



The University of Sydney

Academic Board

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MEMORANDUM TO: Members of the Academic Board

A meeting of the Academic Board will be held at 2.15 pm on **Wednesday, 13 August 1997** in the Professorial Board Room.

The agenda for the meeting is set out below, and the Chair's recommendation for the action to be taken by the Board in respect of each agenda item is set out below each item, preceded by the symbol #. The Chair has also starred those items which she believes need discussion. Members will be invited at the beginning of the meeting to star any other items that they wish to have discussed.

Erica Ring

for

Dr W Adams

Acting Registrar and Deputy Principal (Administrative Support Services)

6 August 1997

The items on this agenda are as follows:

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A G E N D A

P A1. Starring

Members of the Board are invited to star any unstarred item which they wish to have discussed.

Note: Each of the Board Committee reports has been starred to provide each Chair with the opportunity to give a brief report on current issues before the Committee.

that the Board resolve as recommended with respect to all unstarred items.

A2. Minutes

1. Minutes of the meeting held on 16 July 1997

The minutes of the meeting of the Academic Board held on Wednesday, 16 July 1997 are enclosed.

Any proposed amendments to the minutes should be submitted in writing to the Registrar (Attention: Miss E R Ring) before the meeting and preferably by Tuesday, 15 July so that they can be included in the supplementary agenda for the meeting.

that the Board confirm the minutes of the meeting held on 16 July 1997 as a correct record.

2. Business arising out of the minutes

A4. Report of the Chair

Part I

1. Report on Senate Matters

To be tabled at the meeting.

that the Board note the report.

2. Alternative Chair

In accordance with the Academic Governance Rules, the Chair must nominate to the Academic Board for approval a Deputy Chair to act in the Chair's position where the Chair is unavailable to perform his or her duties or where a casual vacancy occurs during the last six months of the Chair's term and is to be filled by the Alternative Chair.

that the Board approve the Chair's nomination of Professor J R Lawrence as Alternative Chair of the Board until 31 December 1997.

3. 1998 Academic Board meeting dates

It is recommended that the following schedule of meeting dates for 1998 be adopted. This schedule follows the 1997 practice of holding the Board meeting on the Wednesday preceding the third Monday of the month (except January).

Month	Board meeting date	Deferred meeting date
February	11	18
March	11	18
April *	15	22
May	13	20
June	10	17
July *	15	22
August	12	19
September	10	17

- * It is suggested that the Board not meet in April and July unless there is urgent business to be conducted.

Easter	Friday 10 April to Monday 13 April inclusive
Anzac Day holiday	Saturday 25 April
Queen's holiday	Monday 8 June (yet to be proclaimed)
Labour Day	Monday 5 October (yet to be proclaimed)
AVCC Common Weeks	Weeks of Monday 10 April, 6 July, 28 September

that the Board adopt the proposed schedule of 1998 meetings.

4. **Postgraduate Awards**

Earlier in this year, the previous Chair of the Academic Board, on the recommendation of the former Postgraduate Award Selection Committee, set up a working party to review the processes and criteria for the ranking of applicants for Australian Postgraduate Awards. The recommendations of the Committee relating to

- committee structure,
- criteria for ranking,
- reporting of Honours grades,

were circulated on May 31 to Pro-Vice-Chancellors of Colleges. Responses from those Colleges, Faculties and individual staff members who replied to the former Chair's memorandum suggested not only the sensitivity of the ranking process but also very considerable diversity of opinion and hence a need to proceed carefully and slowly.

But there is an immediate need to set up a committee structure since another round of Grants-In-Aid is scheduled for September. As there is not the time to take the recommendation and responses to the Board's Graduate and Undergraduate Studies Committees, I ask, with the agreement of the Chairs of both Committees, that the Board adopt in principle the following recommendations:

Committee Structure

- that each College establish a Postgraduate Awards Advisory Committee chaired by a nominee of the College Pro-Vice-Chancellor and consisting of at least one nominee from each faculty within the College;
- that the Academic Board's Graduate Studies Committee establish a Postgraduate Awards Sub-committee with the duties of the former Postgraduate Awards Selection Committee. The membership shall consist of two members from each College Advisory Committee and a chair appointed by the Chair of the Graduate Studies Committee. The Sub-committee will be serviced by the Scholarships Office;
- that the College Postgraduate Awards Advisory Committee will prepare a rank order for each relevant award for the College with procedures and on criteria agreed by all three Colleges;
- that for APA and UPA scholarships, after College ranking, a provisional integration of the three ranked and approved lists, carried out by the Manager of the Scholarships Office, be submitted to the Postgraduate Awards Sub-committee for consideration. The Sub-committee will sign off on the rank order for APA and UPA offers for recommendation to the Pro-Vice-Chancellor (Research).

Note: DEETYA requires the University to provide a single ranked list for APA applicants.

Establishing criteria for ranking

That the Board set up a working party to make recommendations on criteria for ranking, criteria that are transparent, applicable across the University and recognise diversity. The working party is to report to the October meeting of the Board. All three Colleges should be represented on the working party which will also consult with the College Postgraduate Awards Advisory Committees.

That the Board appoint the following working party, subject to their agreement:
The Chair of the Board or nominee who will chair the working party
Professor John Booker

Professor Jocalyn Lawler
 Professor Margaret Clunies-Ross
 Associate Professor Moira Gatens

Reporting Honours Grades

That the Board request the Undergraduate Studies Committee to establish a working party to prepare guidelines for the uniform reporting of honours grades and the award of university medals.

that the Board adopt the Chair's recommendations.

5. Membership of the Board

The Faculty of Science has advised that Associate Professor Deirdre Dragovich will fill the casual vacancy on Board membership by an elected academic staff member from the Faculty of Science following Professor McPhedran's election as a Deputy Chair.

that the Board note the report and welcome Associate Professor Dragovich to membership of the Board.

6. National Committee of Inquiry into Higher Education in the UK (Dearing Committee)

The Report of the National Committee of Inquiry into Higher Education in the United Kingdom was released on 23 July. The text is on the Web at <http://www.leeds.ac.uk/ncihe/index.htm>

Of very probable future relevance to academic staff in Australia is Recommendation 48 that recommends that permanent staff with teaching responsibilities should acquire formal qualifications in teaching and learning through training in accredited programmes.

that the Board note the report.

7. Membership of faculties and academic colleges by pro-vice-chancellors (college)

As several faculty responses are still outstanding, this item is deferred until the next meeting.

that the Board note the report.

8. Student appeals against academic decisions

A draft document by the Working Party appointed to examine present procedures for student appeals against academic decisions was sent for comment to the Chair of the Committee of Deans, the Chairs of the Undergraduate and Graduate Studies Committees, the SRC and SUPRA. As comments are still being awaited, the item is deferred until the September meeting of the Board.

that the Board note the report.

9. Action under delegated authority and reports from the Academic Groups

Under delegated authority, I have considered the recommendations of the Academic Groups in respect of academic appointments and the appointment of Faculty Promotions Assessment Committees and selection committees that have been processed under the "old" appointments procedures and have approved/noted them as appropriate. A report on the appointment of Visiting Professors and FPACs that I have approved is attached.

(see page 15)

that the Board note the report.

10. Work in progress

The draft policy document on Outside Earnings has not as yet been referred to the Board.

that the Board note the report.

that the Board note the report.

P Part II

To be presented at the meeting.

A5. Statement by the Vice-Chancellor and Principal

Part I

1. Report on Senate Matters

To be tabled at the meeting.

that the Board note the report.

P Part II

To be presented at the meeting.

B11. Report of the Faculty of Medicine

The Faculty met on 14 July 1998.

1998 Term and Semester dates for the Graduate and the Undergraduate Medical Programs

The Faculty **recommends** that the attached term and semester dates for the Graduate and the Undergraduate Medical Programs be approved for 1998. *(see page 16)*

that the Board approve the term and semester dates as recommended.

P C1. Report of the Undergraduate Studies Committee

The Committee met on 22 July 1997. There were present: Professor Jocalyn Lawler (Chair), Professor Hilary Astor, Ms Ricky Campbell-Allen, Ms Louise Buchanan, Associate Professor Lloyd Dawe, Professor Brian Farrow, Dr Ross Gilbert, Associate Professor Christopher Gillies, Dr Edith Lees, Associate Professor Ewan Mylecharane and Dr Michael Paton. Ms E Bergmann was in attendance.

**1. Faculty of Science
Bachelor of Science (Advanced Mathematics)**

The Committee **recommends** that the Academic Board approve in principle the proposal for the introduction in 1999 of the new award program entitled Bachelor of Science (Advanced Mathematics).

The purpose of the proposed program, which is based on existing units of study, is to produce quality graduates who are exceptionally well grounded in advanced mathematics and who will have integrated their mathematical studies with studies in cognate areas, not necessarily from within the Faculty of Science. The key features of this program are its flexibility and the requirement that all candidates take at least 60 credit points of mathematics at the advanced level.

that the Board recommend that Senate approve in principle the proposal for the introduction of the new award program, the Bachelor of Science (Advanced Mathematics).

2. Proceedings of the Committee

(1) Membership

The Committee noted that the representative of the Faculty of Economics, Dr Greg Patmore, had been replaced by Dr Jim Kitay.

(2) Admission and selection into fee-paying undergraduate courses in 1998

Senate about equity issues in relation to fee-paying undergraduate courses. She undertook to speak to Professor Eltis about this question, and would place this item on the agenda for the next meeting.

(3) Overseas Qualifications Sub-Committee

The Committee resolved to establish the Overseas Qualifications Working Party, with the following membership:

Associate Professor Lloyd Dawe (Convenor)

Ms Rosalind Haining

Dr Rikki Kirsten, Director of the Research Institute for Asia and the Pacific (RIAP)

Professor John Mack

Dr Ray Pierens

It was noted that the working party would need to be serviced, and Professor Lawler undertook to raise the issue of servicing of Academic Board committees with Professor Pesman.

(4) Terms of Reference

At its March meeting, the Committee had noted that it needed to consider its functions before coming to the Board with considered proposals about reviewing or extending its Terms of Reference and that this would be a matter for consideration at a future meeting.

Professor Lawler raised one related issue - the need to revisit the inability of Board Committees to establish sub-committees.

(5) Credit point values and nomenclature

The Committee noted that the Chair's discussion paper on credit point values and nomenclature, together with written comments from the Faculty of Architecture, the Faculty of Science and Dr Lees, had been forwarded to Deans with a covering memo requesting comments to be provided by 8 August 1997, and these would be considered at the August meeting.

(6) Working Party: Approval mechanisms for new courses and major changes to existing courses

The Committee noted Professor Lawler's report that a meeting of the Working Party had been held on 22 July 1997 at which the major issues had been raised, and a second meeting would be held after the August meeting, at which a draft proforma would be considered.

(7) Working Party: Admissions

The Committee noted Associate Professor Mylecharane's report that Professor Pesman was aware of the need to look at Admissions policies, the array of mechanisms, and how to draw these together.

(8) Student appeals against academic decisions

The Committee discussed the document on draft procedures for student appeals against academic decisions, which Professor Pesman proposed to take to the August meeting of the Academic Board. Professor Lawler undertook to write to Professor Pesman listing the issues raised by the Committee.

that the Board note the report.

P C2. Report of the Graduate Studies Committee

The Committee met on 28 July 1997 when there were present: the Chair, Professor J R Lawrence, presiding, Professor C Adam, Dr L C Campbell, Associate Professor M Gatens, Dr M King, Associate

1. Amendment of the Resolutions of the Senate

On the recommendation of Working Parties appointed to consider proposals for new and amended award programs from the faculties indicated, the Committee **recommends** that the proposals be approved and that the Resolutions of the Senate be amended and new Resolutions be adopted to effect the new and amended programs as set out below.

(1) Faculty of Nursing

The Committee recommends approval of a proposal from the Faculty of Nursing for: the restructuring of the Master of Nursing degree; the introduction of a Master of Philosophy (Nursing) degree; and the introduction of a new coursework Master's degree, the Master of Midwifery.

The Faculty of Nursing wishes to rename its Master of Nursing by research, to become the Master of Philosophy (Nursing), to be consistent with the Graduate Studies Committee's recommendation and also to differentiate it more distinctly from the (modified) Master of Nursing. The Faculty also wishes to re-develop its current postgraduate diploma offerings to the level of Master's degrees, beginning with a staged introduction in 1998 of the Master of Nursing in the specialty areas of Critical Care and Education. Other specialty areas and the Master of Midwifery will be introduced from 1999.

Draft amendments to the Resolutions of the Senate and draft new Resolutions to effect the amendments and new programs are attached. *(see pages 17-21)*

that the Board recommend that Senate approve:

- **the restructuring of the Master of Nursing degree and the introduction of the new speciality areas of Critical Care and Education;**
 - **the introduction of the new Master of Philosophy (Nursing) degree; and**
 - **the introduction of the new Master of Midwifery degree;**
- and amend its Resolutions to effect this.**

(2) Faculty of Science

The Committee recommends approval of proposals from the Faculty of Science for the introduction of two new award programs: the Master of Science (Environmental Science); and the Master of Science (Microscopy and Microanalysis).

(a) Master of Science (Environmental Science)

The proposed MSc (Environmental Science) is an extension of the already existing Graduate Diploma in Science (Environmental Science) program by expansion of the interdisciplinary research project. This is in order that the MSc (Environmental Science) becomes a postgraduate research degree, which is considerably more attractive to full fee-paying students, especially those from overseas. In addition, it will allow students who have completed coursework in the Graduate Diploma in Science (Environmental Science) to upgrade their qualification to a research master's degree.

Draft amendments to the Resolutions of the Senate and draft new Resolutions to effect the introduction of this new program are attached.

(see pages 21-22)

that the Board recommend the introduction of the new Master of Science (Environmental Science) degree and the amendment of the Resolutions of the Senate to effect this.

(b) Master of Science (Microscopy and Microanalysis)

The proposed MSc (Microscopy and Microanalysis) is an extension of the existing Graduate Diploma in Science (Microscopy and Microanalysis) program by the addition of two projects and a long essay. This is in order to provide an MSc for those who want to study microscopy and microanalysis in greater depth than is possible in the Graduate Diploma, and for those

(see pages 22-23)

- # **that the Board recommend the introduction of the new Master of Science (Microscopy and Microanalysis) degree and the amendment of the Resolutions of the Senate to effect this.**

2. **Guidelines on the distinction between Major and Minor changes at postgraduate level**

The Committee adopted the following Guidelines from its Coursework Sub-Committee on the distinction between Major and Minor changes at postgraduate level and **commends** them for endorsement by the Board. The Guidelines are intended for use by faculties, academic colleges and boards of studies and have been modelled on the undergraduate guidelines.

Guidelines on the distinction between Major and Minor changes at postgraduate level

Major changes

Major changes are

- substantially revised courses of study¹
This includes "repackaged" courses of study based largely on existing units of study², and new modes of delivery
- changes having a significant impact on the study choices available to existing or prospective students
(e.g. substantial changes to selection processes or prerequisite requirements, the introduction or removal of a subject area of a course of study, etc.)
- changes with resource implications beyond the Faculty concerned
(e.g. changes having an impact beyond the faculty's current load, space, budget etc. and major changes affecting the library or other University wide support functions, e.g. Centre for Teaching and Learning, Learning Assistance Centre, etc.)
- changes that have a significant impact on the professions, employers or the wider community
(e.g. significantly enhanced or restricted employment opportunities, operation in a new segment of the market, considerable changes related to conformance with the requirements or accreditation of programs, new off-shore courses/programs.
- changes resulting from reviews of programs, and changes to courses of study that have not been formally reviewed at program level in the past 5 years

Minor changes

Minor changes

- do not fit into any of the major change categories listed above, and
- do not require approval beyond the Faculty concerned.

Examples of minor changes are:

- the addition of new semester-length units of study;
- the deletion of existing semester-length units of study;
- changes to titles of units of study;
- changes to hours/credit point³ values of units of study;
- changes to descriptions of units of study;
- changes to the year or semester in which a unit of study is conducted;
- the combination of two units of study into one;
- the subdivision of units of study into smaller units of study.

- # **that the Board endorse the Guidelines on the distinction between Major and Minor changes at postgraduate level.**

3. **Electronic submission of theses**

The Committee considered the attached report of the Working Party it had appointed on electronic submission of theses. (see pages 24-26)

The Committee agreed in principle with the recommendations of the Working Party, viz, that the option of receiving theses in an electronic form be made available to examiners

where the student had indicated willingness to submit electronically and that an electronic 'Examiner's report' form be sent to all examiners as a matter of course if the examiner has an e-mail address.

The Committee noted that the present print form of submission was likely to remain the most acceptable form of submission for the foreseeable future but that this new method would probably become increasingly popular with the passage of time and improvements in technology and provide a saving in thesis printing and binding costs and examining time. The Committee also noted that this alternative method of submission should not disadvantage anyone or cause delays in the examining process: it would only be available if the student wished to submit in electronic form and it would not impinge on the normal selection and appointment of examiners.

The Committee submits this report for the information of the Board. The Chair and Dr King will address matters of procedural detail before a recommendation for the provision of electronic thesis submission is referred to the Board.

that the Board note the report.

4. **Proceedings of the Committee**

(1) **Report of the PhD Award Sub-Committee**

On the report of the meeting of the PhD Award Sub-Committee held by circulation on 22 July 1997, the Committee noted that:

Doctor of Philosophy

- the award of the degree had been approved, without further qualification, to 12 candidates;
- the award of the degree had been approved, subject to correction of typographical errors, to 11 candidates;
- the award of the degree had been approved, subject to emendations, to 46 candidates;
- the degree had not been awarded to one candidate in each of the Faculties of Education and Science and that these candidates had been permitted to revise and re-submit; and
- examiners had been appointed for 21 candidates.

These figures include the PhDs awarded at faculty level during the period April to June 1997 for those faculties that have submitted their quarterly report to the Sub-Committee.

(2) **Report of the Coursework Sub-Committee**

The Committee noted a report from its Coursework Sub-Committee which is currently considering the following matters:

- (a) guidelines for theses, treatises, dissertations, essays and long essays as units of study within a coursework program;
- (b) distance education;
- (c) guidelines for the preparation of the academic content of new postgraduate coursework award programs;
- (d) the distinction between undergraduate and postgraduate coursework; and
- (e) profile of student enrolments in postgraduate coursework programs.

(3) **Mid-year offers of APAs**

Associate Professor Masters had raised the issue that, from 1998, students were increasingly likely to finish Honours mid-year. These students would not normally be eligible for APAs until the end of the year, and the University would run the risk of losing good students. He therefore asked the Committee to consider the question of mid-year offers of APAs and related research scholarships.

The Committee agreed in principle with the suggestion that there should be mid-year offers of APAs and related research scholarships, but noted that this was a

(4) Proposal for the introduction of a new Master of Occupational Therapy program

The Committee considered the report of a Working Party appointed to consider a proposal from the Faculty of Health Sciences for the introduction of a new Master of Occupational Therapy program which is intended as an additional professional preparation program to the present undergraduate Bachelor's degree program offered by the School. The new program is intended for those with a completed undergraduate degree in a related professional or discipline area. The existing Bachelor of Occupational Therapy is a four-year full-time degree, and the proposed Master of Occupational Therapy degree is a two-year full-time degree.

While the Working Party had recommended that the proposal be approved, this had not been a unanimous recommendation. Some members had recommended approval on the understanding that some areas of concern about the proposal be addressed and amended. The Chair of the Working Party had been opposed to approval of the proposal on a number of grounds. For these reasons, the Committee considered the whole proposal.

The Committee agreed that, while there was much merit in the proposal, there were a number of areas that needed to be addressed:

- The entry requirement stipulates a minimum of 25% first degree relevance to the coursework in the Master of Occupational Therapy. This was considered to be too low as it would place an unacceptable burden on some candidates.
- The proposed program includes 1,000 hours of field work, which was considered to be an excessive number of hours for a two-year, full-time program, allowing insufficient time for the coursework component.
- Apart from a section on management and the research component, the coursework appears to be similar to that required for the Bachelor's degree.

The Committee agreed to refer the proposal back to the Faculty with the request that it reconsider the proposal.

(5) Appointment of Working Parties to consider new and amended award programs

The Committee noted that the Chair had appointed the following working parties to consider proposals for new and amended award programs:

Faculty of Architecture

Proposal for the introduction of a new postgraduate stream in Digital Media within the existing Master's degree, graduate diploma and graduate certificate

Dr R Ross (Chair)

Professor J R Lawrence

Professor J Gero

Dr J Rutherford

Associate Professor M L Maher

Ms C Davidson

Mr C Wood or Mr K Oliver (or nominee)

Faculty of Arts

Proposal for

- the introduction of the new subject areas of
 - Australian Studies and
 - European Studies
 within the MA, GradDipArts and GradCertArts programs
- the introduction of the new subject areas of
 - Jewish Studies (within the existing Semitic Studies area),
 - English for Academic Purposes,
 - Cross-cultural Communication and
 - Museum Studies, Curatorial Studies and Museum Education
 within the MA program

- the introduction of the new subject areas of

- the introduction of the new award program, the Graduate Certificate in Museum Studies (to be available in the areas of Museum Management, Museum Collection Studies and Museum Communication)
- the introduction of the new Joint Programs of the University of Sydney and University of Technology, Sydney -
 - Master of Letters in Public History,
 - Master of Arts in Public History,
 - Graduate Diploma in Public History and
 - Master of Arts in Public History

Dr R Ross (Chair)

Professor J R Lawrence

Associate Professor M Gatens

Mr C Wood or Mr K Oliver (or nominee)

Professor R Pesman (in respect of Australian Studies)

Dr G Sluga (in respect of European Studies)

Associate Professor S Garton (in respect of History and the Joint Program with UTS)

Professor W Foley (in respect of proposals from Linguistics)

Ms S Jones (in respect of proposals from Museum Studies)

Dr S Rutland (in respect of proposals from Semitic Studies)

The proposal for the introduction of the new subject area of Social Studies within the GradDipArts, GradCertArts and MLitt would be considered by the Working Party already established to consider the proposal from the Board of Studies in Social Work for the introduction of two new award programs, the Graduate Diploma in Social Work and the Graduate Certificate in Professional Practice Supervision:

Faculty of Science

The Chair had approved the following change to the membership of a Working Party:

Associate Professor D F Bagster to replace Associate Professor K C Kwok on the Working Party appointed to consider the introduction of the new award program, the Master of Science (Environmental Science).

Sydney College of the Arts

On the Chair's recommendation, the Committee appointed Professor J Gero as an additional member of the Working Party considering the proposals from the Sydney College of the Arts for the introduction of the new master's degrees, the Master of Multimedia Design and the Master of Studio Art.

(6) Work in progress

The Committee noted reports on the following work in progress:

(a) Deferment of public availability of theses

The Chair reported that he would hold discussions with the Business Liaison Office and others on the increasing number of requests for deferment of public availability of theses, some involving externally-funded contract research projects and patents. A set of clear principles for approving such deferment applications was needed, and he would draft a paper for the Committee's consideration.

(b) Membership of the PhD Award Sub-Committee

The Chair reported that he would report on the membership of the PhD Award Sub-Committee at the next meeting.

(c) Postgraduate Awards Sub-Committee

The Chair reported that he would report on the membership, structure and function of the Postgraduate Awards Sub-Committee at the next meeting.

the possibility of establishing a single annual progress report form for research students; it was intended that the form have three sections, which would satisfy the needs of heads of departments and faculties, the Scholarships Office and the International Office.

(e) Working Party on electronic publication of theses

Dr King reported that the Working Party on electronic publication of theses would shortly commence its deliberations.

that the Board note the report.

P C3. Report of the Teaching and Learning Committee

A brief oral report will be given by the Committee's Chair.

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P C4. Report of the Research Committee

The Committee met on 10 July 1997 when there were present: Professor D Cockayne, Deputy Chair Academic Board (Presiding Member); Professor GJ Gill, Acting Pro-Vice-Chancellor (Research); Professor ID Hume; Associate Professor D Cook; Dr J Lingard; Professor DB Melrose; Associate Professor SR Garton. In Attendance: Professor L Field, Dr A Reynolds, Ms M Robb, and Mr P Cook, Ms S Reid (Committee Secretary).

1. Revised Proposal for Use of University Research Grant Scheme Funds (URGS)

Professor Gill spoke to his paper distributed with the agenda. He proposed a possible redistribution of the current budget for URGS in future years (assuming a \$1m allocation), as follows:

Post-graduate scholarships	\$300,000
Overseas travel funds	\$200,000
Start-up funds for new academic staff	\$300,000
URGS	\$200,000

The Committee noted that the proposed allocation to overseas travel funds represented a significant increase to that budget, and welcomed this proposal. However the Committee felt that the proposed funding to ensure the continuation of current numbers of post-graduate scholarships should not be included here, and that these should be funded from other sources.

The Committee discussed at length issues concerning the proposed allocations to start-up funds and URGS. Of particular concern was the issue of whether start-up funds should be automatically available to eligible new staff, or offered on a more competitive basis. Also of concern was how to ensure that the maximum amount available through start-up funds should be close to that currently available through the URGS.

The Committee also suggested that designated Research Fellows eligible for start-up funds should be those whose appointment equated to Academic Level B and above. It was noted that this was in conflict with the previous recommendation of the Committee, currently before the Vice Chancellor, that all designated ARC and NHMRC Research Fellows be given a start-up grant.

The Committee asked that Professor Gill redraft the paper, to include the funding of postgraduate scholarships from elsewhere, include sufficient start-up funds to enable funding at current levels under existing guidelines for URGS for new staff, and the remaining funds to be provided for overseas travel funds and Category A applicants to the existing URGS.

One suggestion considered by the Committee was that eligible new staff apply for start-up funds through a letter to the Pro-Vice-Chancellor (Research), stating how the money is to

The Committee agreed that the above issues should be canvassed more fully, and that a final decision should await the appointment of the new Pro-Vice-Chancellor (Research). Members agreed to provide any further comments to Professor Gill within the next week.

2. Research Infrastructure Block Grant (RIBG)

The Committee noted that there has been some concern raised about whether there is an understanding of how RIBG is distributed at the University, Faculty and Departmental levels. Professor Cockayne agreed to write to Deans, Heads of Departments and Faculty Research Committees, recommending that they ensure that the processes for disbursement of RIBG funds at Faculty and Department/School level is transparent to all affected staff.

3. Research Committee Membership

Professor Cockayne advised members that, under the old Academic Board structure, half of the Research Committee membership should be replaced each year, and that he had asked the Secretary to the Academic Board for details of the length of terms for new members. The matter will be discussed further at the meeting of the Research Committee in August. He indicated that he would be happy to receive suggestions for membership of the Committee.

4. Association of the Chair of the Graduate Studies Committee with the Research Committee

It was noted that because, at times, there is some common business between the Research and Graduate Studies Committees, the Chair of the Research Committee had been invited onto the Graduate Studies Committee. The Research Committee agreed that the Chair of the Graduate Studies Committee should be invited to attend the Research Committee as an observer, and to receive copies of the notes of meetings of the Research Committee.

5. Report from the Pro-Vice-Chancellor (Research)

Professor Gill reported that on 19 June consultants KPMG met with relevant staff at the University to conduct a 'Business Process Re-engineering Study of the ARC/DEETYA Targeted Research Grants Allocation Process'. He felt that the exercise was generally a positive one. One suggestion being considered by KPMG was that ARC large and SPIRT grants be rolled into university block grants from DEETYA.

The Commonwealth Senate has unanimously agreed to a Democrat amendment to the current tax law which has removed the "rendering a service" provision. The amendment to the Taxation Laws Amendment Bill (No1) 1997 allows for only three situations in which a scholarship will now be deemed to be tax liable. These are:

- (i) an amount received by a student from a person or authority upon condition that the student will (or will if required) become, or continue to be, an employee of the person or authority;
- (ii) an amount received by a student from a person upon condition that the student will (or will if required) enter into, or continue to be a party to, a contract with the person or authority that is wholly or principally for the labour of the student; or
- (iii) an amount received by a student under a scholarship where the scholarship is not provided principally for educational purposes.

Professor Gill advised the Committee that he was still attempting to obtain from the University of Melbourne the raw data from the "group of seven" universities on which the proposed University Budget Model has been based. This exercise was now being conducted through the Vice-Chancellor.

6. Report from the Director, Research Development

Ms Robb reported that she was continuing her role in assisting researchers in the Faculty of Health Sciences at Cumberland Campus. Ms Robb also reported that she was assisting with some international development work.

7. Report from the Director, Research and Scholarships Office

streamlining in the administration of School/Department or Faculty specific awards, prizes and scholarships.

For the first time since their introduction, the University submitted by the DEETYA deadline, the 1997 Finance and Publications Returns, and also resubmitted the 1996 Publications Return. All staff involved both in departments and in the Research and Scholarships Office are to be congratulated. Mr Cook is meeting with the NSW Auditor General on 10 July to plan their audit of the 1997 Finance Return.

The University's Information Technology Committee agreed on 27 June to the proposal put by the Research and Scholarships Office that the research information management system, Research Master, be purchased and implemented across the University. This follows a seven month evaluation by the Research and Scholarships Office of available systems.

that the Board note the report.

P C5. Report of the Library and Information Technology Committee

A brief oral report will be given by the Committee's Chair.

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P C6. Report of the Academic Staffing Committee

The Committee met on 23 July 1997. There were present: Professor R Pesman (Chair), Professor R Arnold, Professor L Burgess, Professor L Field, and Ms S Jamieson; Ms J Deitch and Ms G Deakin were in attendance. Apologies: Professor D Anderson, Professor S Armitage, Associate Professor D Davey, Dr P Whiting.

1. Promotion of Academic Research-Only Staff to Levels B, C and D

The Committee discussed the issue of how the draft Policy Document - Promotion of Academic Staff to Levels B, C and D, can be modified to cover academic research-only staff. The Committee will discuss this issue further and progress will be reported to the Academic Board.

2. Draft Policy Document - Promotion of Academic Staff to Levels B, C and D

Following the report on this issue to the July meeting of the Board, the Draft Policy Document - Promotion of Academic Staff was distributed for comment to the academic community. Comments that were received from the community were tabulated into a database on which the Committee began discussion. The Committee will meet again to discuss the comments further and expects to present a final draft to the September meeting of the Board.

that the Board note the report.

P C7. Nominations for membership of the Appointments Board

The Board is asked to nominate four members of the full-time academic staff for membership of the Appointments Board in accordance with section 4.(1)(c)(ii) of the Resolutions of the Senate relating to the Appointments Board, to hold office from 1 November 1997 to 31 October 2000.

The members appointed by Senate to hold office until 31 October 1997 are:

Professor K Eltis (Education)
 Professor R Pesman (History)
 Dr K C Hughes (Chemical Engineering)
 Mrs C Tanner (Agricultural Economics)

that the Board's nominees to the Appointments Board should include a member of the Committee for Undergraduate Studies and the Committee for Graduate Studies.

that the Board nominate the following persons for appointment to the Appointments Board:

Dr Reg Mitchell (Graduate Studies Committee)

Associate Professor Lloyd Dawe (Undergraduate Studies Committee)

.....

.....

Action by the Chair under delegated authority

College of Health Sciences

1. Appointment of Visiting Professors

Name	Department	Period
Professor H L Phelps	Department of Anatomy and Histology	15 August 1997 to 11 August 1998

2. Appointment of Faculty Promotions Assessment Committees

Faculty of Nursing - to be appointed as members of the Core Committee

Core

**Professor Margaret Harris (English)

**Dr Ross Menzies (Acting Pro-Dean, Faculty of Health Sciences)

** Have served on promotions committee

College of Sciences and Technology

Appointment of Faculty Promotions Assessment Committees

The Academic Board is asked to note the following changes to committee memberships, which have been approved by the Chair on behalf of the Academic Board:

Personal Chairs

Engineering

Core

Professor Judy Raper (Dean, Faculty of Engineering) to replace Professor John P Carter (formerly Acting Dean, Faculty of Engineering)

Additional

Applicant 1: Professor John P Carter (HOD, Civil Engineering) to replace Associate Professor John C Small (formerly Acting Head, Civil Engineering)

Architecture

Additional

Applicant 1: Mr Bruce S A Forwood (HOD, Architectural & Design Science) to replace Associate Professor Fergus R Fricke (formerly Acting Head, Architectural & Design Science)

Lectureships

Veterinary Science

Additional

Applicant 1: Associate Professor Terence L W Rothwell (Veterinary Anatomy and Pathology) to replace Professor Alan J Husband (Veterinary Anatomy and Pathology)

Amendment of the Resolutions of the Senate and adoption of new Resolutions

Faculty of Nursing

Degrees and Diplomas in the Faculty of Nursing

The Resolutions of the Senate relating to Degrees and Diplomas in the Faculty of Nursing (p 398, *Calendar 1996, Vol 1*) are amended to the following effect from 1 January 1998:

Sections 1. and 2. are deleted and are replaced by the following new sections 1. and 2.:

1. The degrees in the Faculty of Nursing shall be:
 - (a) Bachelor of Nursing (BN)
 - (b) Master of Nursing (MN)
 - (c) Master of Midwifery (MMid)*
 - (d) Master of Philosophy (Nursing) (MPhil(Nurs))
 - (e) Doctor of Philosophy (PhD)
2. The diplomas in the Faculty of Nursing shall be:
 - (a) Graduate Diploma in Nursing (GradDipN)
 - (b) Graduate Diploma in Midwifery (GradDipMid)

* to commence 1999

Master of Philosophy (Nursing)

The Resolutions of the Senate relating to the degree of Master of Nursing (pp 400-402, *Calendar 1996, Vol 1*) are duplicated and then are amended to the following effect, to become the Resolutions relating to the Master of Philosophy (Nursing), from 1 January 1998:

- by deleting the reference to “Mallett Street Campus”;
- by deleting section 1 and by inserting instead the following new section 1:
 1. (1) An applicant for admission to candidature for the degree shall, except as provided in Chapter 10 of the by-laws:
 - (a) be a Bachelor of Nursing (Honours) of the University of Sydney or, in special cases, be a graduate with Honours of another Faculty or Board of Studies of the University; and
 - (b) (i) have obtained Honours in the subject area in which the applicant seeks to proceed; or
 - (ii) hold the degree of Master of Nursing awarded with merit in an appropriate subject area; or
 - (iii) hold such other relevant qualifications, including clinical experience, considered by the Faculty to be equivalent to those specified in Section 1(a)(i)-(iii); and
 - (c) be registered with the N.S.W. Nurses Registration Board or for international applicants be registered in their own country; and
 - (d) have such post-registration clinical experience as may be specified by the Faculty.
 - (2) (i) a candidate may be accepted by the Faculty on a probationary basis for a period not exceeding twelve months and upon completion of this period the Faculty shall review the candidate’s work and shall either confirm the candidate’s status or terminate the candidature; and
 - (ii) in the case of a candidate accepted on a probationary basis, the candidature shall be deemed to have commenced from the date of acceptance.
- by deleting section 5 (b) and altering section 5 to read:

- by deleting heading ‘Candidature by research and thesis’;
- by amending section 7 to read:
 - (a) a full-time [~~research~~] candidate ... ;
 - (b) a part-time [~~research~~] candidate ... ;
- by amending section 8 to read:
 - a [~~research~~] candidate ... ;
- by amending section 9 to read:
 - a [~~research~~] candidate ... ;
- by amending section clause 11 to read:
 - a [~~research~~] candidate ... ;
- by deleting sections 17 to 22 inclusive;
- by renumbering section 23 as 17; and
- by deleting the heading ‘Satisfactory Progress’.

Master of Nursing

The Resolutions of the Senate relating to the degree of Master of Nursing (pp 400-2, Calendar 1996, Vol 1) are amended to the following effect from 1 January 1998:

- by deleting the reference to “Mallett Street Campus”;
- by inserting a new section 2 to read:

In addition to the generic Master of Nursing, the degree may be awarded in the following specialty subject areas and the testamur for the degree will specify the subject areas;

 - (a) Community Nursing
 - (b) Critical Care
 - (c) Education
 - (d) Mental Health
 - (e) Perioperative Nursing
- by re-numbering sections 2 to 4 as sections 3 to 5 inclusive;
- by re-numbering section 5 as section 6 and amending it to read:
 - (a) A candidate for the generic degree Master of Nursing shall proceed by coursework and treatise;
 - (b) A candidate for the degree Master of Nursing in a specialty area shall proceed by coursework and clinical project;
- by re-numbering section 6 as section 7;
- by deleting sections 7 to 16 inclusive;
- by deleting the heading ‘Candidature by coursework and treatise’;
- by re-numbering section 17 as section 8 and amending it to read:
 - (a) a full-time [~~coursework~~] candidate ... ;
 - (b) a part-time [~~coursework~~] candidate ... ;
- by re-numbering section 18 as section 9 and amending it to read:
 - A [~~coursework~~] candidate ... ;
- by re-numbering section 19 as section 10 and amending sub-section (b) to read:
 - (b) a treatise or clinical project in the form prescribed by the Faculty;
- by re-numbering section 20 as section 11 and amending it to read:

On the advice of the head of department concerned the Faculty shall appoint a supervisor, being a member of the academic staff of the University, and may appoint an appropriately qualified associate supervisor for each candidate for the treatise or clinical project component.

- **by re-numbering section 22 as 13 and amending it to read:**
The head of department concerned shall report the result of the examinations of the coursework and treatise or clinical project to the Faculty which shall determine the result of the candidature.
- **by deleting the heading ‘Satisfactory progress’;**
- **by re-numbering section 23 as section 14; and**
- **by inserting a new section 15 to read:**
 - (a) *Candidates who have completed all the required units of study but not the clinical project or treatise may, on application to the Faculty, be awarded a Graduate Diploma in Nursing and, where all prescribed units of a study have been completed for a particular specialisation, the name of the specialisation shall appear on the testamur;*
 - (b) *Except with the permission of the Faculty and under such special conditions as it may prescribe, candidates who apply to exit the course with a Graduate Diploma in Nursing will be required to complete all requirements for the diploma:*
 - (i) *not earlier than the end of the second semester of candidature and not later than the end of the third semester for full time candidates; or*
 - (ii) *not earlier than the end of the fourth semester and not later than the end of the sixth semester for part time candidates.*
 - (c) *The maximum amount of advanced standing that will be permitted in the case of a candidate who is granted permission to exit the degree with a diploma shall not exceed 32 credit points.*

Master of Midwifery

The Resolutions of the Senate relating to the Graduate Diploma in Health Sciences (Midwifery) (pp 402-3, Calendar 1996, Vol 1) are duplicated and are then amended to become the Resolutions relating to the Master of Midwifery to the following effect from 1 January 1999:

- **by deleting the reference to “Mallett Street Campus”;**
- **by amending the name of the award in existing sections 1, 6, 7 and 8;**
- **by amending section 1 to read:**
An applicant for admission as a candidate for the degree of Master of Midwifery shall, except as provided in Chapter 10 of the by-laws:
 - (a) *be a graduate of the University of Sydney;*
 - (b) *have, in the opinion of the Faculty, reached a first or second class Honours standard:*
 - (i) *in the final year of an Honours course for the degree of Bachelor of Nursing;*
or
 - (ii) *in a course considered by the Faculty to be equivalent to a course referred to in sub-section (I); or*
 - (iii) *hold the degree of Bachelor of Nursing of the University without first or second class Honours and have completed equivalent work or passed a preliminary examination or examinations as prescribed by the Faculty; or have, in some other manner, acquired a standard of knowledge considered by the Faculty to be equivalent to a first or second class Honours standard in a course referred to in sub-section (i);*
 - (c) *be registered with the N.S.W. Nurses Registration Board or, for international applicants, be registered in their own country;*
 - (d) *have such post-registration clinical experience as may be prescribed by the Faculty;*
 - (e) *be able to demonstrate to the Faculty that she or he has guaranteed employment in an approved midwifery institution for the second year of the course*
- **by amending section 4 to read:**
A candidate may be admitted to proceed by part-time or full-time candidature.

- (1) *The degree shall be awarded in one grade only.*
- (2) *An outstanding candidate may be awarded the degree with merit.*
- **by re-numbering section 6 as section 7;**
- **by re-numbering section 7 as section 8 and amending it to read:**
A candidate for the degree shall complete the units of study, practicum and clinical project as prescribed by the Faculty.
- **by re-numbering section 9 as section 13 and amending it to read:**
The Faculty may call upon any candidate to show cause why their candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.
- **by inserting a new section 9 to read:**
Except with permission of the Faculty and under such conditions as it may prescribe:
 - (a) *a full-time candidate shall complete all requirements for the degree not earlier than the end of the third semester of candidature and not later than the end of sixth semester of candidature;*
 - (b) *a part-time candidate shall complete all requirements for the degree not earlier than the end of the sixth semester of candidature and not later than the end of the tenth semester of candidature.*
- **by inserting a new section 10 to read:**
On the advice of the head of department concerned, the Faculty shall appoint a supervisor, being a member of the academic staff of the University, and may appoint an appropriately qualified associate supervisor for each candidate for the clinical project.
- **by inserting a new section 11 to read:**
On the advice of the head of department concerned the Faculty shall appoint two examiners of the clinical project.
- **by inserting a new section 12 to read:**
The head of department concerned shall report the result of the examination of the coursework, practicum and clinical project to the Faculty which shall determine the result of the candidature.
- **by inserting a new section 14 to read:**
 - (a) *Candidates who have completed all the required units of study but not the clinical project may, on application to the Faculty, be awarded a Graduate Diploma in Midwifery;*
 - (b) *Except with the permission of the Faculty and under such special conditions as it may prescribe, candidates who apply to exit the course with a Graduate Diploma in Midwifery will be required to complete all requirements for the diploma:*
 - (i) *not earlier than the end of the second semester of candidature and not later than the end of third semester of candidature for full time candidates; or*
 - (ii) *not earlier than the end of the fourth semester and not later than the end of sixth semester of candidature for part time candidates.*
 - (c) *The maximum amount of advanced standing that will be permitted in the case of a candidate who is granted permission to exit the degree with a diploma shall not exceed 32 credit points.*

Graduate Diploma in Nursing

The Resolutions of the Senate relating to the Graduate Diplomas in Nursing (p 402, Calendar 1996, Vol 1) are amended to the following effect from 1 January 1998:

- **by deleting the reference to “Mallett Street Campus”;**
- **by amending Section 1.(c) and adding a new sub-section 1.(f), to read as follows:**
 - (a) **Critical Care Nursing**

- (e) Perioperative Nursing
- (f) *Mental Health*

Note: The purpose of the amendments is to effect the restructuring of the Master of Nursing program and the introduction of the Master of Philosophy (Nursing) and Master of Midwifery programs.

Since the amalgamation of the Faculty of Nursing (Mallett Street Campus) and the School of Nursing (Cumberland Campus) the courses offered by the Faculty have been progressively rationalised to ensure consistency of content and offering across both campuses. Thus the earlier differentiation of campus sites is no longer required. All reference to campus site should therefore be deleted.

Some other amendments of an administrative nature have also been made to accommodate amendments made to the Resolutions during 1996 that do not appear in the 1996 *Calendar*.

Faculty of Science

Degrees and Diplomas in the Faculty of Science

The Resolutions of the Senate relating to the Degrees and Diplomas in the Faculty of Science (p 404, 1996 *Calendar*, Vol I) are amended to the following effect from 1 January 1998:

- by inserting the following new sub-sections (k) and (l)
 - (k) Master of Science (Environmental Science) (MSc(EnvironSc))
 - (l) Master of Science (Microscopy and Microanalysis) (MSc(Micro&An))
- and
- by re-lettering existing sub-sections (k) and (l) as (m) and (n) respectively.

Master of Science (Environmental Science)

The following new Resolutions of the Senate relating to the degree of Master of Science (Environmental Science) are adopted from 1 January 1998:

Eligibility for admission

1. An applicant for admission to candidature for the degree shall, except as provided in Chapter 10 of the by-laws -
 - (i) have completed an Honours degree majoring in a Science discipline that has a significant environmental emphasis, or in Environmental Science, or equivalent; or
 - (ii) have completed the requirements for the Graduate Diploma in Science (Environmental Science).

Availability

2. (1) Admission to candidature may be limited by a quota. In determining the quota the University will take into account:
 - (i) availability of resources including space, laboratory and computing facilities; and
 - (ii) availability of adequate and appropriate supervision.
- (2) In considering an application for admission to candidature the Program Committee for Environmental Science and the Faculty shall take account of the quota and will select, in preference, applicants who are most meritorious in terms of section 1 above.

Method of progression

3. (1) A candidate for the degree shall proceed by completing units of study and a project

(2) A unit of study shall consist of such lectures, seminars, tutorial instruction, essays, exercises or practical work as may be prescribed. In these resolutions, 'to complete a unit of study' or any derivative expression means

- (i) to attend the lectures, and the meetings, if any, for seminars or tutorial instruction;
- (ii) to complete satisfactorily the essays, exercises and practical work if any; and
- (iii) to pass any other examination of the unit of study that may apply.

Time limits

4. A candidate may proceed on either a full-time or a part-time basis.

5. (1) A full-time candidate shall complete the requirements for the degree not earlier than the end of the third semester and not later than the end of the fourth semester of candidature, unless otherwise determined by the Faculty.

(2) A part-time candidate shall complete the requirements for the degree not earlier than the end of the third semester and not later than the end of the eighth semester of candidature, unless otherwise determined by the Faculty.

Requirements for the degree

6. Candidates for the degree are required to complete satisfactorily:

- (i) units of study granting a minimum of 24 credit points covering material new to the candidate and selected from units of study satisfying the conditions approved from time to time by the Faculty; and
- (ii) a supervised project component worth 48 credit points.

Examination

7. On completion of requirements for the degree, the Faculty shall determine the results of the candidature, on the recommendation of the Chair of the Program Committee - Environmental Science.

Progress

8. The Faculty may -

- (i) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree; and
- (ii) where the candidate does not show good cause, terminate the candidature.

Credit

9. A candidate who, before admission to candidature, has spent time in graduate study and has completed coursework considered by the Faculty to be equivalent to units of study prescribed for the degree, may receive credit of up to 24 units towards the requirements for the degree, provided that the completed work was not counted towards the requirements of another degree.

Master of Science (Microscopy and Microanalysis)

The following new Resolutions of the Senate relating to the degree of Master of Science (Microscopy and Microanalysis) are adopted from 1 January 1998:

Eligibility for admission

1. An applicant for admission to candidature for the degree shall, except as provided in Chapter 10 of the by-laws -

- (i) have completed a degree in Science, Engineering or equivalent; or
- (ii) have completed the requirements for the Graduate Diploma of Science (Microscopy and Microanalysis) at credit level.

Availability

2. (1) Admission to candidature may be limited by a quota. In determining the quota the University will take into account:

- (i) availability of resources including space, laboratory and computing facilities; and

(2) In considering an application for admission to candidature the Faculty shall take account of the quota and will select, in preference, applicants who are most meritorious in terms of section 1 above.

Method of Progression

3. (1) A candidate for the degree shall proceed by completing units of study and a project as prescribed by the Faculty.
- (2) A unit of study shall consist of such lectures, seminars, tutorial instruction, essays, exercises or practical work as may be prescribed. In these resolutions, 'to complete a unit of study' or any derivative expression means:
- (i) to attend the lectures, and the meetings, if any, for seminars or tutorial instruction;
 - (ii) to complete satisfactorily the essays, exercises and practical work if any; and
 - (iii) to pass any other examination of the unit of study that may apply.

Time Limits

4. A candidate may proceed on either a full-time or a part-time basis.
5. (1) A full-time candidate shall complete the requirements for the degree not earlier than the end of the third semester and not later than the end of the fifth semester of candidature, unless otherwise determined by the Faculty.
- (2) A part-time candidate shall complete the requirements for the degree not earlier than the end of the fourth semester and not later than the end of the eighth semester of candidature, unless otherwise determined by the Faculty.

Requirements for the Degree

6. Candidates for the degree are required to complete satisfactorily:
- (i) units of coursework granting a minimum of 48 credit points of study selected from units of study satisfying the conditions approved from time to time by the Faculty; and
 - (ii) supervised projects and essays worth 24 credit points.

Examination

7. On completion of requirements for the degree, the Faculty shall determine the results of the candidature, on the recommendation of the Head of the School of Physics.

Progress

8. The Faculty may -
- (i) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree; and
 - (ii) where the candidate does not show good cause, terminate the candidature.

Credit

9. A candidate who, before admission to candidature, has spent time in graduate study and has completed coursework considered by the Faculty to be equivalent to units of study prescribed for the degree, may receive credit of up to 48 units towards the requirements for the degree, provided that the completed work was not counted towards the requirements of another degree.

Report of the Working Party on electronic submission of theses

The Working Party appointed to consider electronic submission of theses comprised Dr M King (Chair), Professor J Gero, Dr R Ross and Mr C Wood and it had the power to co-opt. The Working Party met twice and consulted broadly within the University.

The Working Party reports as follows:

The brief of the working party was to consider the feasibility of the electronic submission of research theses with respect to time saving during the examination process, to consider possible ways this may be achieved and to assess the practicality, advantages and disadvantages of the 'electronic submission of theses' option. The working party would also make recommendations as to how the university might proceed in the light of evidence collected.

The working party held a series of discussions with a range of people concerned with the publication of electronic journals and with the transfer of large quantities of text and data electronically. Discussions also took place with colleagues with expertise in the compatibility of hardware and software currently available in universities. From advice received it would appear that there are three practical options available for the electronic transmission of theses. These are:

- Thesis placed on the Web with HTML address for the examiner to down-load in full or by chapter sections.
- To receive the thesis electronically as postscript files. (Available on the Web or sent on disk.)
- As a series of chapter files on disk in a format of the examiners choice.

As a result of the information gathered, an electronic questionnaire was prepared comprising of six questions. This questionnaire was sent to 139 of our most recent examiners for whom we had e-mail addresses, 22 were returned as "Host unknown" leaving a possible 117 responses. In all 61 responses have been received to date. The responses were as follows:

- 1) **Had you been given the option of receiving a thesis for examination in electronic form would you have seriously considered it?**
 Yes = 26 No = 24 Possibly = 9
- 2) **Assuming that a fee was paid to you to cover down-loading and print-out costs, which of the following options would have been most convenient to you?**

a) Web with HTML address	Yes = 13	Possible = 8
b) As postscript files	Yes = 16	Possible = 26
c) Files on Disk	Yes = 18	possible = 18
- 3) **Assuming that compatibility problems could be overcome, do you see any advantages associated with the electronic submission of research theses?**
 Yes = 29 No = 21 Possibly = 8
- 4) **Would you have found it helpful to have received an electronic version of the 'Examiners report' form?**
 Yes = 40 No = 13 Perhaps = 8
- 5) **Has any other university offered you this option?**
 Yes = 0 No = 61
- 6) **Please give your views on the advantages and disadvantages of electronic submission of theses as you see them.**
 (The responses of examiners to this question are attached)

Other Data

Percentage positive responses by Faculty.

		N=
Arts	50% positive response	10
Agriculture	0% positive response	2
Architecture	0% positive response	2
Business/commerce	66% positive response	6
Dentistry	0% positive response	2
Education	100% positive response	4
Engineering	66% positive response	3
Medicine/Health sciences	80% positive response	9
Science	60% positive response	23

Percentage positive response by country (minimum 5+ responses)

		N=
Australia	42% positive response	26
Canada	42% positive response	7
UK	60% positive response	8
USA	90% positive response	10

Conclusions

There are clearly some strong and valid objections at the moment to the electronic submission of theses. Many examiners commented that it is probably inevitable that this will happen sometime in the future but currently the technology and the problems of availability and compatibility of hardware and software does not allow it as a viable option for all theses. However, in many cases examiners were positive and would consider accepting theses for examination in an electronic form if that form complied with their own hardware and software formatting requirements.

There was considerable consensus about the future potential of this form of submission albeit the general feeling was 'not yet' or 'only in those cases which suits both the examiner and the student'. However, there was a very positive response to the notion of an electronic examiners form sent by e-mail as an attachment in addition to the print form which accompanies the thesis.

Recommendations

1) **That the option of receiving theses in an electronic form is made available to examiners.**

When the formal invitation to examine is made to examiners it is possible to ask at that point if they would prefer the option of receiving the theses electronically and if so, in which format they would be prepared to receive it. The normal print form of thesis submission is likely to remain the most acceptable form for the foreseeable future but the introduction of the electronic option for examiners does not detract from the present system in any way and only increases the degree of choice available to them.

2) **That the possibility of including animated graphics or dynamic/interactive modelling components in a thesis be seen as acceptable practice.**

If it is appropriate that these are included in a thesis, and the inclusion of them requires some computing equipment and software by the examiner, then the availability of this should be established at the point at which the examiner is formally invited to examine.

3) **That an electronic 'Examiners report' form be sent to all examiners as a matter of course if the examiner has an e-mail address.**

There was sufficiently strong support for this from the respondents to suggest that this would be a popular option and would enable examiners to e-mail their report immediately on completion of the examination process. The formal report could follow later with the returned thesis.

Attachment

Question (6) Responses of examiners to the advantages and disadvantages of electronic submission of theses.

Advantages

- (a) Savings in preparation cost and in time to students
- (b) Speeds up the examination process
- (c) Savings in time and workload in Faculty Offices
- (d) Savings in transmission time and cost
- (e) You would know quickly if a thesis went astray in the post
- (f) Increase in convenience and reduction in bulk handling of paper
- (g) Allows dynamic animations and graphics which print does not
- (h) Promotes the notion of alternative forms of theses
- (i) Emendations and typos become very much easier to handle
- (j) Examiners could make direct comments in the text easily
- (i) The most common response: It is more environmentally and tree friendly

Disadvantages

- (a) Problems of compatibility between different systems of software and hardware.
(This was the most common and significant disadvantage noted by examiners)
- (b) Fear of loss of formatting and hence appearance of poor presentation
- (c) It transfers cost and inconvenience to the examiner
- (d) More difficult to browse through theses or to refer backward or forward
- (e) Potential problems with security and ease of copying
- (f) Difficulty with issues of protection of intellectual property rights, ie. ideas can be too easily stolen
- (g) Why introduce problems when we have a system which works

General comments and observations made by examiners which were unsolicited

- (a) Most marking of theses is done at home and while we may have the equipment at work we do not necessarily have the same equipment at home.
- (b) If we do not have colour print-out facilities it removes that option from the student.
- (c) Examiners are busy people and you should not transfer additional load and expense to them.
- (d) Photographs do not transfer with sufficient clarity electronically yet to make it a viable proposition at the moment.
- (e) It simply is not yet universally practicable but it is probably inevitable in time.
- (f) Security concerns relating to the ease with which theses could be tampered with was often raised.
- (g) Electronic 'Examiners report' forms is a good idea and could be treated as a fast return item.



The University of Sydney

Academic Board

Meeting held on Wednesday 16 July 1997

Minutes of the meeting of the Academic Board held at 2.15 pm on Wednesday 16 July 1997 in the Professorial Board Room.

There were present: the Chair (Professor R Pesman) presiding, the Deputy Chairs (Professors J Lawler, J R Lawrence and A Sefton), the Vice-Chancellor and Principal (Professor G Brown), Associate Professor M Allars, Professor D Anderson, Associate Professor R Atherton, Ms S Baker, Dr A E Brew, Professors K K Campbell, K Eltis, L D Field and G Gill, Associate Professor C B Gillies, Professors M A Harris and R Hewitt, Associate Professor P Jones, Professor I J Klineberg, Associate Professor A F Masters, Dr P McCallum, Mr K Oliver, Dr P Phibbs, Professor J Raper, Dr A Reynolds, Professors B D Roufogalis, R L Russell, W Schworm and G P Steven, Associate Professor G M Stone, Mr R Wilson and Dr G Wright.

Present as observers were: Dr W Adams (Secretary to the Academic Board), Professor D Napper, Ms C Sexton and Professors D Weisbrot and J A Young.

Present by invitation were: Ms L Maral, Ms B Olde, Mr T Robinson and Mr R Silver.

In attendance: Miss E R Ring.

P This symbol denotes items which were starred for discussion at the meeting. All other items were dealt with as recommended in the agenda.

70/97 Minutes

*** It was agreed that the minutes of the meeting of the Academic Board held on Wednesday 11 June 1997 be confirmed and signed as a correct record.

71/97 Business arising out of the minutes

None.

72/97 Report of the Chair

The following reports had been circulated and tabled:

(see agenda and supplementary agenda item A4.)

Part I

1. Report on Senate Matters

*** The Board noted the report.

2. Membership of faculties and academic colleges by pro-vice-chancellors (college)

*** The Board noted the report.

3. Working Party on the Intellectual Property Draft Policy

*** The Board noted the report.

- 4. International Relations Committee**
 *** The Board noted the report.
- 5. Meeting of Committee of Chairs of Academic Board/Senates of Universities in NSW and the ACT, Newcastle 19 June 1997**
 (1) McGaw Report
 (2) Report of the Board of Studies
 *** The Board noted the report.
- 6. Action under delegated authority and reports from the Academic Groups**
 *** The Board noted the report.
- 7. Work in progress**
 *** The Board noted the report.
- 8. Questions on notice**
 *** The Board noted the Chair's response.
- 9. Full-fee paying local undergraduate students**
 *** The Board noted the report.
- 10. Membership of the Board**
 *** The Board noted the report and welcomed Professor Steven to membership of the Board.

P Part II

At the meeting, the Chair reported on the following matters:

- 1. Welcome to new members**
 The Chair welcomed Professor Judith Raper, Dean of the Faculty of Engineering, to her first meeting of the Board and Professor Leeder, *in absentia*, as the new Dean of the Faculty of Medicine.
- 2. Student appeals**
 The Chair reported that the Working Party which had been appointed to examine present procedures for student appeals against academic decisions had just produced a draft document which she had sent out this week for comment to the Chair of the Committee of Deans, the Chairs of the Undergraduate and Graduate Studies Committees, the SRC and SUPRA. The document, together with their comments, would be presented to the August meeting of the Board.
- 3. Rhodes scholarships**
 The Chair reported that she had been asked to remind members that applications for Rhodes Scholarships closed on September 1st and that outstanding students should be very much encouraged to apply. Further information was available from Michael Bannigan, Honorary Secretary to the New South Wales Rhodes Scholarship Selection Committee on 9351 5400.
- 4. Advanced Standing**
 The Chair reported that she had made some comments on admission of students with advanced standing in her reply to the questions on notice. She believed that the matter of advanced standing was one where the University needed to move quickly to review and clarify its policies and she would be asking the Board's Undergraduate Studies Committee to address this matter.

73/97 Statement by the Vice-Chancellor and Principal

The following reports had been circulated and tabled:

(see agenda and supplementary agenda item A5.)

Part I

1. Report on Senate Matters

*** The Board noted the report.

P

Part II

At the meeting, the Vice-Chancellor reported on the following matters:

1. Full-fee paying local undergraduate students

The Vice-Chancellor reported that the Report of the Local Fee-Paying Undergraduate Students Project Management Group, that the Chair had tabled, had been endorsed by Senate and asked that, since the document was still commercial in confidence, members of the Board treat it as such.

In response to a question from Mr Oliver on the procedures and rationale generally used for the establishment of Reference Groups, the Vice-Chancellor reported that he had appointed the group to provide feedback to the Project Management Group on the appropriateness of the procedures and policies that it recommended. Members of the reference Group included Fellows of Senate and the Chair of the Board. Consultation was part of an interactive process with management groups and it resulted in an effective process.

Mr Oliver also observed that Senate had endorsed the report and that it had been referred to the Board only for information; there were matters of academic policy in the report, however, about which the Board might have wished to have been consulted. He believed that it would be helpful if a detailed record were kept of the discussions at Senate and the reasons for Senate taking a particular course of action on this and other matters containing academic principles on which the Board had not been consulted in advance since this would enable the Board to tender informed advice to Senate on related matters. The Vice-Chancellor said that the broad academic principle had been referred to the Board; the issues debated recently at Senate were really those of implementation. The Board should be consulted on all academic issues and he would not like to see a system where Senate debated any matter of academic policy without input from the Board.

The Chair reported that in addition to the paper presented to the Board, there had been further consultation with the former Chair of the Board, the Board's Undergraduate Studies Committee and the Deans in respect of equity and merit issues.

2. University Private Hospital

The Vice-Chancellor reported that he would hold a public forum on the proposal for the University Private Hospital, but that the scheduling of the forum would be delayed until more precise advice was available on some legal issues associated with the use of University land and on the site for the Hospital so that a clear picture of the proposal could be presented.

Professor Campbell observed that the utilisation of the Bosch building, the current favoured site, would result in a net loss of teaching space. The Vice-Chancellor responded that planning for the proposed private hospital included the replacement of lost teaching space and the result might well be a net gain.

3. Overseas trip

The Vice-Chancellor reported that he had attended a preliminary meeting for the formation of the Association of Pacific Rim Universities. The two Australian universities invited to be foundation members were ANU and Sydney. This Association would have a voice that could be heard by APEC, a forum where research-based universities needed to be able to be heard. The Association would also provide opportunity for benchmarking and other forms of exchange.

He had also met with Philip Lader, US Ambassador-Designate to the United Kingdom, who had suggested that the University refresh its links with Duke University. It was interesting to note that UCLA, which had approximately the same number of students as Sydney, had four times the disposable budget.

4. Dearing Report

The Vice-Chancellor reported that the Dearing Report on universities in the United Kingdom would be released shortly.

P 74/97 Report of the Faculty of Veterinary Science

The following report had been circulated:

(see agenda item B19.)

Constitution of the Faculty

Mr Oliver said that he had starred this item in order to seek clarification of the Faculty's purpose in recommending that the Deans of the Faculties of Architecture and Engineering become members *ex officio* of the Faculty of Veterinary Science. The Faculty's report stated that the purpose was "to facilitate communication between members of the College of Sciences and Technology". He was aware that many faculties had provision for membership of the deans of other faculties; this particular recommendation, however, appeared to have a parallel with the recommendations from several faculties that their constitutions be amended to make provision for faculty membership of their Pro-Vice-Chancellor (College). Communication among the faculties in a college could easily be addressed by invitations to other deans to attend faculty meetings; it did not require membership.

Associate Professor Stone said that provision had long existed for the Deans of Agriculture and Veterinary Science to be members of each other's faculties and that this had been extended some years ago to the Faculty of Science and Orange Agricultural College. It was a natural extension to include the Deans of Architecture and Engineering, and was an effective form of communication.

*** The Board recommended the amendment of the Resolutions of the Senate, as recommended.

75/97 Report of the Undergraduate Studies Committee

The following report had been circulated:

(see agenda item C1.)

1. Amendment of the Resolutions of the Senate

(1) Faculty of Health Sciences

(a) Bachelor of Applied Science (Leisure and Health) (formerly Diversional Therapy)

*** The Board:

- approved the proposal; and
- acting on behalf of Senate, amended the Resolutions of the Senate relating to the degree of Bachelor of Applied Science (Leisure and Health) as recommended.

(b) Bachelor of Health Science (Rehabilitation Counselling)

*** The Board:

- approved the proposal; and
- acting on behalf of Senate, amended the Resolutions of the Senate relating to the degree of Bachelor of Health Science (Rehabilitation Counselling) as recommended.

(c) Bachelor of Health Science (Aboriginal Health and Community Development)

*** The Board:

- approved the proposal; and
- acting on behalf of Senate, amended the Resolutions of the Senate relating to the degree of Bachelor of Health Science (Aboriginal Health and Community Development) as recommended.

(2) Faculty of Science: Bachelor of Science (Bioinformatics)

*** The Board:

- approved the proposal; and
- acting on behalf of Senate, adopted the new Resolutions of the Senate relating to the degree of Bachelor of Science (Bioinformatics) as recommended.

(3) Sydney College of the Arts: Bachelor of Visual Arts

*** The Board:

- approved the proposal; and
- acting on behalf of Senate, amended the Resolutions of the Senate relating to the degree of Bachelor of Visual Arts as recommended.

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(4) Sydney Conservatorium of Music

The Chair reported that she had starred this item and amended her recommendation for the action to be taken by the Board in response to concerns expressed to her about the precise wording of the sections relating to admissions policies.

Professor Lawler reported that a working party had been re-drafting the Resolutions of the Senate relating to Admission, made pursuant to Chapter 10 of the By-laws. The Undergraduate Studies Committee was aware that there were minor discrepancies and redundancies in the resolutions, and these would be addressed in due course.

The Board adopted the Chair's revised recommendation, viz:

(a) Bachelor of Music:

*** The Board:

- approved the proposal; and
- acting on behalf of Senate, amended the Resolutions of the Senate relating to the degree of Bachelor of Music, subject to confirmation of the consistency of Sections 9 to 12 of the proposed Resolutions relating to the BMus with the Resolutions of the Senate relating to Admission made pursuant to Chapter 10 of the By-laws.

Note: Section 5. of the Resolutions of the Senate relating to the BMus degree are also amended by adding the following words "and the testamur for the degree shall specify the area of specialisation".

(b) Bachelor of Music Studies

*** The Board:

- approved the proposal; and
- acting on behalf of Senate, adopted the new Resolutions of the Senate relating to the degree of Bachelor of Music Studies, subject to confirmation of the consistency of Sections 7 to 10 of the proposed Resolutions relating to the BMusStudies with the Resolutions of the Senate relating to Admission made pursuant to Chapter 10 of the By-laws.

2. Proceedings of the Committee**(1) Faculty of Engineering****(a) New academic programs:**

Bachelor of Engineering in Computer Engineering
 Bachelor of Engineering in Telecommunications Engineering
 Bachelor of Engineering/Bachelor of Science
 Bachelor of Engineering/Bachelor of Arts

(b) Major changes to existing awards/courses:

Bachelor of Engineering
 Bachelor of Engineering/Bachelor of Commerce

(2) Admission and selection into fee-paying undergraduate courses in 1998**(3) Overseas Qualifications Sub-Committee****(4) Credit point values and nomenclature**

(5) **Working Party: Approval mechanisms for new courses and major changes to existing courses**

*** The Board noted the report:

76/97 Report of the Graduate Studies Committee

The following report had been circulated:

(see agenda item C2.)

A. First report

1. Amendment of the Resolutions of the Senate

(1) **Faculty of Medicine: Master of Surgery**

*** The Board, acting on behalf of Senate, amended the Resolutions of the Senate relating to the degree of Master of Surgery as recommended.

(2) **Graduate School of Business**

(a) **Graduate Certificate of Transport Management**

*** The Board recommended the introduction of the new award program, the Graduate Certificate of Transport Management and the amendment of the Resolutions of the Senate to effect this.

(b) **Master's Degrees, Graduate Diplomas and Graduate Certificates in the Graduate School of Business**

*** The Board, acting on behalf of Senate, amended the Resolutions of the Senate relating to the Master's degrees, Graduate Certificates and Graduate Diplomas offered by the Graduate School of Business to make explicit provision for distance and/or off campus study, as recommended.

2. Faculty reports on postgraduate teaching and reviews of postgraduate coursework

*** The Board noted the report and forwarded the report on postgraduate teaching to Senate.

3. Proceedings of the Committee

(1) **Report of the PhD Award Sub-Committee**

(2) **Report of the Coursework Sub-Committee**

(3) **Higher doctorates**

(4) **Reference from the Research Committee: responsibility for teaching and postgraduate supervision for Research Fellows**

(5) **AusAID Sponsored Students: Notes for Faculties and Supervisors**

(6) **Future Constitution of the PhD Award Sub-Committee**

(7) **NTEU policy on Examination of Postgraduate Theses**

(8) **Sandwich PhDs**

(9) **Postgraduate Co-ordinators' Workshop**

(10) **Guidelines for the preparation of the academic content of new postgraduate coursework award programs**

(11) **Workshops for Postgraduate Supervisors**

(12) **Postgraduate Studies Handbook**

(13) **Working Parties on electronic submission and electronic publication of theses**

(14) **Appointment of Working Party to consider amended award programs**

*** The Board noted the report.

B. Second report

P

1. Supervision of postgraduate international research students

Professor Lawrence reported that he had starred this item to draw particular attention to the importance of good practice in postgraduate supervision and the requirements for international students.

*** The Board adopted the statement relating to supervision of postgraduate international research students and drew it to the attention of the boards of postgraduate studies of all faculties, colleges and boards of studies.

- 2. Future Constitution of the PhD Award Sub-Committee**
 *** The Board adopted the proposed structure for the PhD Award Sub-Committee.

- 3. Proceedings of the Committee**
- (1) **Report of the PhD Award Sub-Committee**
 - (2) **Report of the Coursework Sub-Committee**
 - (3) **Higher doctorates**
 - (4) **Deferment of public availability of theses**
 - (5) **Annual Progress Report Forms**
 - (6) **Working Party on electronic submission and electronic publication of theses**
 - (7) **Appointment of Working Parties to consider new and amended award programs**
 Faculty of Engineering
 Faculty of Health Sciences
 Faculty of Nursing
 Faculty of Science
 Sydney College of the Arts
 Board of Studies in Social Work
 - (8) **New initiatives by the Graduate School of Business**
- *** The Board noted the report.

77/97 Report of the Teaching and Learning Committee

The following report had been circulated: (see agenda item C3.)

- 1. NSW Department of Training and Education Co-ordination: Review of Teaching of Languages Other than English in Primary and Secondary Schools.**
 *** The Board noted the report.
- 2. The Provision of English Language Services at the University of Sydney (Professor Martin)**
 *** The Board adopted the report and its recommendations in principle and drew the resource implications to the attention of the Vice-Chancellor.

78/97 Report of the Research Committee

The following report had been circulated: (see agenda item C4.)

- 1. Proposal for Revised Use of University Research Grant Scheme Funds (URGS)**
 - 2. Overseas Conference Travel Grants Scheme**
 - 3. Proposed New University Funding Model**
 - 4. Designation of Research-Only Staff**
 - 5. Research Infrastructure Block Grant (RIBG)**
 - 6. Report from the Acting Pro-Vice-Chancellor (Research)**
 - 7. Report from the Director, Business Liaison Office**
 - 8. Report from the Director, Research Development**
 - 9. Report from the Director, Research and Scholarships Office**
- *** The Board noted the report.

79/97 Report of the Library and Information Technology Committee

The following report had been circulated: (see agenda item C5.)

- 1. Discussion Paper on Internet Charging**
 *** The Board supported the LITC's recommendation that the Internet charging approach Option C be referred for adoption by the ITC.

P 2. Code of Conduct for use of Internet based services

In view of concerns that had been expressed to her and of the absence from the Board meeting of Professor Johnstone, Pro-Vice-Chancellor (Academic Support), and Professor

McPhedran, the Committee's Chair, the Chair asked that the Codes be referred back to the LITC.

*** The Board adopted the Chair's suggestion that the Codes be referred back to the LITC.

3. Information Technology In Lecture Theatres

*** The Board endorsed the LITC's recommendation.

4. Professor J Rosenberg

*** The Board noted the report.

80/97 Report of the Academic Staffing Committee

The following report had been circulated:

(see agenda item C6.)

1. Committee Brief

*** The Board noted the report.

2. Draft Policy Document - Promotion of Academic Staff to Levels B, C and D

*** The Board noted the report.

81/97 Report of the Committee appointed to reconsider an application for promotion from Senior Lecturer to Associate Professor

The following reports had been circulated and tabled:

(see agenda item D1. and tabled paper)

*** The Board noted the confidential report.

Note: At the Chair's request, the confidential report was collected at the end of the meeting.