



Academic Board Agenda

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NOTICE OF MEETING

A meeting of the **ACADEMIC BOARD** will be held at **2 pm on Wednesday 11 November 1998** in the Professorial Board Room.

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

Erica Ring
for
Dr W Adams
Registrar
4 November 1998

AGENDA

Pages

☆ 1. **Apologies**

The following apologies have been received:

Professor K Lester

Professor M A Harris

Professor V Spate

2. **Arrangement of Agenda**

☆ 2.1 **Starring of items**

2.2 **Adoption of unstarred items**

Recommendation

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

3. **Minutes of previous meeting**

Yellow enclosure

Recommendation

That the Academic Board adopt the minutes of the previous meeting held on 14 October 1998 as a true record.

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

4.1 Common result grades: Conceded Pass (PCON)

Recommendation

That the Academic Board note that the Chair of the Board has referred the issue of the deletion of the grade of PCon (Conceded Pass) to the Undergraduate Studies Committee for further consideration early in 1999.

5. Report of the Chair

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 2 November 1998

Supplementary
agenda (tabled)

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting on 2 November 1998.



5.2 General report

5.2.1 New Higher School Certificate Credentials and Breadth of Study Requirements

10-11



5.3 Questions on notice

5.3.1 University of Sydney Library

Mr Trudinger has given notice of the following question:

Preamble

Senate Finance Committee has considered a draft 1999 Budget Statement. This Budget statement includes within it the proposed 1999 University Library Budget allocation (5.8% of the University operating Budget). As in 1998, the Library allocation remains well below percentage allocations at comparable institutions (which average 6.6% according to figures tabled to Senate) and effectively foreshadows further reductions in staffing and collection expenditure in 1999.

Questions

To ensure that the needs of Library users have been addressed by the proposed 1999 budget allocation, what particular modes of consultation have been implemented by senior officers who have direct responsibility for the Library's effective administration?

What role should the Academic Board and the Academic community have in assessing an adequate budget for the operation of the Library at a level commensurate with the strategically identified needs of Library users and the stated goals of the University?

Finally, and most significantly, should comparable funding of the University of Sydney Library continue to fall behind other institutions when i) the Library is identified as the most important piece of research infrastructure in the University; ii) the state of the Library is a core factor in determining the attractiveness and competitiveness of the institution to both potential academics and

students; and iii) there exists clear alternative funding options available which would restore the Library allocation.”

6. Report of the Vice-Chancellor and Principal

6.1 Report on Senate matters

6.1.1 Report of the Senate meeting held on 2 November 1998 Supplementary agenda (tabled)

Recommendation

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting on 2 November 1998.



6.2 General report

7. Report of the Academic Forum

7.1 Report of the meeting held on 19 October 1998 12-15

7.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Academic Forum meeting held on 19 October 1998.

8. Reports of Faculties and Boards

8.1 Faculty of Dentistry 16

8.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Faculty of Dentistry meeting held on 11 September 1998.

8.1.2 Amendment of Senate Resolutions

Recommendation

That the Academic Board recommend the amendment of the Resolutions of the Senate relating to Deans, with effect from 1 January 1999, as set out in the report presented.

8.1.3 Semester dates for the degree of Bachelor of Dental Surgery for 1999

Recommendation

That the Academic Board approve the proposed semester dates for the degree of Bachelor of Dental Surgery for 1999 as set out in the report presented.

8.2 Faculty of Economics 17

8.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Faculty of Economics.

8.2.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Economics

Recommendation

That the Academic Board recommend the amendment of the Resolutions of the Senate relating to the Constitution of the Faculty of Economics, with effect from 1 January 1999, as set out in the report presented.

8.3 Faculty of Education 18-20

8.3.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Faculty of Education.

8.3.2 Semester and vacation dates for 1999

Recommendation

That the Academic Board approve the proposed semester dates for the Faculty of Education for 1999 as set out in the report presented.

8.4 Faculty of Science 21-22

8.4.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Faculty of Science meeting held on 13 October 1998.

8.4.2 Amendment to the Resolutions of the Senate relating to Departments and Schools within the Faculty of Science

Recommendation

That the Academic Board recommend the amendment of the Resolutions of the Senate relating to Departments and Schools within the Faculty of Science, with immediate effect, as set out in the report presented.

8.4.3 Amendment to the Resolutions of the Senate for Student Membership of the Faculties, College Boards and Boards of Studies

Recommendation

That the Academic Board recommend the amendment of the Resolutions of the Senate relating to Student Membership of the Faculties, College Boards and Boards of Studies, with immediate effect, as set out in the report presented.

8.4.4 Proposed amendment to the name of the Sydney University Science Association

Recommendation

That the Academic Board recommend the amendment of the name of the Sydney University Science Association in the Resolutions of the Senate relating to Student Membership of the Faculties, College Boards and Boards of Studies, with immediate effect, as set out in the report presented.

8.4.5 Amendments to the Bachelor of Pharmacy section of the Manual for Examiners 1999

Recommendation

That the Academic Board approve the award of Concessional Supplementary Examinations to those students who enrolled in the Bachelor of Pharmacy degree under the 1990 "old resolutions" as set out in the report presented.

9. Undergraduate Studies Committee

9.1 Report of the meeting held on 20 October 1998 23-26

9.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 20 October 1998.

9.1.2 Initial proposals - New courses/major changes to existing courses

Faculty of Arts

9.1.2.1 Bachelor of Media and Communication 23

Recommendation

That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Arts for the new degree of Bachelor of Media and Communication, for introduction in 2000, as set out in the report presented.

9.1.2.2 Bachelor of Social Sciences 23

Recommendation

That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Arts for the new degree of Bachelor of Social Sciences, for introduction in 2000, as set out in the report presented.

9.1.3 Amendment of the Resolutions of the Senate

Faculty of Economics

9.1.3.1 Bachelor of Commerce (Liberal Studies) 24

Recommendation

That the Academic Board:

- (i) recommend that Senate approve the proposal of the Faculty of Economics for major changes in 1999 to the existing degree of the Bachelor of Commerce (Liberal Studies (Pass degree)); and*
- (ii) recommend that Senate approve the amendment of the Resolutions of the Senate relating to the above degree, with effect from 1 January 1999, as set out in the report presented.*

Board of Studies in Indigenous Studies

9.1.3.2 Change of name of Diploma in Aboriginal Assistants Education 24-25

Recommendation

That the Academic Board recommend that Senate approve the proposal of the Board of Studies in Indigenous Studies for the change of name of the Diploma in Aboriginal

Assistants Education to the Diploma in Education (Aboriginal) to reflect the increasing recognition of the professional status and role of Aboriginal people as educators rather than education assistants, for implementation from 1 January 1999, as set out in the report presented.

9.1.4 Proceedings of the Committee 25-26

Recommendation

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 20 October 1998 relating to the following matters:

1. Uniform reporting of honours grades
2. Faculty of Economics
3. Summer schools and policy on exclusions and credit for units of study
4. Flexible Learning
5. Award of Honours
6. Admissions Working Party/Overseas Qualifications Working Party
7. Minor changes to Resolutions of the Senate relating to courses and units of study since the previous meeting



9.2 Report of the Chair

10. Graduate Studies Committee

10.1 Report of the meeting held on 26 October 1998 27-38

10.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 26 October 1998.

10.1.2 Amendment of the Resolutions of the Senate

Faculty of Agriculture

10.1.2.1 APEC Master of Sustainable Development 27-28, 33-34

Recommendation

That the Academic Board:

- (i) recommend that Senate approve the proposal from the Faculty of Agriculture for the introduction of the new degree, the APEC Master of Sustainable Development, for implementation in 1999; and
- (ii) recommend the amendment of the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.

Faculty of Medicine

10.1.2.2 Master of Medicine in Physical Medicine (Musculoskeletal) 28, 35

Recommendation

That the Academic Board:

- (i) recommend that Senate approve the proposal from the Faculty of Medicine for the introduction of the new degree, the Master of Medicine in Physical Medicine (Musculoskeletal), for implementation in 1999; and

- (ii) recommend the amendment of the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.

10.1.2.3 Master of Pharmaceutical Sciences and Graduate Diploma in Pharmaceutical Sciences 28, 36-38

Recommendation

That the Academic Board:

- (i) recommend that Senate approve the proposal from the Faculty of Medicine for the introduction of the Master of Pharmaceutical Sciences and Graduate Diploma in Pharmaceutical Sciences courses, for implementation in 1999; and
- (ii) recommend the amendment of the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.

10.1.3 Advertising and awareness of equity and scholarship provisions 29

Recommendation

That the Academic Board draw to the attention of faculties the need to indicate the existence of financial support, when available, in advertisements about postgraduate courses.

10.1.4 Proceedings of the Committee 29-32

Recommendation

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 26 October 1998 relating to the following matters:

- (1) Report of the PhD Award Sub-Committee meeting of 20 October 1998
 - (a) Statistics
 - (b) Student cases
 - (c) Resolutions relating to consultation with candidates during the examination process
 - (d) Typographical errors in theses
 - (e) Supervisors as examiners
- (2) Report of the Coursework Sub-Committee
- (3) Ranking procedures for the award of APAs and UPAs
- (4) Proposal from the Faculty of Health Sciences to offer existing courses off-campus
- (5) Reference from the meeting of the Academic Board held on 16 September 1998: Flexible Learning Working Party Report
- (6) Postgraduate Destination Survey
- (7) Higher doctorates
 - (a) Appointment of examiners: degree of Doctor of Science
 - (b) Award of degree: Doctor of Medicine
- (8) Appointment of Working Parties to consider new and amended postgraduate courses
Faculty of Law
- (9) Report on Minor changes to postgraduate courses
- (10) Work in progress



10.2 Report of the Chair

11. Teaching and Learning Committee

11.1 Report of the meeting held on 1 October 1998 39-40

11.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 1 October 1998.

11.1.2 Proceedings of the Committee

Recommendation

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 1 October 1998 relating to the following matters:

1. *Teaching and Learning Showcase*
2. *Assessment policies*
3. *Flexible learning*
4. *P CON*
5. *Award of Honours*

☆ 11.2 Report of the Chair

12. Research Committee

12.1 Report of the meeting held on 15 October 1998 41-46

12.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Research Committee meeting held on 15 October 1998.

☆ 12.1.2 Amendment of Policy relating to Tobacco Company Funding 41

12.1.3 Proceedings of the Committee

Recommendation

That the Academic Board note the proceedings of the Research Committee meeting held on 15 October 1998, as detailed in:

1. **General Business**
2. **Report of the Pro-Vice-Chancellor (Research)**
Cooperative Research Centres
Key Centre proposals
Research Infrastructure
High Performance Computing
3. **Report of the Director, Research and Scholarships Office**
U2000 Fellowships
4. **Report by the Director, Research Development**

☆ 12.2 Report of the Chair

13. Academic and Staffing Committee

13.1 Report of the meeting held on 21 October 1998

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13.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 21 October 1998.

13.1.2 Promotion to Lecturer

Recommendation

That the Academic Board approve the Committee's recommendation that from 1999:

- i) the promotion of Associate Lecturer to Lecturer no longer be referred to a Central Promotions Committee and that the final recommendation be made by the Faculty Promotions Committee; and*
- ii) the membership of the Faculty Promotions Committee be increased to include two members from outside the Faculty.*

13.1.3 Proceedings of the Committee

Recommendation

That the Academic Board note that the Academic Staffing Committee is developing policy on:

Criteria for the Award of Clinical Titles

The Appointment of all Categories of Academic Staff

Promotion of Academic Research-only staff

Criteria for Promotion for Teaching-only Staff



13.2 Report of the Chair

14. General Business

14.1 Report by the Vice-Chancellor and Principal on proctorial matters

Recommendation

That the Academic Board note that a report on proctorial matters was tabled.

14.2 Membership of the Library Committee

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Recommendation

That the Academic Board note the membership of the Library Committee.

AGENDA ITEM 5. Report of the Chair

5.2 General report

5.2.1 New Higher School Certificate Credentials and Breadth of Study Requirements

I seek guidance from the Board on recent proposals from the Board of Studies on breadth of study requirement for the new HSC. The issues have already been canvassed with a working party of the Board on the HSC and will be discussed at the meeting of the Chairs of Academic Boards at Wollongong on November 17.

Present HSC

Under the present HSC arrangements, students are required to present at Year 12 level a minimum of eleven units, as units are currently defined, including one unit of English and at least one unit from a list of humanities/social science/language based subjects and one unit from a list of mathematics/science/technology based subjects.

The UAI (formerly TER) is based on the best ten units (ie, one unit less than the number required for an HSC) subject to the proviso that these must include one unit of English and one unit from each of the two lists, and with some eligibility restrictions on which units may be included in the UAI calculation.

New HSC

The McGaw report recommended that students present ten units for the HSC. In its discussion paper, *New Higher School Certificate Credentials and Breadth of Study Requirements*, the Board of Studies has firstly doubled the unit values of all HSC courses (so that, eg, a present 2 unit course becomes a 4 unit course) and then proposed that the HSC program will require 22 units of study over Years 11 and 12. The units are divided into:

1) Minor Studies

A Minor Study will be achieved on successful completion of a two unit course of study undertaken in either Year 11 or Year 12. It will not involve external assessment/examination.

2) Major Studies

A Major Study will be achieved on successful completion of a four unit sequence of study that incorporates a Minor Study. A Major Study would have involved presentation for external assessment (typically through examination) with results reported on a performance scale.

Students may also undertake

3) Extension Studies

An Extension Study is achieved on completion of additional one or two unit course(s) that extend beyond a Major Study and that provide for learning at depth.

Extension Studies will have involved external assessment with results reported on a performance scale separate from that used for Major Studies.

To be awarded the HSC, students will complete 22 units comprising

- at least four Major Studies (totalling 16 units) -
of which one is in an English Course,

and

- at least one course (as a Minor or Major Study) from each of the lists of humanities/social sciences/languages courses and mathematics/science/technology courses.

This means that a student could take for the HSC examination and hence for the UAI all their units in either the humanities/social sciences/languages areas or in the

mathematics/sciences/technology areas. The requirements for breadth of study would be satisfied by taking a minor study, which is not externally examined.

Issues for discussion:

- How many units should be counted for the UAI, ten? nine? eight?
- Are we happy for the breadth of study requirement to be met by a minor study (normally done in Year 11 and not externally examined)?
- Should we take the opportunity to require two units of English for inclusion in the calculation of the UAI?

AGENDA ITEM 7. Report of the Academic Forum

7.1 Report of the Academic Forum meeting of 19 October 1998

The Forum met on 19 October 1998.

1. Forum focus: "Future University: What kind of university"

Professor Anderson and Dr Fekete opened the discussion by presenting their views on the university of the future. This was followed by brief comments by Mr Trudinger and Professor Lawler.

Professor Anderson commented that universities had undergone great change in recent years and were now much larger and more complex institutions with many more students. Accompanying these changes was a reduction in public funding and, hence, severe competition for the discretionary dollar and for students, both domestic and international.

Universities also had to meet:

- increasing regulation by government;
- greater demand for accountability;
- more complex laws relating to industrial relations;
- a growth in the number of stake-holders;
- equity expectations; and
- professional requirements.

The University of Sydney needed to:

- allow the Academic Board and the professoriate to provide strategies and tactical academic leadership;
- vest stewardship of academic quality assurance with the Academic Board;
- review academic structure to promote leading-edge, transdisciplinary scholarship;
- improve the honours ratio from 10% to 20-25% of the graduating cohort;
- enhance leadership potential of all students;
- set mainstreaming of Aboriginal education as a major equity goal;
- review the conjunction of centralised/devolved administration and co-ordinate revenue generation;
- develop a matrix of recognition/reward systems as part of ERS;
- provide performance enhancement for performance management;
- promote modern collegiality through representative forums and enterprise bargaining;
- have a coherent policy on on-line education and partnerships;
- align with comparable institutions for benchmarking.

Dr Fekete argued that the University of Sydney should have a clear, widely publicised aim, which was understood and appreciated by the wider community. The contribution of the University and its graduates should be that of finding the solutions to hard and important problems. Academic impact occurred when researchers elsewhere built upon results obtained or answered questions asked. Evidence for commercial impact could be measured in new companies being formed out of ideas that had been generated, or existing companies changing their manufacturing or organisational processes because of work done by universities. Community impact could be a wide audience discussing a book or a profession changing its practice because of suggestions made.

Dr Fekete foresaw a two-fold organisation for the University, combining stable and innovative elements. The key was for the hierarchy to remain, but complemented by a diverse collection of "clusters" or specialist centres, each focussed on a particular sort of problem.

The most important change in the hierarchy should be that staff had a continued (secure) appointment for only part of their workload, for example half-time positions in departments. This would remove the current complacency of tenured staff whilst it avoided the stress found in staff in research centres, etc.

Future teaching would result in a shift from lecture based teaching to small-group interpersonal interaction, where students could engage in critical dialogue with staff and other students as well as being aimed at "non-majors". Summative assessment would also be separated from teaching as for many students, especially non-majors, the need for knowledge did not come with a need for certification.

Clusters would be independent specialist groups dealing with a focussed class of important problems. Staff would work in clusters on a short-term contract or possibly fee for service to supplement work and salary from their departmental appointments. Students would participate as members of problem solving teams whilst at the same time gaining academic credit towards their degree. These clusters would not remain static, but change continually in response to changing opportunities.

Apart from the specific actions described above other essential changes might include:

- breaking the current monopoly held by departments and faculties on approving new units of study;
- meeting budget cuts or unfunded salary rises by reducing all staff to fractional appointments; and
- starting seed funding for clusters which have an impact on the community.

In conclusion, Dr Fekete expressed his belief that the University of Sydney had a head start over other universities in Australia through greater diversity, the traditional emphasis placed on honours degrees and its central location.

Mr Trudinger argued the view that students had participated in the governing of universities since their beginning. Universities of the future were here now - they were a continually changing entity. The university of the future would involve students in both policy direction, management and leadership. Of equal importance was the guarantee of community funding to provide equitable mechanisms in the production of knowledge.

Professor Lawler suggested that the University must set its sights further ahead than the next Federal budget. As the University moved from the industrial/scientific age to the information age there were disciplines yet to be identified and areas of knowledge yet to be named. The University of Sydney was ideally placed to take advantage of this as it had acquired many new disciplines in the takeovers of the late 1980's and early 90's.

During discussion the following points were raised:

- in a university environment, there was tension between individual and institutional competition – how do you maintain a balance without risking producing something mediocre;
- the University needed to consider the way it rewarded and valued people;
- the concept of clusters was too open;
- many of the points raised were inward looking – the University needed to look out at the changing society and the changing workforce and respond to these changes quickly;
- there was no mention of academic freedom which was being encroached daily;
- there was a feeling of disillusionment amongst younger members of staff which needed to be addressed;
- the University needed to look ahead of the market and not be driven by the market;
- if the University wished to compete internationally, it needed to cover a large range of areas in order to attract students;
- the University needed to know what it did well, and what it wanted to do well in the future;

- governments and industry needed to be persuaded that expenditure on research should be viewed as an investment, not a cost.

Professor MacAulay thanked all speakers for their contribution to the discussion of this topic.

2. Question time

2.1 Library funding

A question was raised referring to an article in the *Sydney Morning Herald* which stated that the funding level for libraries at the University of Sydney was approximately 1% lower than that of the GO8 average. The Vice-Chancellor was asked what guarantee could the University give to increasing funding for the library to a level comparable with this average.

In response, the Vice-Chancellor said that no guarantees could be given. In the first place there were difficulties in obtaining effective comparative figures and, more importantly, the new Librarian was reviewing library organisation and needs through an extensive process which included wide consultation. The Vice-Chancellor had already provided additional funds to ensure that there was no long-term deterioration while the results of this investigation were awaited.

2.2 Alumni

A member of the Forum asked about the University's long range strategic plan for developing a more pro-active stance vis-a-vis alumni.

The Vice-Chancellor replied that Senate had received a report recommending that the University invest substantially in the area of development which addressed the issue of alumni. A Development Office was to be established to report directly to the Vice-Chancellor, and a committee had been set up to advise on development, the committee comprising the Chancellor, the Vice-Chancellor, the Chair of the Finance Committee (Mr P Burrows), Mr J McCarthy QC, Mrs R Kaldor and Professor J Kinnear.

2.3 Information Technology Committee

A Forum member asked that as the Information Technology Committee was no longer an Academic Board committee, was it presumed that information technology was no longer an academic issue and how would student input be taken into account.

Professor Pesman explained that the Academic Board had recommended the disestablishment of the Library and Information Technology Committee and its replacement with a Library Committee. The Board was of the view that information technology issues were relevant to many areas and were best dealt with by the appropriate Board committee.

In the matter of student input, Professor Pesman noted that students were represented on a number of sub-committees of the Information Technology Committee.

2.4 1999 Budget

The Vice-Chancellor was asked if he could inform the Forum about considerations taken into account when developing the 1999 Budget.

The Vice-Chancellor reported that there was ongoing external pressure on the University. There was still part of the current government cutback to flow through together with the latest salary increases.

The University, in the 1999 budget had concentrated on income generation as opposed to staff and expenditure cuts. There had been increases in coursework postgraduate fees, overseas fee paying students and a slow but promising start to

domestic fee paying students. As faculty reserves and some carry forwards were currently being consumed, the University needed to further expand its income generation to prevent a negative budget situation.

As mentioned previously, Senate had agreed to release some reserves in order to enhance investment in development functions. In addition, Senate agreed to provide funds for restructuring, where this meant an arrangement where there would be an increase in overall efficiency, and in principle, either provide money for redundancies, or for interest payments on monies borrowed for payment of redundancies.

3. Proceedings of the Forum

3.1 Report of the Chair of the Academic Forum

3.1.1 Academic Forum Elections

3.1.1.1 Chair of the Academic Forum

Professor MacAulay congratulated Professor Sefton on her election to the Chair of the Academic Forum from 31 October 1998.

3.1.1.2 Non-professorial members of the Academic Forum

The Chair also congratulated the following other newly elected members of the Forum.

Architecture	Associate Professor A Rubbo
Arts	Dr A Brew
Dentistry	Miss C Price
Economics	Dr D Brennan Dr G Butler Dr M Di Francesco
Education	Dr C O'Brien
Health Sciences	Dr P Knight Ms K Refshauge
Law	Associate Professor R Atherton
Medicine	Associate Professor R Mason Associate Professor C Murphy Associate Professor E Mylecharane Ms M Pegler Associate Professor C dos Remedios Dr B Morris
Science	Dr A Fekete Dr A Nelson
Graduate School of Business	Dr P Walsh
Orange Agricultural College	Associate Professor E Hunt
Sydney Conservatorium of Music	Dr M Halliwell

3.1.2 Casual Vacancies

Professor MacAulay noted the withdrawal of Dr DR Hodgson as a nominee for a casual vacancy in the Faculty of Veterinary Science and welcomed Associate Professor Dragovich, Dr Weiss and Dr Hunt as non-professorial members of the Forum.

3.2 Report from the Chair of the Academic Board

AGENDA ITEM 8. Reports of Faculties and Boards

8.1 Report of the Faculty of Dentistry

The Faculty met on 11 September 1998.

1. Amendment of Senate Resolutions

The Faculty recommends that the Senate Resolutions relating to Deans (pp 94-95 of the 1998 Calendar) be amended as follows.

Sub-Deans

Section 6 is amended

- 1) by inserting the following new subsection:
 - (2) In the case of the Faculties within the College of Health Sciences, that is, the Faculties of Dentistry, Health Sciences, Nursing and Medicine, a Faculty may elect from the members of the Faculty one or more persons who shall be Sub-Dean or Sub-Deans to assist the Dean in the exercise of her or his duties or powers.
- 2) by renumbering subsections (2) and (3) as subsections (3) and (4) respectively.

The purpose of the amendment is to recognise the partnership between the Faculties of the College of Health Sciences and their Teaching Hospitals in joint educational research and patient care responsibilities. The amendment would expand the electorate for Sub-Dean to include all members of Faculty and permit the appointment of appropriate members of the Teaching Hospitals. Such members might include the Directors of Clinical Schools or Directors of Clinical Services.

The amendment has the support of all Deans of Faculties within the College of Health Sciences.

2. Semester dates for the degree of Bachelor of Dental Surgery for 1999

The Faculty recommends that Semester dates for the degree of Bachelor of Dental Surgery in 1999 be as prescribed by the Academic Board for the University in general, except that:

1. First Semester for Third Year, Fourth Year and Fifth Year would commence on 11 February, 29 January and 25 January, respectively.
2. Second Semester for Third Year, Fourth Year and Fifth Year would commence on 19 July, 19 July and 26 July, respectively.

These dates do not affect members outside the Faculty and follow consultation with students through the Staff/Student Liaison Committee.

8.2 Report of the Faculty of Economics

Background:

During recent discussions about the restructuring of the Faculty of Economics for the Year 2000, members of the general staff expressed concern that, under the Faculty regulations, they were not entitled to attend or vote at Faculty meetings. Consequently, representations were made to the Faculty Management Advisory Committee (FACMAC) on behalf of the staff. The current regulations of other Faculties were examined and several options were discussed.

The proposed amendment recognises the fact that the agendas of faculty meetings often include important decisions which effect both academic and general staff and many issues require the input of senior administrative and technical staff.

The following proposal was passed unanimously by academic members of staff at the Faculty meeting on 25 September 1998 and is seen as an acknowledgment of the contribution of general staff to the Faculty.

Amendment of the Resolutions of the Senate: Constitution of the Faculty of Economics

The Faculty **recommends** that the Resolutions of the Senate relating to the Constitution of the Faculty (p 333, 1998 Calendar, Vol I, Statutes and Regulations) be amended to the following effect from 1 January 1999.

Section 1. is amended by the addition of the following new sub-section:

- (e) Up to five members of general staff nominated by the Dean on the recommendation of the FACMAC, including one from each of the following areas: technical services, financial services, administration, research assistants.

8.3 Report of the Faculty of Education

Semester and vacation dates for 1999

On behalf of Faculty, the Dean seeks the Board's approval for the following variations from the University's semester and vacation dates for 1999.

- Bachelor of Education (Secondary) (Humanities and Social Sciences) and (Mathematics) third and fourth years:
Two weeks of the practicum to be undertaken in the weeks commencing 8 and 15 February 1999.
One week of the practicum to be undertaken in the week commencing 19 July 1999.
- Bachelor of Education (Secondary) (Human Movement and Health Education) fourth year:
Two weeks of the practicum to be undertaken in the weeks commencing 8 and 15 February 1999.
- Bachelor of Education (Secondary) (Technical and Applied Studies) third and fourth years:
Two weeks of the practicum to be undertaken in the weeks commencing 8 and 15 February 1999.
- Bachelor/Master of Teaching second year:
One week of the internship to be undertaken in the week commencing 19 July 1999 and the three day post-internship conference to be held on 27 to 29 September 1999.

These arrangements are proposed to better meet the needs of the cooperating schools and to avoid pressure on the students. Students have been consulted. The majority were satisfied with the arrangements. Special arrangements have been made for a very small number of students for whom the two weeks of practicum in February presented a difficulty. Where students are undertaking units of study in other faculties, none of these dates conflicts with teaching weeks in those faculties.

A table setting out the dates is attached.

Date	Uni week	MTeach Year 1	MT1 Phase	MTeach Year 2	MT2 Phase	BEd Sec	BEd Prim	BEd HMHED	BED TAS	Di ter
8-Feb						(Prac)		(Prac)	(Prac)	1
15-Feb						(Prac)		(Prac)	(Prac)	1
22-Feb	Orien t	25th Feb (Thurs)- Orientation		26th Feb (Fri) - Orientation						1
1-Mar	1	Study 1 + Info Tech	I - 1	Study 1, 2	IV - 1	1A	1	1	1	1
8-Mar	2	Study 1 + Info Tech	I - 2	Study 1, 2	IV - 2	1A	2	2	2	1
15-Mar	3	Study 1 + Info Tech	I - 3	Study 1, 2	IV - 3	1A	3	3	3	1
22-Mar	4	Study 1 + Info Tech	I - 4	Study 1, 2	IV - 4	1A	4	4	4	1
29-Mar	5	Study 1 + Info Tech	I - 5	Study 1, 2	IV - 5	1A	5	5	5	1
5-Apr	AVCC	EASTER		EASTER						Ho
12-Apr	6			Study 1, 2		1A				Ho
19-Apr	7	Excursions week	I - 7	Independent tasks	IV - 7	1B	7	7	7	
26-Apr	8	Study 1,2, Health, Options	II - 1	Practicum		1B	8	8	8	2
3-May	9	Study 1,2, Health, Options	II - 2	Practicum		1B	9	9	9	2
10-May	10	Study 1,2, Health, Options	II - 3	Practicum		1B	10	10	10	2
17-May	11	Study 1,2, Health, Options	II - 4	Practicum		1B		11	11	2
24-May	12	Study 1,2, Health, Options	II - 5	Study 1, 2	V - 1	1B	(Prac)	12	12	2
31-May	13	Study 1,2, Health, Options	II - 6	Study 1, 2	V - 2		(Prac)	(Prac)	(Prac)	2
7-Jun		Study 1,2, Health, Options	II - 7	Study 1, 2	V - 3	(Prac)	(Prac)	(Prac)	(Prac)	2
14-Jun	StuVa c	Study 1,2, Health, Options	II - 8	Independent tasks	V - 4	(Prac)	(Prac)	(Prac)		2
21-Jun	Exam s	Independent tasks	II - 9	Mid-Year Break		(Prac)		(Prac)		2
28-Jun	Exam s	Mid-Year Break		Mid-Year Break		(Prac)				2
5-Jul	AVCC	Mid-Year Break		Mid-Year Break						Ho
12-Jul		Mid-Year Break		Mid-Year Break						Ho
19-Jul		Mid-Year Break		Internship		(Prac)				3
26-Jul	1	Study 1,2, Options	III - 1	Internship		2A	1	1	1	3
2-Aug	2	Study 1,2, Options, Prac monday	III - 2	Internship		2A	2	2	2	3
9-Aug	3	Study 1,2, Options, Prac monday	III - 3	Internship		2A	3	3	3	3
16-Aug	4	Study 1,2, Options, Prac monday	III - 4	Internship		2A	4	4	4	3
23-Aug	5	Practicum		Internship		2A	5	5	5	3
30-Aug	6	Practicum		Internship		2A	6	6	6	3
6-Sep	7	Practicum		Internship		2B	7	7	7	3
13-Sep	8	Practicum		Internship		2B	8	8	8	3
20-Sep	9	Practicum		Internship		2B	9	9	9	3
27-Sep	AVCC	Mid-Semester Break		Post-Intern Conference 27-29th						Ho
4-Oct	10	Study 1,2, Options	III - 5			2B	10	10	10	Ho
11-Oct	11	Study 1,2, Options	III - 6			2B		11	11	4
18-Oct	12	Study 1,2, Options	III - 7			2B		12	12	4
25-Oct	13	Study 1,2, Options	III - 8				(Prac)	(Prac)		4
1-Nov	14	Study 1,2, Options	III - 9				(Prac)	(Prac)		4
8-Nov	StuVa c	8th: Phase III; 9-12th Independent study					(Prac)	(Prac)		4

15-Nov	Exam s										4
22-Nov	Exam s										4
29-Nov	Exam s										4

PRACTICE TEACHING

- BEd Pri 2nd Yr 8 days = 1 day per week from 2Aug - 20Sept
- BEd Pri 3rd Yr 24 days = 12 days (4 days per week from 27May - 15June) plus 12 days (4 days per week from 25Oct - 12Nov)
- BEd Pri 4th Yr 28 days = 15 days (5 days per week from 31May - 18June) plus 13 days (5 days per week from 27Oct - 12Nov)

- BEd 3rd Yr 20 days = 10 days (5 days per week from 8Feb - 19Feb) plus 10 days (5 days per week from 31May - 11June)
- TAS
- BEd 4th Yr 20 days = 10 days (5 days per week from 8Feb - 19Feb) plus 10 days (5 days per week from 31May - 11June)
- TAS

- BEd Sec 2nd Yr 15 days = various from 7June - 23July
- BEd Sec 3rd Yr 20 days = 10 days (5 days per week from 8Feb - 19Feb) plus 10 days (various) from 7June - 23July
- BEd Sec 4th Yr 30 days = 10 days (5 days per week from 8Feb - 19Feb) plus 20 days (various) from 7June - 23July **

- BEdHM 2nd Yr 15 days = 5 days per week from 25Oct - 12Nov in Primary schools
- HEd
- BEdHM 3rd Yr 20 days = 20 days (5 days per week from 31May - 25June)
- HEd
- BEdHM 4th Yr 30 days = 10 days (5 days per week from 8Feb - 19Feb) plus 20 days (5 days per week from 31May - 25June) **
- HEd

** 1999 only

8.4 Report of the Faculty of Science

The Faculty met on 13 October 1998

The Faculty of Science resolved that the following items be referred to the Academic Board for consideration:-

(1) **Amendment to the Resolutions of the Senate relating to Departments and Schools within the Faculty of Science**

The Faculty **recommends** that the Resolutions of the Senate relating to Departments and Schools within the Faculty be amended as follows with immediate effect:

(pg 608, 1998 Calendar, Volume 1, Statutes and Regulations)

Departments and Schools within the Faculty

Delete

or Bachelor of Medical Science

Insert instead

Bachelor of Medical Science, Bachelor of Psychology, or Bachelor of Computer Science and Technology

The purpose of the amendment is to reflect the addition of new degrees in the Faculty.

(2) **Amendment to the Resolutions of the Senate for Student Membership of the Faculties, College Boards and Boards of Studies**

The Faculty **recommends** that the Resolutions of the Senate relating to student membership of faculties be amended as follows with immediate effect:

(pg 86, 1998 Calendar, Volume 1, Statutes and Regulations)

Section 15 (a)

Delete

or Bachelor of Medical Science

Insert instead

, Bachelor of Medical Science, Bachelor of Computer Science and Technology or Bachelor of Psychology

The purpose of the amendment is to reflect the addition of new degrees in the Faculty.

(3) **Proposed amendment to the name of the Sydney University Science Association**

The Faculty **recommends** that the Resolutions of the Senate relating to student membership of faculties be amended as follows with immediate effect:

(pg 86, 1998 Calendar, Volume 1, Statutes and Regulations)

Section 15 (a)

Delete

Sydney University Science Association

Insert instead

Sydney University Science Society

The purpose of the amendment is to reflect the change in name of the Association.

(4) Amendments to the Bachelor of Pharmacy section of the Manual for Examiners 1999

The Faculty **requests** approval for the Department of Pharmacy to continue to use Concessional Supplementary Examinations only for those students who are enrolled under the Old Resolutions of 1990. (These students must complete the degree under the old resolutions by 31 December 2001).

AGENDA ITEM 9.

Report of the Undergraduate Studies Committee

9.1 Report of the Undergraduate Studies Committee meeting of 20 October 1998

The Committee met on 20 October 1998. There were present: Professor Jocelyn Lawler (Chair), Associate Professor Geoff Barton, Professor Ben Boer, Mr Hal Davey, Associate Professor Lloyd Dawe, Dr David Evans, Dr Ross Gilbert, Associate Professor Christopher Gillies, Dr Jim Kitay, Dr Edith Lees, Ms Kristine Sodersten, Ms Aileen McAuliffe, Dr Michael Walsh and Mr Ross Wilson. Mrs Lynda Rose was in attendance.

1. Initial proposals - New courses/major changes to existing courses

1.1 Faculty of Arts

1.1.1 Bachelor of Media and Communication

Media and Communications was a significant area of study not currently available at the degree level at the University of Sydney. Its introduction would enhance the University's list of offerings by providing a program not only to cater for this demand but also one which would be distinguished from similar programs at UNSW and UTS by the additional year of study, which would enable candidates to study in depth (for example, a language) beyond the vocational focus of the program.

The Committee agreed that the proposal be recommended to the Academic Board providing it was understood that the degree was the responsibility of the Faculty of Arts.

Recommendation

That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Arts for the new degree of Bachelor of Media and Communication, for introduction in 2000.

1.1.2 Bachelor of Social Sciences

The Faculty of Arts had submitted an initial proposal for the new, fundamentally repackaged degree, the Bachelor of Social Sciences, for introduction in 2000.

The Social Sciences were a significant area of study not currently available at the named degree level at the University of Sydney. The introduction of a Bachelor of Social Sciences would enhance the University's list of offerings by providing a focussed program which would enable candidates to study in depth over the four years, to take units of study developed specifically for the program (eg 'Issues in Social/Political/Economic Theory' and 'Methods of Social Science Research') in combination with units of study in Statistics necessary for Social Science research and to participate in an internship program.

The Committee accepted the proposal in principle and agreed to forward to the Academic Board with the proviso that the proposal went back to the working party to finalise outstanding details.

Recommendation

That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Arts for the new degree of Bachelor of Social Sciences, for introduction in 2000.

2. Amendment of the Resolutions of the Senate

2.1 Faculty of Economics

2.1.1 Bachelor of Commerce (Liberal Studies)

The Faculty of Economics has submitted a full proposal for the introduction in 1999 of major changes to the existing degree of Bachelor of Commerce (Liberal Studies)

This was a structural change only to the degree, in order to conform with the pattern of 24 credit points per semester which is required by the Academic Board by the Year 2000.

An initial proposal was not necessary and, as the changes to the degree are in order to conform to the 24 credit points per semester, there was no requirement for a Library Impact Statement.

Recommendation

That the Academic Board:

- (i) recommend that Senate approve the proposal of the Faculty of Economics for major changes in 1999 to the existing degree of the Bachelor of Commerce (Liberal Studies (Pass degree)) ; and
- (ii) recommend that Senate approve the amendment of the Resolutions of the Senate relating to the above degree, with effect from 1 January 1999 as detailed below (amended section in italics):

Bachelor of Commerce (Liberal Studies)

The Resolutions of the Senate relating to the degree of Bachelor of Commerce (Liberal Studies) (p. 389, *Calendar 1998, Vol I*) are amended to the following effect from 1 January 1999:

- by replacing part of the existing section 9 with the following new part of section 9:
 9. In order to qualify for the award of the degree a candidate shall complete units of study to the value of 192 credit points, which shall include:
 - (i) not less than 100 credit points from Table A;

2.2 Board of Studies in Indigenous Studies

2.2.1 Change of name of Diploma in Aboriginal Assistants Education

The Board of Studies in Indigenous Studies at its meeting held on 11 September 1998 resolved to recommend the change of name of the Diploma in Aboriginal Assistants Education to the Diploma in Education (Aboriginal), for introduction in 1999.

The proposal for the name change was to reflect the increasing recognition of the professional status and role of Aboriginal people as educators rather than education assistants. It was also due to the articulation of the new Diploma with the proposed Bachelor of Education conversion program.

The Koori Centre had talked to the Department of Education and Training, to past and present students and to the Faculty of Education. All agreed that this change was appropriate.

The Committee agreed to the proposed name change with the following addition to the recommendation:

“to reflect the increasing recognition of the professional status and role of Aboriginal people as educators rather than education assistants.”

Recommendation

That the Academic Board recommend that Senate approve the proposal of the Board of Studies in Indigenous Studies for the change of name of the Diploma in Aboriginal Assistants Education to the Diploma in Education (Aboriginal) to reflect the increasing recognition of the professional status and role of Aboriginal people as educators rather than education assistants.

3. Proceedings of the Committee

3.1 Uniform reporting of honours grades

The Chair reported that meetings had been held with Professors Sefton and Pesman and with Deans whose faculties used WAMs. There was now a clearer understanding of the differences between faculties in relation to definitions of honours, the student achievement required to enrol in an honours course, and the manner in which grades are calculated.

It was agreed at the meeting to recommend that faculties be required to produce a statement in their handbook about how honours was achieved and what the grade reflected and how it was determined.

The issue of uniformity between faculties was more difficult. It was agreed that the best way to resolve this issue might be to work with the new assessment policies from the Teaching and Learning Committee.

3.2 Faculty of Economics

Dr Kitay reported that the Faculty of Economics had approved the 24 credit point/semester, 48 credit point/year structure. It was hoped to implement this change to the Bachelor of Commerce (Liberal Studies) in 1999 with the remainder to be implemented in 2000.

3.3 Summer schools and policy on exclusions and credit for units of study

The Chair reported generally, and the Committee is awaiting further advice.

3.4 Flexible Learning

The Committee felt that many faculties had made many of their degrees more flexible, particularly in the last five years..

It was noted that there were a number of important variables to consider across faculties and in the degrees offered by faculties. These included:

- the amount of flexibility already achieved;
- restrictions placed externally due to professional requirements, etc;
- mid-year intake; and
- other commitments of students.

It was agreed by the Committee that no specific recommendations could be forwarded to the Academic Board at this time.

3.5 Award of Honours

The Committee agreed that there was a need to achieve consistency across the University in relation to qualification by students for entry into honours. It was hoped that a new policy could be in place by 2000.

3.6 Admissions Working Party/Overseas Qualifications Working Party

Associate Professor Dawe reported to the Committee that it had been agreed that the Overseas Qualifications Working Party and the Admissions Working Party would amalgamate with Associate Professor Painter to act as Chair. The current issue being considered was that of credit transfer.

3.7 Minor changes to Resolutions of the Senate relating to courses and units of study since the previous meeting

The Committee noted minor changes from the Faculty of Architecture, the Faculty of Engineering, the Faculty of Law, the Faculty of Veterinary Science and the Board of Studies in Indigenous Studies.

AGENDA ITEM 10.

Report of the Graduate Studies Committee

Report of the Graduate Studies Committee meeting held on 26 October 1998

The Committee met on 26 October 1998 when there were present: the Chair, Professor J R Lawrence, presiding, Mr B Buckley, Associate Professor K C Kwok, Dr M J Mahony, Associate Professor A F Masters, Dr P McCallum, Associate Professor A Mitchell, Dr R Mitchell, Associate Professors F Nicholas, R Ross and C D Shorey, Professor D Siddle, Miss C Tabrett, Mr D Trudinger and Professor D M Walker. Miss E R Ring was in attendance.

1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 26 October 1998.

2. Amendment of the Resolutions of the Senate

(1) Faculty of Agriculture: APEC Master of Sustainable Development

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Agriculture for the introduction of the new degree, the APEC Master of Sustainable Development.

The aim of the proposal is to provide an interdisciplinary program in the area of sustainable development which provides the opportunity for tertiary institutions from the Asia-Pacific region to collaborate and jointly develop a postgraduate education program. It is proposed by the Faculty of Agriculture as a con-joint degree with the University of Queensland, University of Malaya and the Asian Institute of Management, Philippines with the technical details of the program managed by the Research Institute for Asia and the Pacific (RIAP).

The proposal is for an intensive postgraduate level course with high-quality and challenging training taught over short periods in each of the con-joint institutions. The course will also be designed to strengthen the analytical capacity of the participants. Group activity will be essential, a substantial research project is incorporated into the program and interaction with senior managers and advisers in their respective countries will be part of the program. The extent, level of the content and need for independent work will exceed that of upper level undergraduate courses.

The course is designed to support the APEC objective of human resources development in the area of resource sustainability. The course will also support the internationalisation objectives of the University of Sydney and the development of strength in postgraduate studies. The course and its development is supported under the APEC Program for Human Resources Development and is funded by AusAid and the Department of Employment Education, Training and Youth Affairs (DEETYA) for the first year.

This proposal represents an exciting and important initiative for the University. It is a conjoint venture in which the University of Sydney is the senior partner and is the degree-awarding institution. It is also innovative in that the University's involvement spans five faculties and RIAP, with the prospect of other faculties becoming involved at later dates. As such, it is a "first" for the University and represents the first truly University-level master's degree. Under current University arrangements the degree has to be awarded by a faculty, and it is agreed that the Faculty of Agriculture will be the "home" faculty. Current funding is for a pilot program but the structure set-up here will be a more permanent one.

The Committee **recommends** to the Academic Board that:

- (i) the proposal from the Faculty of Agriculture for the introduction of the new degree, the APEC Master of Sustainable Development, for implementation in 1999, be approved; and
- (ii) the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out below. *(Pages 33-34)*

(2) Faculty of Medicine

(a) Master of Medicine in Physical Medicine (Musculoskeletal)

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Medicine for the introduction of a new degree, the Master of Medicine in Physical Medicine (Musculoskeletal).

In 1995, the Faculty of Medicine introduced the Graduate Diploma in Physical Medicine (Musculoskeletal), and this proposal is for the introduction of an additional program leading to the degree of Master of Medicine in Physical Medicine (Musculoskeletal). The proposed program incorporates the two-year, part-time Diploma course, and is offered over three years, part-time. Potential candidates would be General Practitioners; it is likely that a number of applicants would be overseas students from Malaysia, Singapore and Hong Kong.

The Committee **recommends** to the Academic Board that:

- (i) the proposal from the Faculty of Medicine for the introduction of the new degree, the Master of Medicine in Physical Medicine (Musculoskeletal), for implementation in 1999, be approved; and
- (ii) the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out below. *(Page 35)*

(b) Master of Pharmaceutical Sciences and Graduate Diploma in Pharmaceutical Sciences

At its August meeting, the Committee considered a report from the Faculty of Medicine advising that, as a result of an agreement that the Faculty of Medicine deal with the administration of postgraduate student matters of the Department of Pharmacy, the Faculty at its meeting on 9 July 1998 had approved a recommendation by the Department of Pharmacy that the degree of Master of Science and the Graduate Diploma in Science offered by the Department of Pharmacy be renamed the Master of Science in Pharmacy and the Graduate Diploma of Science in Pharmacy.

The Committee endorsed the proposal and recommended to the Board that it be approved. The item was withdrawn from the Committee's report to the September meeting of the Academic Board as a result of concerns raised in respect of the use of the word "Science" in the proposed nomenclature for the courses in Pharmacy to be offered through the Faculty of Medicine.

The Committee noted that, following negotiations with the interested parties, agreement has been reached that the programs in the Master of Science and Graduate Diploma in Science offered by the Department of Pharmacy be introduced in the Faculty of Medicine as the Master of Pharmaceutical Sciences and Graduate Diploma in Pharmaceutical Sciences respectively.

The Committee **recommends** to the Academic Board that:

- (i) the proposal of the Faculty of Medicine for the introduction of the Master of Pharmaceutical Sciences and Graduate Diploma in Pharmaceutical Sciences courses, for implementation in 1999, be approved; and
- (ii) the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out below. *(Pages 36-38)*

3. Advertising and awareness of equity and scholarship provisions

The Committee noted that SUPRA had expressed concern that there was no indication in advertisements of postgraduate courses being offered of the availability of scholarships and HECS Equity places. SUPRA requested that all departments and faculties, when advertising postgraduate courses (and especially fee-paying courses), indicate the existence of financial support when this is available.

The Committee agreed to endorse this request and to recommend that the Board draw this to the attention of faculties.

4. Proceedings of the Committee

(1) Report of the PhD Award Sub-Committee meeting of 20 October 1998

(a) Statistics

The Committee noted the following report from the Sub-Committee:

Reports from faculties for the third quarter of 1998

The reports from faculties were noted by the Sub-Committee. It was agreed that the PhD Award Sub-Committee would, in addition to these reports, compile its own report, for analysis, of PhDs referred to the Sub-Committee.

The quarterly report from faculties to the PhD Award Sub-Committee on PhDs awarded at faculty level from July to September 1998 is tabulated below. No PhDs were awarded at Faculty level in the period April to June by the Faculties of Architecture, Dentistry and Nursing, the Sydney Conservatorium of Music, Orange Agricultural College and the Graduate School of Business.

Faculty	Award	Award Subject to	
		Correction of typographical errors	All emendations
Agriculture	0	1	6
Arts	6	6	3
Economics	1	0	0
Education	1	4	0
Engineering	3	3	6
Health Sciences	1	0	0
Law	0	0	1
Medicine	4	1	16
Science	0	6	9
Veterinary Science	1	1	1

Summary of examination times

The summary is for the PhDs awarded directly at Faculty level without further qualification, subject to typographical corrections, or subject to all emendations. The time of examination is calculated as the number of days between the date that the thesis was submitted and the date that the candidate was informed of the result (that is, the date of the letter informing of award or award subject to typographical corrections or emendations). Where time is expressed within specified months this is based on the day of the months of submission and notification of award.

Faculty	Total	Number awarded within specified months from submission								
		2 mths	3 mths	4 mths	5 mths	6 mths	7 mths	8 mths	9 mths	>9 mths
Agriculture	7	1	1	1	3					
Arts	15			4	6	2	1	1		1
Economics	1		1							
Education	5				3				2	
Engineering	12		1	2	3	5	1			
Health Sciences	1				1					
Law	1									1
Medicine	21			7	4	5	3	2		
Science	15	2	4	4	5					
Vet Science	2				1					1
TOTAL	80	3	7	18	26	12	5	3	2	3

An explanation for the long delays in awarding degrees to two of their candidates was not received from the Faculty of Education but had been requested.

During discussion of this item, the Committee noted a report from the Pro-Vice-Chancellor (Research) that the AVCC had resolved to recommend that the research higher degree component of the Composite Index be raised from 5% to 10%. Completion rates at Sydney University had improved substantially in 1996-7, and it was important that this trend be maintained.

(b) Student cases

The Committee noted that:

Doctor of Philosophy

- the award of the degree had been approved, subject to emendations;
- following new information received and a review of its original decision, the Sub-Committee amended its decision in respect of a candidate in the Faculty of Science (*viz* that the candidate not be awarded the degree, but be permitted to revise and resubmit) and approved the award of the degree, subject to emendations;
- the degree had not been awarded to one candidate in the Faculty of Medicine who had been permitted to revise and resubmit; and
- examiners had been appointed for 34 candidates.

(c) Resolutions relating to consultation with candidates during the examination process

The Committee noted the Sub-Committee's report that an anomaly existed in the Resolutions relating to the examination process in that there was provision for candidates to respond to a faculty decision that the candidate be required to revise and resubmit but no such provision in respect of the same decision made by the Sub-Committee. The Sub-Committee was of the view that the same provisions for response by candidates should apply to both faculty and Sub-Committee decisions.

The Committee endorsed the Sub-Committee's view and agreed to ask Associate Professor Masters to give consideration to an appropriate amendment to the Resolutions.

(d) Typographical errors in theses

The Committee noted that information was being collected to establish the methods applied by other institutions to the issue of typographical errors

in theses and that a working party would be formed to report to the Committee on this matter.

(e) **Supervisors as examiners**

During discussion of the Sub-Committee's report, the Committee briefly debated the issue of whether or not supervisors should be examiners, noting some of the arguments that had been made in the past in respect of this issue. The Committee agreed to ask Associate Professor Masters to ask the Sub-Committee to report and make recommendations to the Committee on this matter.

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

The Committee received the report of the meeting of the Coursework Sub-Committee held by circulation on 12 October 1998 and noted that the Sub-Committee was addressing the following matters:

- conjoint ventures in postgraduate coursework;
- length of candidature;
- postgraduate course structures;
- credit for units of study at postgraduate level; and
- template for Senate Resolutions.

(3) **Ranking procedures for the award of APAs and UPAs**

The Committee noted that there were two representatives from each College on the Postgraduate Awards Sub-Committee and that each one would be present at the ranking meeting on December 14.

(4) **Proposal from the Faculty of Health Sciences to offer existing courses off-campus**

The Committee noted that the Dean of the Faculty of Health Sciences had sought the Committee's permission to advertise existing postgraduate courses as off-campus programs and that the Chair had given provisional approval, subject to an indication in the advertisements that approval was pending. The Dean had advised that the content of the programs was unchanged from that which had already been approved and that the Faculty had guaranteed that the Committee would receive the Faculty's submission in the near future.

Master of Health Science and Graduate Diploma of Health Science in Gerontology

A further report from the Faculty was tabled at the meeting. This outlined the proposal that from 1999 there be an additional off-campus mode of delivery for the Master of Health Science and Graduate Diploma of Health Science in Gerontology. The content and structure of the courses would remain as currently approved for on-campus delivery.

The Committee approved the proposal.

During its discussion of the proposal, the Committee noted that proposals for courses to be delivered off-campus should also specify whether or not off-campus delivery would also be off-shore.

(5) **Reference from the meeting of the Academic Board held on 16 September 1998: Flexible Learning Working Party Report**

The Committee agreed to note the report and to commend it.

(6) **Postgraduate Destination Survey**

The Pro-Vice-Chancellor (Research) drew attention to a publication entitled *Postgraduate Destination Survey*. The Committee agreed that the data for the University of Sydney should be reviewed, with the assistance of the Planning Office.

(7) Higher doctorates

(a) Appointment of examiners: degree of Doctor of Science

The Committee noted that the Chair had approved a recommendation from the Faculty of Science for the appointment of examiners for a candidate for the degree of Doctor of Science and confirmed the Chair's action.

(b) Award of degree: Doctor of Medicine

The Committee noted that the Chair had approved a recommendation from the Faculty of Medicine for the award of the degree of Doctor of Medicine to the following candidate and confirmed the Chair's action:
James MAY

Following discussion of the procedures for the award of higher doctorates, the Committee agreed to ask the PhD Award Sub-Committee to disseminate the principle that the reports from examiners in respect of the award of the PhD and other higher doctorates should include comments supporting their recommendations and not just be ticks in boxes indicating a particular recommendation.

(8) Appointment of Working Parties to consider new and amended postgraduate courses

Faculty of Law

The Committee noted that the Chair, acting on behalf of the Committee, had appointed the following Working Party to consider a proposal from the Faculty of Law for:

- the abolition of Honours in coursework Master's programs; and
- the amendment of the Resolutions of the Senate relating to postgraduate courses in the Faculty to provide a consolidation of postgraduate resolutions (with some specific additional reforms).

Associate Professor R Ross (Chair)

Professor J R Lawrence

Associate Professor A Ziegert

Professor T Carney

President of SUPRA or nominee

The Committee confirmed the Chair's action.

(9) Report on Minor changes to postgraduate courses

The Committee noted a report on minor changes made by the Faculty of Health Sciences to its postgraduate courses.

(10) Work in progress

The Committee noted a report by the Chair on the status of the following work in progress:

- Working Party on electronic submission and examination and electronic publication of theses
- Working Party on the exit questionnaire
- Survey of the annual departmental review process for research students
- Communication with students
- Consideration of the proposal for the Master of International Business
- Review of management structures and processes with respect to research higher degree programs

Amendment of the Resolutions of the Senate

Faculty of Agriculture

Degrees and Diplomas in the Faculty of Agriculture

The Resolutions of the Senate relating to Degrees and Diplomas in the Faculty of Agriculture (p149, *Calendar 1998, Volume I: Statutes and Regulations*) are amended to the following effect from 1 January 1999:

- by inserting into section 1 the following new sub-section (e)
(e) APEC Master of Sustainable Development (APEC MSDevel)
- and
- by re-numbering current sub-sections 1 (e) to (i) as (f) to (j).

APEC Master of Sustainable Development

The following new Resolutions of the Senate relating to the APEC Master of Sustainable Development are adopted from 1 January 1999:

APEC MASTER OF SUSTAINABLE DEVELOPMENT

1. A candidate for the degree of APEC Master of Sustainable Development shall proceed by coursework.
2. A candidate for the degree of APEC Master of Sustainable Development shall proceed to the degree in the Faculty of Agriculture at the University of Sydney.

Admission to candidature

3. (1) The Faculty of Agriculture may admit to candidature for the degree of APEC Master of Sustainable Development a graduate of the University of Sydney who has completed courses acceptable to the Faculty.
(2) On the recommendation of the Faculty, the Academic Board may admit to candidature in accordance with Chapter 10 of the by-laws a person who has, in the opinion of the Faculty, qualifications equivalent to those of a graduate of the University of Sydney.

Periods of candidature

4. (1) The period of candidature for a full-time candidate for the degree of APEC Master of Sustainable Development shall be one year.
(2) The Faculty shall determine the minimum and maximum periods of candidature for part-time candidates on a pro-rata basis.
(3) The Faculty may deem time spent on coursework completed for another degree or diploma of the University of Sydney to be time spent or coursework completed for the degree of APEC Master of Sustainable Development in the Faculty, if the candidate has ceased to be a candidate for the other degree or diploma; and the Faculty may reduce the periods of candidature accordingly.

Appointment of and role of the Program Director

5. The Program Director will be appointed by the Dean of the Faculty of Agriculture for a period of up to two years on the recommendation of the Advisory Committee. The appointment may be renewed. The Program Director will provide academic leadership to the program. Particular decisions made by the Program Director on unit of study provision, admissions, assessment and graduation would be in accordance with policy determined by the Faculty of Agriculture on the advice of the Advisory Committee.

Appointment of a supervisor

6. The Faculty, on the recommendation of the Program Director, shall appoint a member of the full-time academic staff of the con-joint participating organisations as supervisor for the Research Project within the course.

Coursework to be completed

7. A candidate shall complete units of study prescribed by the Faculty to a total value of 48 credit points, from units of study approved from time to time by the Faculty.

Progress

8. (1) Each candidate shall report regularly to the Faculty, through the Program Director, on his or her progress towards completing the requirements for the degree.
- (2) The Faculty shall consider the report of each candidate and may, if it considers that a candidate has not made satisfactory progress toward completing the requirements for the degree, terminate the candidature.
- (3) The Faculty may accept a candidate's results in examinations in place of the reports from the candidate.

Result of candidature

9. The Faculty shall determine the result of candidature after it has considered —
 - (a) the results of examinations completed by a candidate
 - (b) a recommendation on the result from the Program Director.

Award of the degree

10. The testamur for the degree shall specify APEC Master of Sustainable Development.

Authority for Management

11. The program will reside in the Faculty of Agriculture which will be advised by an Advisory Committee consisting of one representative from each of the participating Faculties within the University of Sydney, the Dean of the Faculty of Agriculture, the Program Director, the Director of the Research Institute for Asia and Pacific (or nominee) and chaired by the Pro-Vice-Chancellor (Research) from the University of Sydney. Additional members may be seconded by the Advisory committee.
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Faculty of Medicine

Master of Medicine in Physical Medicine (Musculoskeletal)

Degrees and Diplomas in the Faculty of Medicine

The Resolutions of the Senate relating to Degrees and Diplomas in the Faculty of Medicine (p 384 Calendar 1996, Vol. 1: Statutes and Regulations, as amended) are further amended to the following effect from 1 January 1999:

Section 1 is amended to read as follows (new text in bold):

1. The degrees in the Faculty of Medicine shall be:
 - (a) Bachelor of Medicine (MB)
 - (b) Bachelor of Surgery (BS)
 - (c) Bachelor of Science (Medical)(Honours) (BSc (Med)(Hons))
 - (d) Doctor of Medicine (MD)
 - (e) Doctor of Philosophy (PhD)
 - (f) Doctor of Public Health (DPH)
 - (g) Master of Surgery (MS)
 - (h) Master of Philosophy in Public Health (MPhilPH)
 - (i) Master of Public Health (Honours) (MPH(Hons))
 - (j) Master of Public Health (MPH)
 - (k) Master of Medicine (MM)
 - (l) Master of Medicine in Physical Medicine (Musculoskeletal) (MMPhysMed(Mu.sk))**
 - (m) Master of Science in Medicine (MScMed).

Master of Medicine in Physical Medicine (Musculoskeletal)

The following new Resolutions are adopted from 1 January 1999:

MASTER OF MEDICINE IN PHYSICAL MEDICINE (MUSCULOSKELETAL)

1. An applicant for admission to candidature shall apply in writing to the Registrar for such admission to candidature.
 2. On the recommendation of the Faculty of Medicine, the Academic Board in accordance with chapter 10 of the by-laws may admit to candidature for the degree of Master of Medicine in Physical Medicine (Musculoskeletal) an applicant who holds the degrees of Bachelor of Medicine and Bachelor of Surgery, or equivalent, and is a registered medical practitioner.
 3. A candidate shall proceed as a part-time candidate but will be required to undertake 8 weeks of full-time attendance at practical units of study which will have a duration of one week each. These will be held on three occasions each, during the first and second year of the program in the Department of Anatomy and Histology. There will be in the third and final year, two attendances, each of one week duration, at Royal North Shore Hospital.
 4. A candidate shall be admitted to the Faculty on a probationary basis for a period not exceeding two semesters, and upon completion of this period the Faculty shall review the candidate's work and shall either confirm or terminate the candidature.
 5. A candidate shall complete the requirements for the degree not earlier than the end of the sixth semester of candidature and, except with the permission of the Faculty, on the recommendation of the Head of the Department of Anatomy and Histology, not later than the end of the twelfth semester of candidature.
 6. A candidate for the degree shall proceed by coursework only.
 7.
 - (1) A candidate shall complete such units of study as may be prescribed by the Faculty on the recommendation of the Head of the Department of Anatomy and Histology.
 - (2) The Head of the Department of Anatomy and Histology shall report the result of the examination of the coursework to the Faculty who shall determine the result of the candidature.
 8. The Faculty may, on the recommendation of the Head of the Department of Anatomy & Histology, call upon the candidate to show cause why that 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.
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Master of Pharmaceutical Sciences and Graduate Diploma in Pharmaceutical Sciences

- **Degrees and Diplomas in the Faculty of Medicine**

The Resolutions of the Senate relating to Degrees and Diplomas in the Faculty of Medicine (p 384 *Calendar* 1996, Vol. 1: Statutes and Regulations, as amended) are further amended to the following effect from 1 January 1999:

A new section 5. is added as follows:

5. The Pharmacy degrees and diplomas offered through the Faculty of Medicine shall be:

(a) Master of Pharmaceutical Sciences (MPharmSc)

(b) Graduate Diploma in Pharmaceutical Sciences (GradDipPharmSc)

- **Master of Pharmaceutical Sciences**

The following new Resolutions of the Senate are adopted from 1 January 1999:

MASTER OF PHARMACEUTICAL SCIENCES

- (1) The Faculty of Medicine may, on the recommendation of the head of the department of Pharmacy, admit to candidature for the degree of Master of Pharmaceutical Sciences an applicant who -
 - (a) is a graduate of the University of Sydney; and
 - (b) has, in the opinion of the Faculty, reached a first or second class Honours standard -
 - (i) in the final year of an Honours course for either the degree of Bachelor of Science or the degree of Bachelor of Pharmacy or the degree of Bachelor of Medical Science
 - (ii) in a course considered by the Faculty to be equivalent to a course referred to in subsection (i), or has, 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 subsection (i)
- (2) Notwithstanding subsection (1), the Academic Board may admit a person to candidature for the degree in accordance with the provisions of Chapter 10 of the by-laws.
2. Subject to the approval of the head of the department of Pharmacy, a candidate for the degree shall elect to proceed -
 - (1) either as a full-time or as a part-time candidate;
 - (2) except in the case of a candidate proceeding in accordance with Chapter 10, either within the University of Sydney or elsewhere.
3. (1) A candidate to be full-time shall not keep the normal semesters but shall pursue candidature continuously throughout the year, except for a period of recreation leave and shall not have any substantial employment during the day.¹
 - (2) A candidate who does not comply with subsection (1) shall be regarded as a part-time candidate.
4. (1) A candidate shall not present for examination for the degree earlier than two semesters after commencement of candidature.
 - (2) Except with the permission of the Faculty, a full-time candidate shall complete the requirements for the degree not later than four semesters after the commencement of candidature.
 - (3) Except with the permission of the Faculty, a part-time candidate shall complete the requirements for the degree not later than eight semesters after the commencement of candidature.
5. Time spent by a candidate in advanced study in the University of Sydney before admission to candidature may be deemed by the Faculty to be time spent after such admission.

¹ The Faculty shall resolve an appropriate definition of "substantial employment".

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6. (1) The Dean of the Faculty, on the recommendation of the head of the department of Pharmacy, shall appoint a full-time member of the academic staff or research staff of the University to act as supervisor of each candidate. Where the supervisor is a member of the research staff, the Dean of the Faculty, on the recommendation of the head of the department of Pharmacy, shall also appoint a member of the full-time academic staff as associate supervisor. Any person so appointed as associate supervisor must be capable of acting as supervisor in the event that the supervisor is no longer able to act.
- (2) The Dean of the Faculty, on the recommendation of the head of the department of Pharmacy, shall where appropriate appoint a full-time member of the academic staff of the University or other appropriately qualified person to act as associate supervisor.
- (3) The supervisor shall report annually to the Faculty, through the head of department of Pharmacy, on the progress towards completion of the requirements for the degree of each candidate under his or her supervision.
- (4) The Faculty, on the recommendation of the head of department of Pharmacy, may terminate the candidature of any candidate who has not shown evidence of sufficient progress, in the opinion of the Faculty.
7. (1) A candidate shall -
- (a) carry out an original investigation on a topic approved by the head of the department of Pharmacy.
- (b) write a thesis embodying the results of this investigation and state in the thesis generally in a preface and specifically in notes, the sources from which the information was taken, the extent to which the work of others has been used, and the proportion of the thesis claimed as original.
- (c) lodge with the Registrar three copies of the thesis, typewritten and bound.
- (d) if required by the examiners, sit for an examination in the branch or branches of science to which the thesis relates.
- (2) The thesis shall be accompanied by a certificate from the supervisor stating whether in the supervisor's opinion the form of presentation of the thesis is satisfactory.
- (3) The Dean of the Faculty on the recommendation of the head of the department of Pharmacy, shall appoint two, or where the Dean considers it appropriate, more than two examiners of whom one may be the person appointed to act as supervisor of the candidate.
- (4) The examiners shall report to the Faculty which shall determine the result of the examination.
- (5) A candidate may not present as the thesis any work which has been presented for a degree or diploma at this or another tertiary institution, but the candidate shall not be precluded from incorporating such work in the thesis, provided that in presenting the thesis the candidate indicates the part of the work which has been so incorporated.
- (6) The Registrar shall lodge one copy of the thesis with the Librarian if the degree is awarded.

• **Graduate Diploma in Pharmaceutical Sciences**

The following new Resolutions of the Senate are adopted from 1 January 1999:

GRADUATE DIPLOMA IN PHARMACEUTICAL SCIENCES

Eligibility for admission

1. (1) The Faculty of Medicine may, on the recommendation of the head of the department of Pharmacy, admit to candidature for the Graduate Diploma in Pharmaceutical Sciences an applicant who is a holder of the degree of Bachelor of Science, Bachelor of Pharmacy or Bachelor of Medical Science from the University of Sydney.
- (2) The Academic Board, in accordance with the provisions of Chapter 10 of the by-laws, on the recommendation of the head of department of Pharmacy and of the Faculty, may admit to candidature for the graduate diploma graduates of other universities or other appropriate institutions who have qualifications equivalent in the opinion of the Academic Board, to those specified in subsection (1).

Availability

2. (1) Admission to the graduate diploma may be limited by quota.
- (2) In determining the quota the University will take into account:
 - (a) availability of resources including space, library, equipment, laboratory and computing facilities; and
 - (b) availability of adequate and appropriate supervision.
- (3) In considering an application for admission to candidature the head of department of Pharmacy 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 and time limits

3. (1) A candidate shall engage in a program of work equivalent to that required for completion of the relevant fourth year Bachelor of Science, Bachelor of Pharmacy or Bachelor of Medical Science Honours course offered by the department of Pharmacy either as a full-time student for a period of two semesters or, with the approval of the head of the department of Pharmacy, as a part-time student for a period of four semesters.
- (2) There shall be units of study in the following subject areas: Pharmacy Practice, Pharmaceutical Chemistry, Pharmaceutics or any other units of study approved by the head of department of Pharmacy.

Examination

4. The award of the graduate diploma shall be subject to the completion of the program of work and examinations to the satisfaction of the Honours Board of Examiners, appointed by the Faculty.

Progress

5. The Faculty may call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the graduate diploma and where, in the opinion of the Faculty, the candidate does not show good cause, terminate the candidature.

AGENDA ITEM 11.

Report of the Teaching and Learning Committee

11.1 Report of the Teaching and Learning Committee meeting of 1 October 1998

The Committee met on 1 October 1998 when there were present: Professor A Sefton (Chair), Ms H Bonanno, Dr A Brew, Ms F Everingham, Mr D Trudinger and Professor R Pesman. Associate Professor M Crossley and Associate Professor C Gillies were also present. Mrs L Rose was in attendance.

1. Receipt of report

The Committee **recommends** that the Academic Board receive and note the following report of the meeting of 1 October 1998.

2. Proceedings of the Committee

1. Teaching and Learning Showcase

Dr Brew informed the meeting that 175 abstracts had been received at the Centre with over 70 departments represented - some providing more than 6 abstracts. The overwhelming response to the showcase by members of the University ensured that the event would be extremely successful but had the effect of creating a possible cost overrun in the budget allocated for this event.

2. Assessment policies

The Chair reported that a workshop entitled "Putting new assessment principles into practice" would be conducted on 9 November .

3. Flexible learning

The document presented to the previous Academic Board meeting was discussed at some length and the following points were raised:

- flexible learning did not necessarily provide the skills for life-long learning;
- the document assumed that all staff had the skills necessary for delivery of flexible learning; and
- more effort was required in training students to access resources with greater flexibility.

It was agreed by the Committee that this item would be discussed in greater detail at a the November meeting, after responses had been received by the Academic Board.

4. P CON

It was noted that P CON was predominantly used in two different ways. Firstly, in courses extending over two semesters, students who are struggling in the first semester but showing progress, were given the opportunity to improve by the end of the year. This method was used by Sydney College of the Arts. It was suggested that the use of an "incomplete" result might achieve the same end.

The second method allowed for progression in a course where the unit of study contained both theoretical and practical assessment and passes had not been achieved in both areas. The argument was advanced that the use of P CON in this situation allowed the student to progress with their degree but prevented them

from continuing in the subject in which they received a P CON. The point was made, however, that a more effective strategy might be to separate the practical and theoretical components of subjects.

It was noted that the move to a competency based system and criterion referencing would, in all probability, negate the requirement for a P CON mark.

It was agreed by the Committee that as the assessment policies were in the process of being rewritten it would be appropriate to wait for finalisation of these policies. However, it was recognised that there were problems for some students in certain circumstances. Faculties could use the introduction of the new assessment policies as an opportunity for reviewing the situation in relation to P CON and for making arrangements for alternative methods of assessment once the new principles are fully implemented.

5. Award of Honours

The Committee agreed that this matter needed to be discussed further; several divergent views were expressed. More uniform practices were desirable across the University. The Chair undertook to revise the document which will also be presented to the Undergraduate Studies Committee.

AGENDA ITEM 12. Report of the Research Committee

12.1 Report of the Research Committee meeting of 15 October 1998

The Committee met on 15 October 1998 when there were present: Professor D Cockayne, *Deputy Chair Academic Board (Presiding Member)*; Professor D Siddle, *Pro-Vice-Chancellor (Research)*; Professor D Cook; Professor D Melrose; Professor M Clunies Ross, Professor I Hume, Dr J Lingard. In Attendance: Professor L Field, Ms M Robb, Associate Professor A Reynolds, Ms S Reid, Mr D Trudinger, Mark Devine (Committee Secretary).

1. General Business

Professor Cockayne welcomed Mr David Trudinger (President SUPRA) to the Committee. He advised that Professor John Carter had accepted the invitation to be a member. He also reported that as a result of correspondence from Dr Simon Carlile the Assistant Pro-Vice-Chancellor (Information Technology), Prof John Carter was to be the Research Committee representative on the Information Technology Committee.

Professor Siddle advised the Committee that the Research Management Plan was still under review and that he would like it to remain on the table for consideration at a future Research Committee meeting.

The Committee was asked to review the following Research Funding Policies:

- (i) *Eligibility criteria for applicants for research funding through the University of Sydney.*

The Committee endorsed this policy with the proviso that 'Policy' is removed from the name of the Approving Authority.

- (ii) *Fair Acknowledgment of contributions to publications.*

This policy refers to a document giving details of acknowledgment guidelines to all present staff, to all new staff on induction and to all postgraduates. The Committee was not aware of the existence of such a document and therefore unable to make any final decisions relating to this policy. Ms Robb commented that this would be an important document and if it did not exist then the Committee should develop it. Professor Cockayne was asked to collect details and write a paper relating to this item.

The Committee agreed that the policy relating to Tobacco Company Funding should be amended since it is ambiguous. The policy currently states "The University and its Departments will not accept support from Rothmans or any other Tobacco company that involves the nomination of the company as the source of support". The Research Committee recommends that the policy be altered to read "The University and its Departments will not accept support sourced from Tobacco companies".

Professor Siddle asked the Committee to comment on the revised document on Research Management at Departmental and School level. It was agreed that the implementation of this research management document will be difficult due to large teaching loads in some Departments but it gives Department/Schools clear policies, procedures and practices to aspire towards. The Research Committee cannot act as watchdog over the introduction of this plan. The motivation behind implementation will be through the funding formula.

It was agreed that Research Committee members make comments directly to Professors Siddle and Cockayne who would incorporate suggestions into a revised version of the plan. A covering letter would be drafted and sent with the revised plan to Department Heads and Chairs of Faculty Research Committees explaining the document's purpose and ensuring a wide distribution. The revised plan is included as an attachment to this Report to the Academic Board.

Professor Siddle advised that there is presently a strong push to include Australia Council Grants on the National Competitive Grant Index. If this is to happen these grants must be applied for and received through University Research Offices which is not the case at present.

The issue of research publication categories was discussed. The University of Sydney used the four categories provided by the Department of Employment, Education, Training and Youth Affairs (DEETYA). The Committee was asked to comment on the reinstatement of the 'J' category for major and minor categories of creative arts (*point 4 major & point 2 minor*). Concern was expressed about (a) repetition of performances, (b) the ability of the Research and Scholarships Office to audit additional categories due to the extra workload involved and (c) the flexibility which exists within categories.

The Committee agreed in principle to the reinstatement of the 'J' category with changes to the current guidelines. Professor Clunies Ross and Dr Reynolds will send documentation to Su Reid for coordination of amendments.

In response to a request by Professor Cockayne to Departments seeking additions to the *Categories of Research Fellows to receive certain conditions (The "Golden List")* the Committee was asked by the Faculty of Medicine to consider the inclusion of two Fellowships - the Rolf Edgar Lake and Henry Langley Fellowships. Professor Cook advised the Committee that the Rolf Edgar Lake Fellowship is only awarded to outstanding scholars, and he believed that they were clearly the equivalent to some of the other fellowships already on the Golden List. Concern was raised that the Rolf Edgar Lake Fellowship was decided at the local level.

The Committee decided to seek additional information including the Rolf Edgar Lake guidelines, details of where the scheme is advertised and a history of former recipients.

The Committee decided that the Henry Langley Research Award should not be included in the list due to it being restricted to such a specialised field (Rheumatoid Arthritis).

2. Report of the Pro-Vice-Chancellor (Research)

Cooperative Research Centres

Professor Siddle advised the Committee that out of 146 Cooperative Research Centre expressions of interest 59 bids were called for with the University of Sydney being involved in 12 proposals. He informed the Committee that other universities with existing CRCs had approached the University of Sydney to become involved with their proposals.

Key Centre proposals

Interviews for 3 University of Sydney Key Centre applicants have been conducted and results should be known by year end or early next year.

Research Infrastructure

The additional funding promised by the Government during the election campaign will only plug the hole which was to exist in future funding.

High Performance Computing

The Government has announced that the funding allocation for High Performance Computing will be increased to 19.5 million by including Australian Research Council unallocated funds.

The new Director of the Research Institute for Asia and the Pacific Professor Stephanie Fahey will be invited to address the Research Committee. Professor Siddle said that she is looking to build better relations with University Departments.

3. Report of the Director, Research and Scholarships Office

Su Reid introduced Mark Devine as the new Research Manager and advised the Committee that an additional position had been advertised within the Ethics Section of the Research & Scholarships Office.

Ms Reid informed the Committee that the University's misconduct policy had been approved by the US Office of Research Integrity.

The U2000 Fellowship Scheme had closed and between 300 and 350 applications were expected. The Committee discussed options for encouraging the better applicants to apply for external fellowships given that the University only offers 15 U2000 Fellowships each year.

The Vice-Chancellor has agreed to increase the amount available in the RIBG 1999 allocation by a sum sufficient to allow NHMRC and ARC grant holders to be paid the shortfall between NHMRC and ARC salary scales and the University salary scales. He indicated that he was only prepared to meet shortfalls as they occur.

The University is developing a more streamlined system for hospital based researchers with a University affiliation to submit grant proposals through the Research and Scholarships Office.

4. Report by the Director, Research Development

Ms Robb provided an account of her recent overseas trip. Presentations were given at 7 overseas universities to more than 250 academics. The purpose of the trip was to attract overseas fellows to the University of Sydney. Since her return Ms Robb has been contacted by as many as 50 interested academics.

Research management at Departmental and School level

Research management refers to the policies, procedures and practices that are adopted by an organizational unit to ensure that research is encouraged, supported financially and disseminated as high quality publications. It also refers to the manner in which postgraduate research training is effected. It involves a considered appraisal of departmental research strengths and careful planning for the identification of areas that receive priority for development. The organizational unit might be as broad as the entire University or more specific as in the case of a Faculty.

The policies and practices adopted at the level of Department/School are fundamental to the University of Sydney's research effort. Although a good deal of research is carried in Institutes and Centres (some of which are funded externally), the Department/School remains the fundamental organizational unit responsible for research and research training. Departments clearly differ not only in terms of amount and quality of research, but also in terms of the policies and processes adopted to enhance research. These differences emerge both when comparisons are made across departments within an institution and when departments are evaluated by benchmarking against other similar departments.

The aim of the present document is to articulate the processes and procedures that constitute good research management. The intention is to bring together the policies and procedures followed by high performing departments so that the information can be shared with the entire University.

Good research management

The issues surrounding the management of research at a Departmental/School level fall into a number of categories.

Planning and resource allocation

Decisions regarding research developments are best guided by planning that results in a statement of strengths, values, goals and priorities. In this way, resource allocation can be tied firmly to planning. The Department's research plan should be subject to periodic (every 2-3 years) review and will ensure that:

- Areas of strength as defined by discipline-relevant measures are defined;
- Priority areas for the development of research capability are delineated. The number and type of priorities will depend on departmental size, the potential for excellence that already exists, and judgements about the way in which areas can interrelate in terms of providing mutual support;
- Resources are allocated to areas of strength to enhance performance further, but only if those areas continue to meet the criteria of strength.
- Resources are allocated to priority areas. The extent of resources and the time period for which it is available will depend on the nature of the research and the overall departmental plan.
- Decisions about acquisitions for the research library are guided by the Department's Research Plan, with special reference to areas of strength and priority.
- Decisions about the purchase of major equipment are driven by the research plan.
- The Department has a plan for the development and maintenance of relevant infrastructure.

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- The role contribution of Research Fellows is recognized and that there are continuing attempts to attract Fellows.

Staffing issues

The most important factor in producing research and scholarship of high quality is the calibre of staff and the time that they have to devote to research. Effective research management will mean that:

- Care is taken to recruit staff with existing or potential research expertise;
- Newly appointed staff receive lighter than usual teaching loads during at least the first year of appointment in order to devote more time to the development of research programs and to preparing applications for funding.
- The research of staff during their first one or two years of appointment is supported at least modestly in the event that they are not successful in obtaining external sources of funds. The extent and duration of support will depend on departmental circumstances.
- Less experienced staff receive systematic mentoring by more experienced staff with respect to external funding, publication and supervision.
- Information technology resources and modest start-up funds are made available for newly appointed staff.
- Staff are encouraged to apply for external funds by the provision of incentives. The form and extent of incentives will need to be determined by individual departments. However, financial support and time are obvious incentives.
- The determination of workloads takes into account the supervision of postgraduate research students.
- The pattern of workloads is determined flexibly so as to free up large blocks of time for research.
- Informal groups are established to read and improve grant applications.
- There is a flow of international and national researchers of significance to take part in departmental seminars and workshops.
- Personal Development Reviews and Special Studies Programs are used to encourage and motivate staff with respect to research.

Research students

Research students and their work form a vital part of the University's research effort and profile. They contribute significantly to departmental research profiles by creating intellectually rich environments and by contributing both directly and indirectly to grants and publications. Because students are staff are partners in the research endeavour, it is crucial that their work is supported and sustained. All departments have an obligation to create a milieu that is conducive to high quality graduate work. This depends in large part on a department policies and procedures that mean that:

- Depending on departmental size, a Postgraduate Coordinator is appointed who has responsibility for the well being of postgraduate programs and students.

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- A culture is developed that recognizes the crucial role played by research students in the department's research activities.
 - The availability of expert supervision is established prior to a student commencing candidature.
 - Special care is taken to provide appropriate supervisory expertise for students who work on a multidisciplinary topic.
 - The research resources required by a student are evaluated and their source identified prior to the commencement of candidature.
 - Supervisory performance is monitored through such mechanisms as regular interviews with research students and assessment of completion rates and times.
 - Infrastructure such as office accommodation, computer access, photocopying and communications are available.
 - Students participate regularly in departmental or interest group seminars and that they present their work more extensively towards the end of candidature.
 - Students are assisted to attend and present work at relevant national conferences and if possible at one international conference during candidature.
 - Students are encouraged to publish during candidature.
 - The advantages and possibilities of research training are presented to later year undergraduate students.
 - There is provision of comprehensive information of staff research interests, grants held, and recent publications.

Administrative support

Good research management cannot simply happen; it must be supported administratively. The elements of administration will likely include:

- Establishment of a departmental research Committee that has responsibility for advising the Head of Department on research policy and planning issues. The committee might also take an active role in facilitating feedback on draft grant applications.
- Provision of a clear statement to staff and students about the resources available for research and the relevant departmental procedures.
- An annual report that highlights the achievements of both staff and students.
- Provision of relevant information about the availability of external funds.
- A comprehensive WWW site.

AGENDA ITEM 13.

Report of the Academic Staffing Committee

13.1 Report of the Academic Staffing Committee meeting of 21 October 1998

The Committee met on 21 October 1998. There were present: Professor R Pesman, Professor L Burgess, Professor L Field, Professor S Armitage, Associate Professor R Arnold, Associate Professor R Atherton, Dr P Whiting and Ms S Jamieson. Apologies: Professor M Koder. In attendance: Ms H Beamish. Apologies: Ms J Deitch.

1. Promotion to Lecturer

The committee recommends that from 1999:

- i) the promotion of Associate Lecturer to Lecturer no longer be referred to a Central Promotions Committee and that the final recommendation be made by the Faculty Promotions Committee; and
- ii) the membership of the Faculty Promotions Committee be increased to include two members from outside the Faculty.

2. Policy Document - Criteria for the Award of Clinical Titles

The committee discussed the latest draft policy document. It was agreed that the policy document be presented to the December meeting of the Academic Board.

3. Policy Document - The Appointment of all Categories of Academic Staff

Comments have been received from the University community on the draft document and the committee is reviewing the policy.

4. Policy Document - Promotion of Academic Research-only staff

A draft document on the Criteria for Promotion of Research-only staff was presented for consideration by the committee.

5. Policy Document - Criteria for Promotion for Teaching-only Staff

A draft document on the Criteria for Promotion of Teaching-only staff was presented for consideration by the committee.

AGENDA ITEM 14. General Business

14.2 Membership of the Library Committee

The Chair of the Academic Board reports that, following Senate's approval of the amendment of the Academic Governance Rules relating to the Academic Board, which provides *inter alia* for the establishment of a Library Committee, she has set up the Library Committee with the following members:

- (a) Professor Ros Pesman (Chair)
- (b) the Deputy Vice-Chancellor (Academic and Staffing) - Professor Derek Anderson,
- (c) the University Librarian - Mr John Shipp
- (d) the Assistant Pro-Vice-Chancellor (Information Technology) - Dr Simon Carlile
- (e) the Associate University Librarians - Mrs Judith Campbell and Ms Catherine Sexton
- (f) a member of the Teaching and Learning Committee - Ms Fran Everingham (Community Health)
- (g) a member of the Research Committee - Associate Professor Anne Reynolds (Italian)
- (h) the Chair of the Graduate Studies Committee - Professor James Lawrence
- (i) two academic staff members from each College -
 - Associate Professor Elaine Cornell College of Health Sciences
 - Associate Professor Chris Murphy (Anatomy) College of Health Sciences
 - Professor Margaret Harris (English) College of Humanities and Social Sciences
 - Dr Craig Campbell (School of Social, Policy & Curriculum Studies) College of Humanities and Social Sciences
 - Associate Professor Damon Ridley (Chemistry) College of Sciences and Technology
 - Dr Timothy Langrish (Chemical Engineering) College of Sciences and Technology
- (j) the Presidents of
 - (i) the SRC - Mr Luke Whittington
 - (ii) SUPRA - Mr David Trudinger