Sub-Committee**

**9.2 Report of the Postgraduate Research Training Sub-Committee meeting held on 10 February 2004**

The Committee met on 10 February 2004 when there were present: the Chair (Associate Professor R Ross) presiding, and Professors M Behnia and J Christodoulou.

**9.2.1 Receipt of Report**

The Sub-Committee **recommends** that the Graduate Studies Committee receive and note the following report of the meeting held on 10 February 2004.

**9.2.2 Proof-reading and editing of theses and dissertations**

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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.

It was agreed that the policy would be referred to the Graduate Studies Committee with a recommendation that the Academic Board adopt the policy.

**Recommendation**

*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.*

**9.2.3 Proceedings of the Committee**

**(1) Terms of reference and constitution**

Members received and noted the terms of reference and constitution of the Postgraduate Research Training Sub-Committee.

**(2) Topics for consideration 2004**

The Sub-Committee identified a number of topics for consideration in 2004 including components such as the first year experience; probationary candidature; annual progress reports; industry partnerships; cotutelle scheme; and retention of primary data for PhD theses.

**(3) International student application procedure**

The Sub-Committee continued work on the international student application procedure and application form.

**(4) Probationary candidature and annual review of postgraduate research candidates**

Members discussed probationary candidature and the need for a mechanism to determine whether probation conditions had been met. Discussions continue about incorporating this into the annual review process for postgraduate research candidates.

## **PROOF-READING AND EDITING OF THESES AND DISSERTATIONS**

The purpose of this policy is intended to clarify the extent to which external paid assistance may be involved in the preparation of the final version of a thesis/dissertation prior to submission.

The supervisors of research higher degree students are expected to provide editorial advice to their students. Students are permitted to use additional editors in preparing their thesis for submission, but should discuss this with their principal supervisor and provide the editor with a copy of these guidelines before they commence work.

Editorial intervention should be restricted to:

1. Proofreading : that is, detecting and correcting the presentation of the text to conform with standard usage and conventions (eg spelling, quotations, italics, lists, word usage, punctuation, graphs, charts, citations, references, heading hierarchies, symbols and equations, headers and footers, style of numbers etc)
2. The identification and provision of advice, **with corrections as exemplars only**, in matters of structure (the need to restructure and reword, deletions, additions); the conventions of grammar and syntax; use of clear language; logical connections between phrases, clauses, sentences, paragraphs, and sections; voice and tone; and how to avoid ambiguity, repetition and verbosity.

*Material for proofing should be submitted in hard copy not electronic (because it is too easy for the reader to make changes and the student to hit the 'accept button' without thinking about the suggested correction).*

When a thesis has had the benefit of editorial advice then:

1. The name of the editor and a brief description of the service rendered should be printed as part of the list of acknowledgements or other prefatory matter near the front of the work when it is to be presented for examination.
2. If the professional editor's current or former area of academic specialisation is similar to that of the candidate, this too should be stated in the prefatory matter.