



Academic Board Agenda

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NOTICE OF MEETING

A meeting of the **ACADEMIC BOARD** will be held at **2 pm on Wednesday 14 October 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
7 October 1998

AGENDA

Pages

☆ 1. **Apologies**

The following apologies have been received:

Professor M A Harris

Professor S R Leeder

Professor V Spate

Mr T J Wilkinson

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 16 September 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) 8

Recommendation

That the Academic Board let lie on the table for a further month the recommendation for the deletion of the grade of PCON (Conceded pass) from the Common result grades from the year 2000 for all students.

5. Report of the Chair

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 6 October 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 6 October 1998.



5.2 General report 9-12

5.2.1 Academic Board Standing Committees

Recommendation

That the Academic Board recommend to Senate that the Academic Governance Rules governing the Standing Committees of the Academic Board be amended, with immediate effect, as set out in the report presented.

6. Report of the Vice-Chancellor and Principal

6.1 Report on Senate matters

6.1.1 Report of the Senate meeting held on 6 October 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 6 October 1998.



6.2 General report

7. Reports of Faculties and Boards

7.1 Faculty of Medicine 13-14

7.1.1 Receipt of report

Recommendation

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

7.1.2 1999 Term and Semester Dates for the Graduate and the Undergraduate Medical Programs 13-14

Recommendation

That the Academic Board approve the proposed semester dates for the Graduate and the Undergraduate Medical Programs as presented in the report.

8. Undergraduate Studies Committee

8.1 Report of the meeting held on 15 September 1998 15-16

8.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 15 September 1998.

8.1.2 Proceedings of the Committee

Recommendation

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 15 September 1998 relating to the following matters:

1. Uniform reporting of honours grades
2. Merit grade distribution
3. Nomenclature changes for courses at Orange Agricultural College
4. Faculty of Economics
5. Review of Resolutions of the Senate, Academic Board and Faculties in respect of degrees/Approval Mechanisms for New or Amended Courses of Study
6. Full proposals due mid-1999
 - (1) Bachelor of Veterinary Science
 - (2) Bachelor of Arts (Languages)
7. Uniform reporting of Honours grades and relationship to University Medals
8. Bachelor of Medicine and Bachelor of Surgery
9. Summer schools and policy on exclusions and credit for units of study
10. Overseas Qualifications Working Party



8.2 Report of the Chair

9. Graduate Studies Committee

9.1 Report of the meeting held on 28 September 1998 17-30

9.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 28 September 1998.

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- 9.1.2 Reference from the Academic Board: Discussion paper on “Australian Postgraduate Awards and University Scholarships: Method of Award”** 17-18
- Recommendation**
That the Academic Board adopt the recommendations in respect of the allocation of Australian Postgraduate Awards and University Scholarships as presented in the report “1998-99 APA and UPA Round: Guidelines, Allocation, Ranking Procedures and Timetable”.
- 9.1.3 Amendment of the Resolutions of the Senate**
- 9.1.3.1 Faculty of Arts:** 19, 25
- Master of Arts**
Graduate Diploma in Arts
Graduate Certificate in Arts
Master of Letters
Graduate Diploma in Modern Language Teaching
Graduate Diploma in Museum Studies
- Recommendation**
That the Academic Board:
- (i) *approve the proposal from the Faculty of Arts for amendments to the existing Master of Arts, Graduate Diploma in Arts, Graduate Certificate in Arts, Master of Letters, Graduate Diploma in Modern Language Teaching and Graduate Diploma in Museum Studies courses, for implementation in 1999; and*
- (ii) *amend the Resolutions of the Senate, with effect from 1 January 1999, as set out in the report presented.*
- 9.1.3.2 Faculty of Health Sciences:** 19-20, 26
- Master of Health Science**
Graduate Diploma of Health Science
Graduate Certificate of Health Science
- Recommendation**
That the Academic Board:
- (i) *recommend that Senate approve the proposal from the Faculty of Health Sciences for the introduction of the new subject area of Indigenous Community Health within the existing Master of Health Science, Graduate Diploma of Health Science and Graduate Certificate of Health Science 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.*
- 9.1.3.3 Faculty of Medicine:** 20, 27-8
- Graduate Diploma in Medicine**
Graduate Diploma of Science in Medicine
Graduate Certificate in Pain Management
- Recommendation**
That the Academic Board:
- (i) *recommend that Senate approve the proposal from the Faculty of Medicine for the major changes to the existing Graduate Diploma in Medicine and*

- Graduate Diploma of Science in Medicine (in the area of Pain Management) and for the introduction of a new course, the Graduate Certificate in Pain Management 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.

9.1.3.4 Faculty of Science: 20-21, 29-30

Graduate Diploma in Science (Microscopy & Microanalysis)

Master of Science (Microscopy & Microanalysis)

Graduate Certificate of Science (Microscopy & Microanalysis)

Recommendation

That the Academic Board:

- (i) recommend that Senate approve the proposal from the Faculty of Science for the major changes to the existing Master of Science (Microscopy and Microanalysis) and Graduate Diploma of Science (Microscopy and Microanalysis) courses and for the introduction of the new course, the Graduate Certificate of Science (Microscopy and Microanalysis) 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.

9.1.4 Proceedings of the Committee 21-24

Recommendation

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 28 September 1998 relating to the following matters:

- (1) Report of the PhD Award Sub-Committee
- (2) Report of the Coursework Sub-Committee
- (3) Withdrawal of item from the Committee's report to the September Board meeting: proposed nomenclature for the Master's degree and Graduate Diploma in Pharmacy
- (4) Reference from the meeting of the Academic Board held on 16 September 1998: Minute item 5.2.1 Flexible Learning Working Party Report
- (5) Paper used for the Library copy of the thesis
- (6) Typographical errors in theses
- (7) Electronic submission and examination of theses and electronic publication of theses
- (8) 1999 meeting dates
- (9) Appointment of Working Parties to consider new and amended postgraduate courses
- (10) Report on Minor changes to postgraduate courses
- (11) Higher doctorates
- (12) Work in progress



9.2 Report of the Chair

10. Teaching and Learning Committee

10.1 Report of the meeting held on 10 September 1998 31-32

10.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 10 September 1998.

10.1.2 Assessment policies 31

Recommendation

That the Academic Board:

- (i) noting that the policy documents "Principles of Assessment" and "Assessment: Rights and Responsibilities of the Institution, Faculties and Departments, Staff, Students" (adopted by the Board at its meeting on 10 June 1998) supersede earlier policies, rescind the following:
 - "Statement on Matters Related to Assessment and Examinations" (March 1994)
 - "Weighting of Components of Assessment" (September 1984);
- (ii) note that all other Academic Board examination and assessment policies and guidelines are under review; and
- (iii) resolve that where there is a conflict over which policy should apply, the policy with the latest date be used, with the exception of policy applying to students enrolled in Semester II, 1998 who have already been given information on assessment taken from older policy documents.

10.1.3 Proceedings of Committee 31-32

Recommendation

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 10 September 1998 relating to the following matters:

- (1) Report of the Learning Assistance Centre
- (2) Teaching and Learning Showcase
- (3) Performance indicators

☆ 10.2 Report of the Chair

11. Research Committee

11.1 Receipt of report

Recommendation

That the Academic Board note that the Committee has not met since its last report to the Board.

☆ 11.2 Report of the Chair

12. Academic and Staffing Committee

12.1 Report of the meeting held on 23 September 1998 33

12.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 23 September 1998.

12.1.2 Proceedings of the Committee

Recommendation

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 23 September 1998 relating to the following matters:

1. *Thank you to Associate Professor D Davey*
2. *Report of the Pro-Vice-Chancellor (Employee Relations)*
3. *Report of the Research-only Sub-committee*
4. *Sub-committee for Teaching- only Staff*
5. *Position Classification Standards*
6. *Probation Process for Fixed-term Academic Staff*



12.2 Report of the Chair

13. General Matters

13.1 1999 HECS Exemption Scholarship Policy (APAs without stipend) 34

Recommendation

That the Academic Board adopt the 1999 HECS Exemption Scholarship Policy (APAs without stipend) as set out in the report presented.

13.2 Report of the Committee appointed to consider applications for promotion from Lecturer to Senior Lecturer 34

Recommendation

That the Academic Board note the report of the Committee appointed to consider applications for promotion from Lecturer to Senior Lecturer.

13.3 Membership of the Academic Board 34

Recommendation

That the Academic Board note the resignation from Board membership of Dr D Hutchinson who was previously appointed to membership by the Board to fill a casual vacancy in the head of department category.

AGENDA ITEM 4. Business arising from minutes

4.1 Common result grades: Conceded Pass (PCON)

At its meeting on 18 August 1998, the Undergraduate Studies Committee resolved to recommend to the Academic Board that the Board approve the deletion of the grade of PCON (Conceded pass) from the Common result grades from the year 2000 for all students.

At its meeting on 16 September 1998, the Academic Board received the Committee's recommendation and resolved to let it lie on the table for one month.

In the meantime, the Chair of the Board has consulted with the Chair of the Undergraduate Studies Committee, the Teaching and Learning Committee and various members of the academic staff and, in the light of consultations so far, **recommends** to the Board as follows:

That the recommendation from the Undergraduate Studies Committee, *viz*, that the Academic Board approve the deletion of the grade of PCON (Conceded pass) from the Common result grades from the year 2000 for all students, lie on the table for another month.

AGENDA ITEM 5. Report of the Chair

5.2 General report

5.2.1 Academic Board Standing Committees

It is recommended that the Academic Board recommend to the Senate that the Academic Governance Rules governing the Standing Committees of the Academic Board be amended as follows:

Academic Board Standing Committees

(1) Library and Information Technology Committee

It is recommended that Rule 13.1 and Rule 18 of the Academic Governance Rules governing the Academic Board be amended by the disestablishment of the Library and Information Technology Committee and the establishment of the Library Committee in its stead.

The responsibilities of the Library and Information Technology Committee will be transferred to other Standing Committees of the Academic Board as follows:

- in relation to information technology and teaching, to the Teaching and Learning Committee;
- in relation to research, to the Research Committee;
- in relation to the Library, to the Library Committee (which it is now recommended be established).

(2) Undergraduate Studies Committee

It is recommended that section (a) of Rule 14.1 Terms of reference of the Undergraduate Studies Committee be amended as follows:

- (i) 'attraction and recruitment of students to undergraduate programs' to now read 'the pattern of undergraduate courses in the University';
- (ii) 'admissions' to now read: 'admission of undergraduate students and the recognition of prior learning, exemption, credit and advanced standing';
- (iv) 'assessment and examinations' to be deleted and placed in the terms of reference of the Teaching and Learning Committee.

In the light of the restructuring of central administration, it is noted that reference to 'the Pro-Vice-Chancellor (Teaching and Learning)' in the current membership of the Undergraduate Studies Committee will become 'the Deputy Vice-Chancellor (Academic and Staffing)' until 31 January 1999 and 'the Pro-Vice-Chancellor (Teaching)' from 1 February 1999.

(3) Graduate Studies Committee

It is recommended that Rule 15.1 Terms of reference of the Graduate Studies Committee be amended by the addition of the following term of reference:

'(b) determine matters relating to the award of the degree of Doctor of Philosophy;' and that the following terms of reference be subsequently renumbered.

It is recommended Rule 15.2 Membership of the Graduate Studies Committee be amended by the addition of:

- (e) a member of the Teaching and Learning Committee;

- (f) at least one member of the Postgraduate Awards Sub-Committee, other than the Chair;
and that the existing section (f) be renumbered (g).

In the light of the restructuring of central administration, it is noted that reference to 'the Pro-Vice-Chancellor (Teaching and Learning)' in the current membership of the Graduate Studies Committee will become 'the Deputy Vice-Chancellor (Academic and Staffing)' until 31 January 1999 and 'the Pro-Vice-Chancellor (Teaching)' from 1 February 1999.

(4) Teaching and Learning Committee

- (i) It is recommended that Rule 16.1 Terms of reference of the Teaching and Learning Committee be amended by the addition of the following term of reference:
(c) 'advise the Academic Board on policies relating to assessment and examinations for undergraduate students;' and that the following terms of reference be subsequently renumbered.
- (ii) It is considered that this Committee as currently constituted is too small. It is recommended that Rule 16.2 Membership of the Teaching and Learning Committee be amended to read as follows:

16.2 Membership The members of the Teaching and Learning Committee are:

- (a) the Chair or a Deputy Chair who shall act as chair of that Committee;
- (b) *the Deputy Vice-Chancellor (Academic and Staffing);
- (c) the Chair of the Education working party of the Information Technology Committee;
- (d) the Director, Centre for Teaching and Learning;
- (e) the Director of NeTTL;
- (f) the Director of the Learning Assistance Centre;
- (g) the Chair of the Coursework Sub-Committee of the Graduate Studies Committee;
- (h) a member of the Undergraduate Studies Committee, nominated by the Chair of that Committee;
- (i) two academic staff members from each College nominated by the Chair of the Academic Board after consultation with the relevant Pro-Vice-Chancellor (College); and
- (j) the Presidents of
 - (i) the Students' Representative Council; and
 - (ii) the Sydney University Postgraduate Representative Association, or a person nominated by either of them and chosen from the undergraduate or postgraduate (as the case may be) members of the Academic Forum.

*In the light of the restructuring of central administration, it is noted that reference to 'the Deputy Vice-Chancellor (Academic and Staffing)' will be amended to 'the Pro-Vice-Chancellor (Teaching)' from 1 February 1999.

(5) Research Committee

It is recommended that Rule 17.2 Membership of the Research Committee be amended by inserting as section (c) 'the Chair of the Graduate Studies Committee' and that the following sections be subsequently renumbered.

(6) Library Committee

It is recommended that the membership and terms of reference of the Library Committee be as follows and that they replace the existing Rule 18 of the Academic Governance Rules:

18. LIBRARY COMMITTEE

18.1 Terms of Reference The terms of reference of the Library Committee are to:

- (a) consider and advise the Academic Board on:
 - (i) general Library policy and strategic development including the use of financial resources;
 - (ii) the adoption, dissemination and effectiveness of appropriate academic information policies within the University;
 - (iii) information and library issues relevant to academic policy and recommendations for new or amended policies;
 - (iv) the implementation and effectiveness of those policies, drawing to the attention of the Academic Board to any issues of concern;
 - (v) all matters referred to it by the Academic Board, the Vice-Chancellor or the University Librarian;
- (b) communicate to the Academic Board new developments and needs in library and information matters;
- (c) convene working parties as necessary.

18.2 Membership The members of the Library Committee are:

- (a) the Chair or the Chair's nominee who shall act as chair of that Committee;
- (b) *the Deputy Vice-Chancellor (Academic and Staffing);
- (c) the University Librarian;
- (d) the Assistant Pro-Vice-Chancellor (Information Technology);
- (e) the Associate University Librarians;
- (f) a member of the Teaching and Learning Committee nominated by the chair of that Committee;
- (g) a member of the Research Committee nominated by the chair of that Committee;
- (h) two academic staff members from each College nominated by the Chair of the Academic Board after consultation with the relevant Pro-Vice-Chancellor (College); and
- (i) the Presidents of
 - (i) the Students' Representative Council; and
 - (ii) the Sydney University Postgraduate Representative Association or a person nominated by either of them and chosen from the undergraduate or postgraduate (as the case may be) members of the Academic Forum.

*In the light of the restructuring of central administration, it is noted that reference to 'the Deputy Vice-Chancellor (Academic and Staffing)' will be amended to 'the Pro-Vice-Chancellor (Teaching)' from 1 February 1999.

(7) Language and International Committee

It is recommended that a Language and International Committee be established as an Academic Board Standing Committee (under Rule 13.1) with the following membership and terms of reference:

Terms of Reference The terms of reference of the Language and International Committee are to:

- (a) advise the Academic Board on policies relating to internationalisation and language study in the University, including:
 - (i) the internationalisation of the curriculum across the University
 - (ii) the provision of opportunities for the acquisition of appropriate levels of competence in English and other languages by all members of the University;

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- (b) advise the Academic Board on academic matters relevant to internationalisation and language competence within the University and in the community at large;
 - (c) consider and report on any matter referred to it by the Academic Board or the Vice-Chancellor;
 - (d) obtain information or reports from any faculty, department, school or other academic unit on academic matters relating to internationalisation and language study.

Membership The members of the Language and International Committee are:

- (a) the Chair or the Chair's nominee who shall act as chair of that Committee;
- (b) *the Deputy Vice-Chancellor (International and Development);
- (c) the Chair of the Teaching and Learning Committee;
- (d) the Director of the Language Centre;
- (e) the Director of the Institute of Languages;
- (f) the Managing Director (International);
- (g) two academic staff members from each College nominated by the Chair of the Academic Board after consultation with the relevant Pro-Vice-Chancellor (College);
and
- (j) the Presidents of
 - (i) the Students' Representative Council; and
 - (ii) the Sydney University Postgraduate Representative Association,
or a person nominated by either of them and chosen from the undergraduate or postgraduate (as the case may be) members of the Academic Forum.

*In the light of the restructuring of central administration, it is noted that reference to 'the Deputy Vice-Chancellor (International and Development)' will become 'the Deputy Vice-Chancellor (Academic and International)' from 1 February 1999.

It is recommended that this become Rule 20 and the following Rules subsequently be renumbered.

AGENDA ITEM 7. Reports of Faculties and Boards

7.1 Report of the Faculty of Medicine

1. 1999 Term and Semester Dates for the Graduate and the Undergraduate Medical Programs

The Faculty, following consultation with the Medical Society, **recommends** that the following term and semester dates for the Graduate and the Undergraduate Medical Programs be approved for 1999.

1999 Term and Semester Dates for the Graduate and the Undergraduate Medical Programs

Please note Public Holidays for 1999: Australia Day Tuesday 26 January, Good Friday 2 April, Easter Monday 5 April, Anzac Day Sunday 25 April, Queens Birthday 14 June, Labour Day 4 October.

GMP Year 1

	Block Begins	Vacation	Block resumes	Block Ends	Vacation
	ORIENTATION 16 - 18 Feb 99				
Block 1	Fri 19 Feb	Easter 2 - 9 April	Mon 12 April	Fri 7 May	10 - 14 May
Block 2	Mon 17 May	--	--	Fri 25 June	28 June - 9 July
Block 3	Mon 12 July	--	--	Fri 13 Aug	--
Block 4	Mon 16 Aug	--	--	Fri 24 Sep	27 Sep - 4 Oct
Block 5	Tue 5 Oct	--	--	Fri 19 Nov	

Clinical school day: Thursday

GMP Year 2

	Block Begins	Vacation	Block resumes	Block Ends	Vacation
Block 6	Thu 11 Feb	Easter 2 - 9 April	Mon 12 April	Fri 7 May	--
Block 7	Mon 10 May	28 Jun - 9 Jul	Mon 12 July	Fri 6 Aug	--
Block 8	Mon 9 Aug	27 Sep - 4 Oct	Tue 5 Oct	Fri 15 Oct	--
Study Vacation/Barrier Assessment					18 - 22 Oct 99
Block 9	Mon 1 Nov	--	--	Fri 3 Dec	--

Clinical school day: Tuesday

GMP Year 3

Integrated Clinical Attachments I & II	Summative Assessment	Vacation	Integrated Clinical Attachments III & IV	Barrier Assessment	Vacation	Rotating Practice Placement I
*Mon 25 Jan - Fri 14 May	17 - 21 May	Mon 24 May - Fri 28 May	Mon 31 May - Fri 17 Sep	20 - 24 Sep	Mon 27 Sep - Fri 1 Oct	*Tues 5 Oct - Fri 17 Dec

***Please Note: UMP Year 3 1999 to be announced.

UMP Year 4

	Lectures Begin	Vacation	Lectures End	Vacation	Exams
Semester 1	8 February	--	18 Jun	21 June - 9 July	--
Semester 2	12 July	27 September - 8 October	22 October	Study Vacation 25 - 29 Oct	1 - 26 November

UMP Year 5

Term	Commences	Ends	Vacation
5.1	18 January	26 March	29 March - 5 April
5.2	6 April	11 June	14 - 18 June
5.3	21 June	27 August	30 August - 3 September
5.4	6 September	12 November	15 - 19 November
5.5 (Option/Elective)	Any eight week (or longer period between 22 November 99 - 18 February 00)		

Fifth Year Students Note: Students who do not satisfy a department's requirements by the end of term 5.4 may need to attend the University for reassessment between 15-19 November. Accordingly, students are advised not to be absent from Sydney until their results are known.

UMP Year 6

Term	Commences	Ends
6.1 (Option/Elective)	Any eight week (or longer period between 23 November 98 - 19 February 99)	
6.2	22 February	11 June
	(Vacation 14 June - 25 June)	
6.3	28 June	15 October
	(Clinical & written 18 October - 5 November)	
6.4 Preparation for Internship	8 November	11 November

AGENDA ITEM 8.

Report of the Undergraduate Studies Committee

8.1 Report of the Undergraduate Studies Committee meeting of 15 September 1998

The Committee met on 15 September 1998. There were present Professor Jocalyn 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, Associate Professor Jill Gordon, Dr Jim Kitay, Ms Kristine Sodersten, Ms Aileen McAuliffe, Dr Michael Walsh and Mr Ross Wilson. Professor Ros Pesman (Chair, Academic Board) was present by invitation. Mrs Lynda Rose and Ms E Bergmann were in attendance.

Proceedings of the Committee

1. Uniform reporting of honours grades

The Chair reported that a meeting had been held with representatives of some of the Faculties who used WAMS and that another meeting would take place on 22 September. Some difficulties had been identified as well as possible solutions. It was necessary to articulate what honours meant and represented in the context of the degree, for example, whether a degree had a research component or was purely coursework. It would be appropriate to have a statement appear in handbooks to say what honours reflected.

2. Merit grade distribution

The Chair reported that, as the Teaching and Learning Committee were also working on this in relation to criteria referencing, the Undergraduate Studies Committee would await advice from that Committee before considering the issue raised by the Faculty of Arts.

3. Nomenclature changes for courses at Orange Agricultural College

The Chair noted a report from Professor Pesman on a meeting held between representatives from Orange Agricultural College, the Faculty of Agriculture and the Departments of Biological Science and Geological Science. As it now appeared that the changes for 1999 are of a minor nature, no further action would be required. The meeting had agreed that it would be a useful exercise for representatives from relevant departments and faculties to meet and discuss future developments in areas of land and natural resources. To this end, at the request of the Chair of the Academic Board, Professor Napper had agreed to chair a working party.

4. Faculty of Economics

Dr Kitay reported that the proposal for the introduction of major changes to the award program Bachelor of Engineering/Bachelor of Commerce had been through the Curriculum Committee and that the Faculty would be meeting at the end of September to discuss this matter.

5. Review of Resolutions of the Senate, Academic Board and Faculties in respect of degrees/Approval Mechanisms for New or Amended Courses of Study

The Chair reported that work reviewing the Resolutions of the Senate, Academic Board and Faculties in respect of degrees was still ongoing with informal discussions between the Chair of the Academic Board, Senate and other interested parties. The response so far had been positive, and a report was currently with the Vice-Chancellor.

6. Full proposals due mid-1999

(1) Bachelor of Veterinary Science

The Committee noted that whilst Senate gave approval in 1997 for the introduction in 1999 of major changes to the Bachelor of Veterinary Science, the Faculty had identified several aspects of this proposal that were inappropriate.

The Committee further noted that the Faculty of Veterinary Science voted to extend the process of course review and planning, and the new course would now not commence until 2000. The Faculty Teaching Committee was now working on preparation of the full proposal, which would be submitted to the Undergraduate Studies Committee in 1999.

(2) Bachelor of Arts (Languages)

The Committee noted that, once the initial proposal is approved in principle by Senate, the full proposal needed to be submitted by mid-1999.

7. Uniform reporting of Honours grades and relationship to University Medals

The Academic Board at its meeting on 12 August 1998 referred a proposal from the Faculty of Agriculture concerning uniform reporting of honours grades and the relationship of University medals to the Committee for consideration and advice to the Board.

It was agreed to let this matter lie on the table until the problem with WAM based honours degrees was resolved.

8. Bachelor of Medicine and Bachelor of Surgery

The Committee agreed to request the Faculty of Medicine to provide further detail on their proposal to amend Senate Resolutions in relation to the Bachelor of Medicine and Bachelor of Surgery to provide for only one class of Honours which would be Class I Honours.

9. Summer schools and policy on exclusions and credit for units of study

The Committee agreed to seek advice from the Registrar, Dr Adams and the University Solicitor, Ms Fleming regarding excluded students being allowed to enrol in the Summer School and then being credited for this study as part of a University of Sydney degree.

10. Overseas Qualifications Working Party

The Committee noted a report of the meeting of the Overseas Qualifications Working Party held on 18 August 1998 and in particular the following:

- (a) Single Admissions Working Party
- (b) Overseas qualifications from private providers

AGENDA ITEM 9.

Report of the Graduate Studies Committee

9.1 Report of the meeting of the Graduate Studies Committee held on 28 September 1998

The Committee met on 28 September 1998 when there were present: the Chair, Professor J R Lawrence, presiding, Mr B Buckley, Dr M J Mahony, Associate Professors A F Masters and A Mitchell, Dr R Mitchell, Associate Professors F Nicholas and R Ross, Professor D Siddle, Mr D Trudinger and Dr L Unsworth. 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 28 September 1998.

2. Reference from the Academic Board: Discussion paper on "Australian Postgraduate Awards and University Scholarships: Method of Award"

The Committee received the following report from the Postgraduate Awards Sub-Committee. The Committee endorsed the report and **recommends** that the Board adopt the report and its recommendations.

1998-99 APA and UPA Round Guidelines, Allocation, Ranking Procedures and Timetable

- (1) At its meeting of 12 August 1998, the Academic Board adopted as policy the position paper entitled "Australian Postgraduate Awards and University Scholarships: Method of Award" subject to its amendment to provide for a review after two years of operation and requested the Graduate Studies Committee to propose guidelines for the number of awards to be held centrally and for their allocation.

Proposed guidelines:

- (a) Based on past experience of the Postgraduate Awards Sub-Committee in allocating scholarships, 15 scholarships should be held centrally to cover anomalous cases.
- (b) Some or all of these scholarships will be allocated by the Postgraduate Awards Sub-Committee.
- (c) Any of the 15 scholarships that have not been allocated will be distributed to College lists using the agreed formula.
- (d) Anomalous cases would include:
 - students who are already enrolled in higher degrees and whose strong candidature is evident through publications and presentations at national and international conferences;
 - students who, in exceptional cases, have shown that they would be very strong candidates for PhD study but who would not receive a scholarship through the order of merit system.
- (e) The case for the potential for strong PhD candidature will have to be substantiated by a letter from the Head of Department in which the case is defended and justified. Where relevant, there must be a report from the thesis supervisor.

(2) Proposed Allocation of Awards

Based on the principles outlined in the position paper and after allowing 15 awards to be allocated centrally, the proposed allocation of awards is as follows:

College of Health Sciences:	38,
College of Humanities and Social Sciences:	69, and
College of Sciences and Technology:	69.

This allocation is made on the assumption that there will be a total of 191 awards available, the same number as the 1997-98 round.

(3) Ranking Procedures:

- (a) Each faculty is required to compile an Order of Merit list according to the ranking procedures/protocols detailed in the attached document¹ from its College. Such lists must contain the requisite information about each supported applicant and be ready for examination at the College ranking meetings.
- (b) Each College Postgraduate Awards Committee is to rank all supported applicants and to verify all anomalous cases put forward by its faculties.
- (c) The Chairs of the College Postgraduate Awards Committees and Manager, Scholarships Administration to meet and discuss/determine:
 - the College ranking lists,
 - the anomalous cases, and
 - the top 10 applicants (for award of the A.E. & F.A.Q. Stephens Scholarship)for consideration by the Postgraduate Awards Sub-Committee.
- (d) The Postgraduate Awards Sub-Committee to meet and decide on:
 - the University Order of Merit list,
 - the allocation of awards to applicants under the provisions for anomalous cases,
 - the number of first round offers to be made for APA and UPA, and
 - the number of applicants to be put on a reserve list.

(4) Timetable:

- by 13 November – applications distributed to faculties
- by 9 December – College ranking meetings
- 10 December (morning) – College ranking lists due at Scholarships Office
- 11 December (9 a.m.) – meeting of Chairs of College Postgraduate Awards Committee and Manager, Scholarships Administration
- 14 December (9 a.m.) – Postgraduate Awards Sub-Committee meeting
- 16 December – first round offer letters to be sent
- 5 January – last day to accept first round offers

The University is committed to accelerate the ranking process for the 1999-2000 round with the aim of making first round offers in early December.

¹ The documents on College ranking procedures are not included with this report, but are available on request from the Academic Board Office.

3. Amendment of the Resolutions of the Senate

- (1) **Faculty of Arts:**
- Master of Arts**
 - Graduate Diploma in Arts**
 - Graduate Certificate in Arts**
 - Master of Letters**
 - Graduate Diploma in Modern Language Teaching**
 - Graduate Diploma in Museum Studies**

The Committee received reports from two Working Parties it had appointed to consider proposals from the Faculty of Arts for:

- the introduction of new subject areas within the existing Master of Arts, Graduate Diploma in Arts, Graduate Certificate in Arts and Master of Letters courses;
- the amendment of the Graduate Diploma in Modern Language Teaching course; and
- the amendment of the Graduate Diploma in Museum Studies course.

The proposal for the introduction of the following new subject areas in existing courses is based on the use of defined areas of speciality existing within the Faculty of Arts:

- Master of Arts – Ancient History, Peace and Conflict Studies
- Graduate Diploma in Arts - Ancient History, Art History and Theory, Irish Studies, Peace and Conflict Studies
- Graduate Certificate in Arts – Ancient History, Art History and Theory, French Studies, Irish Studies and Peace and Conflict Studies
- Master of Letters – French Studies

Changes have been made to the documentation relating to the Graduate Diploma in Modern Language Teaching to make the content and purpose clearer to students in respect of general course descriptions, changes to some unit titles and the addition of three new units to make the course more flexible and attractive to students.

This proposal in respect of the Graduate Diploma in Museum Studies course is for the existing program to be offered offshore.

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

- (i) the proposal from the Faculty of Arts for major amendments to the existing Master of Arts, Graduate Diploma in Arts, Graduate Certificate in Arts, Master of Letters, Graduate Diploma in Modern Language Teaching and Graduate Diploma in Museum Studies 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. (Page 25)

- (2) **Faculty of Health Sciences:**
- Master of Health Science**
 - Graduate Diploma of Health Science**
 - Graduate Certificate of Health Science**

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Health Sciences for the introduction of the new subject area of Indigenous Community Health within the existing Master of Health Science, Graduate Diploma of Health Science and Graduate Certificate of Health Science courses.

The Faculty feels that the University has a significant role to play in the development of programs which address the issues of access and participation by Indigenous learners at postgraduate levels which is integral to improving the health status of Indigenous people. The proposed new subject area is organised in a manner which reinforces the values, beliefs and practices that are important to

Aboriginal people and communities. A flexible and off-campus mode of delivery will enable Aboriginal people to study in their own time and pace. Flexible entrance criteria will also provide access to students from a wide range of health related backgrounds. This course will also be accessible to both rural and urban based health officials. Non-Indigenous students may also benefit from this course.

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

- (i) the proposal from the Faculty of Health Sciences for the introduction of the new subject area of Indigenous Community Health within the existing Master of Health Science, Graduate Diploma of Health Science and Graduate Certificate of Health Science 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. (Page 26)

**(3) Faculty of Medicine: Graduate Diploma in Medicine
Graduate Diploma of Science in Medicine
Graduate Certificate in Pain Management**

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Medicine for major changes to the existing Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine (in the area of Pain Management) and for the introduction of a new course, the Graduate Certificate in Pain Management.

Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine (in Pain Management)

This program aims to improve patient outcomes by providing postgraduate, clinically relevant education of an international standard. The course is already available on a part-time basis at the RNSH and the proposal is for changes to the program to provide distance education opportunities for health care professionals not only from Australia but also from around the South East Asian area.

Graduate Certificate in Pain Management

The Pain Management and Research Centre of The University of Sydney, following international models, has developed chronic pain assessment and treatment services more comprehensively than any other centre in Australia. The Centre is now in a position to assist graduate health professionals to improve their knowledge and clinical skills in chronic pain management with a course designed to develop the knowledge and therapeutic skills, particularly in relation to conducting cognitive-behavioural group rehabilitation approaches to pain management.

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

- (i) the proposal from the Faculty of Medicine for the major changes to the existing Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine (in the area of Pain Management) and for the introduction of a new course, the Graduate Certificate in Pain Management 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 27-28)

**(4) Faculty of Science: Graduate Diploma in Science (Microscopy & Microanalysis)
Master of Science (Microscopy & Microanalysis)
Graduate Certificate of Science (Microscopy & Microanalysis)**

The Committee received a report from a Working Party it had appointed to consider a proposal from the Faculty of Science for the amendment of the existing Master of Science (Microscopy and Microanalysis) and Graduate Diploma of Science

(Microscopy and Microanalysis) courses and for the introduction of the new course, the Graduate Certificate of Science (Microscopy and Microanalysis).

The Graduate program in Microscopy and Microanalysis receives a huge number of enquiries from prospective interstate students. Due to the nature of the program, which is heavily laboratory and equipment based, the Australian Key Centre cannot meet the needs of these students and is proposing to amend the program by increasing the time frame within which the graduate diploma and degree are to be completed from 2 years to 4 years.

In order to allow an increased flexibility of choice, it is proposed to introduce a Graduate Certificate in Science (Microscopy and Microanalysis), to be completed in 1 semester full time or 3 semesters part time.

To further cater to the increased enquiry, it is proposed to offer all three programs in off-campus mode under strict supervision of the Australian Key Centre.

At the meeting of the Working Party it was agreed to delete from the entry requirements for the existing Graduate Diploma and proposed Graduate Certificate reference to applicants holding qualifications including "Science or Engineering-based subjects".

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

- (i) the proposal from the Faculty of Science for the amendment of the existing Master of Science (Microscopy and Microanalysis) and Graduate Diploma of Science (Microscopy and Microanalysis) courses and for the introduction of the new course, the Graduate Certificate of Science (Microscopy and Microanalysis) 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 29-30)

4. Proceedings of the Committee

(1) Report of the PhD Award Sub-Committee

On the report of the meeting of the PhD Award Sub-Committee held on 22 September 1998, the Committee noted that:

Doctor of Philosophy

- the award of the degree had been approved, subject to emendations being made to all copies of the thesis which are to remain available within the University, to two candidates;
- the degree had not been awarded to one candidate in the Faculty of Arts and one candidate in the Graduate School of Business; both candidates had been permitted to revise and resubmit;
- an additional examiner to act as an assessor had been appointed for a candidate in the Faculty of Arts; and
- examiners had been appointed for 41 candidates (including four candidates who had revised and resubmitted); replacement examiners had been appointed for two candidates.

The Committee also noted that it was appropriate for examiners to consult with one another during the examination process and that the Chair of the PhD Award Sub-Committee, Associate Professor Masters, would address the issue of making provision for examiners to be asked to declare any consultation that they had had with other examiners.

(2) Report of the Coursework Sub-Committee

The Committee received the report of the meeting of the Coursework Sub-Committee held on 14 September 1998 and noted that the Sub-Committee was addressing the following matters:

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

(3) Withdrawal of item from the Committee's report to the September Board meeting: proposed nomenclature for the Master's degree and Graduate Diploma in Pharmacy

The Committee noted that the Acting Chair had withdrawn the items relating to the proposed nomenclature for the Master's degree and Graduate Diploma in Pharmacy from the Committee's report to the September meeting of the Academic Board as a result of concerns raised by the Dean of the Faculty of Science, Professor Hewitt, in respect of the use of the word "Science" in the proposed nomenclature.

Associate Professor Ross reported that he was conducting negotiations over possible nomenclature with the interested parties and that he hoped to arrive at an acceptable solution in the near future. The Committee authorised him to report to the Board, on its behalf, if this would prevent delay in the approval process.

(4) Reference from the meeting of the Academic Board held on 16 September 1998: Minute item 5.2.1 Flexible Learning Working Party Report

The Committee noted that the Board, at its meeting on 16 September 1998, had received and noted the report of the Flexible Learning Working Party and referred it, to the Graduate Studies Committee, amongst others, for advice on the issues identified under Flexible Course Rules.

The Committee agreed that members should forward comments to the Chair within ten days of the meeting so that a response could be forwarded to the Chair of the Board by the due date of 31 October 1998.

(5) Paper used for the Library copy of the thesis

The Committee noted that, in response to a student enquiry, the University Assistant Archivist had been consulted about the appropriate type of paper that should be used for the copy of the thesis that is retained in the University when a higher degree is awarded.

The Assistant University Archivist has advised that the current policy, which requires a copy of a thesis to be supplied on "acid free or permanent paper", should be reviewed. The life span of paper is dependent on a number of factors, the pH of the paper being only one. The intent of the policy is to ensure the maximum possible life for the thesis. This will be best achieved if the policy requires the supplying of a copy on paper which meets the standard set by "AS 4003-1996 Permanent paper". There are a number of commercial products which meet this standard, Reflex Archival being one. The National Archives of Australia is preparing an advice leaflet on papers. It is anticipated that this will be available shortly, so that students may be able to be referred to it for guidance on paper choice. It will be on the web.

The Committee agreed in principle that archival paper should be used for the Library copy of the thesis. It agreed, however, to await the publication of the advice leaflet before recommending an amendment of the Resolutions of the Academic Board relating to the Form of the thesis to state more clearly the type of paper to be used.

(6) Typographical errors in theses

The Committee noted that there had been discussion at the last meeting of the PhD Award Sub-Committee about the problem of large numbers of typographical errors in some theses sent out for examination. Sub-Committee members had agreed that

the current rules were limiting in respect to the precise responsibility of supervisors, but that the presentation to examiners of theses with large numbers of errors (20 pages of examiner's comments in one case) were embarrassing and potentially harmful to the University's reputation. The Sub-Committee raised the issue for the Graduate Studies Committee to consider whether or not the rules should be changed to tighten procedures.

The Committee asked Associate Professor Masters to form a working party with other interested members from the Committee, to include the President of SUPRA, in order to consider the issue and to define and clarify other issues relating to conflicting examiners reports for PhDs and other higher doctorates.

(7) Electronic submission and examination of theses and electronic publication of theses

Electronic submission and examination

The Committee noted that the Working Party would be meeting in the near future in order to address various comments and suggestions made in respect of developing further the provisions for electronic submission and examination.

The Committee also noted a member's comments that when the proposal for electronic submission and examination had been presented to the Board, some Board members had apparently not understood the procedures and provisions for the lodgement of the Library copy of the thesis and that some clarification about this would be beneficial.

Electronic publication

The Committee noted that in September 1997, it had adopted a report, including the following recommendations, from its Working Party on electronic publication of theses:

- (a) commitment to the notion of electronic publication of theses;
- (b) support for the Research Infrastructure Equipment and Facilities Project (RIEF) and the participating consortium;
- (c) a request that the Graduate Studies Committee be kept informed of project progress;
- (d) the establishment of a database of useful URL addresses (by the University Archivist)
(available at: <http://www.usyd.edu.au/su/archives/theses/>);
- (e) the establishment of a web-accessible database of theses titles and abstracts (by the University Librarian); and
- (f) the merging of the Committee's Working Party on Electronic Submission of Theses with that on Electronic Publication of Theses with a watching and reporting brief.

The Chair recently received advice from the Associate Librarian (Reader Services), who was on that Working Party, that work had begun on the Australian Digital Theses project. The Committee agreed that its Working Party on Electronic Publishing should now meet to consider developments in the ADT project.

Membership of the Working Party

The Committee noted that some of the original members of both working parties are no longer available to serve. The current membership of the Working Party on electronic submission of theses is: Professor J R Lawrence (Chair), Associate Professor R Ross, Associate Professor A F Masters, Professor J Gero, Associate Professor T Koppi and the President of SUPRA. The Committee agreed to appoint Ms K Sexton to the working party which will consider issues related to both electronic submission and examination of theses and electronic publication of theses.

(8) 1999 meeting dates

The Committee agreed to meet at 2 pm on the following Mondays in 1999:

February	22
March	22
April	19
May	24
June	28
July	26
August	30
September	27
October	25
November	29

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

The Committee noted that the Chair, acting on behalf of the Committee, had appointed the following Working Party:

Faculty of Agriculture

APEC Master of Sustainable Development

Associate Professor R Ross (Chair)

Associate Professor F Nicholas

Dr M J Mahony

Professor T G MacAulay

Professor W Schworm

Professor B W Boer

a member of APEC (Note: the Committee agreed to appoint Professor S Fahey, the newly appointed Director of RIAB, to membership of the Working Party)

President of SUPRA or nominee

Note: Subsequent to the meeting, Professor H Clarke was added to the membership of the Working Party.

(10) Report on Minor changes to postgraduate courses

The Committee received a report on minor changes made by faculties to their postgraduate courses. The Committee noted Associate Professor Ross' report that at least one of the changes reported as "minor" appeared to be a "major" change (as defined in the Committee's "Guidelines on the distinction between major and minor changes at postgraduate level", and that he would write to the faculty concerned about this matter.

(11) Higher doctorates

Appointment of examiners: degree of Doctor of Medicine

The Committee endorsed the Acting Chair's action in approving recommendations from the Faculty of Medicine for the appointment of a replacement examiner for one candidate for the degree of Doctor of Medicine and for the appointment of a fourth examiner who would act as an assessor in respect of another candidate for the degree of Doctor of Medicine.

(12) Work in progress

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

- Terms of Reference of the Committee
- 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 Arts

- **Master of Arts**
The Resolutions of the Senate relating to the degree of Master of Arts (pp 221-2, *Calendar 1996, Vol I*) are amended to the following effect from 1 January 1999:
by inserting into section 14 the following new subject areas:
 - Ancient History
 - Peace and Conflict Studies

 - **Graduate Diploma in Arts**
The Resolutions of the Senate relating to the Graduate Diploma in Arts (pp 228-9, *Calendar 1996, Vol I*) are amended to the following effect from 1 January 1999:
by inserting into section 6 the following new subject areas:
 - Ancient History
 - Art History and Theory
 - Irish Studies
 - Peace and Conflict Studies

 - **Graduate Certificate in Arts**
The new Resolutions of the Senate relating to the Graduate Certificate in Arts are amended to the following effect from 1 January 1999:
by inserting into section 6 the following new subject areas:
 - Ancient History
 - Art History and Theory
 - French Studies
 - Irish Studies
 - Peace and Conflict Studies

 - **Master of Letters**
The Resolutions of the Senate relating to the degree of Master of Letters (pp 225-6, *Calendar 1996, Vol I*) are amended to the following effect from 1 January 1999:
by inserting into section 8 the following new subject areas:
 - French Studies

 - **Graduate Diploma in Modern Language Teaching**
The Resolutions of the Senate relating to the Graduate Diploma in Modern Language Teaching (p 230, *Calendar 1996, Vol I*) are amended to the following effect from 1 January 1999:
by amending section (11) to read as follows:
 11. (1) Nine units of study of twelve hours each, which include a final examination in each course or equivalent as determined by the Director of the Language Acquisition Research Centre; and
 - (2) A 10 000 word dissertation on an approved topic.

 - **Graduate Diploma in Museum Studies**
The Resolutions of the Senate relating to the Graduate Diploma in Museum Studies (p 230, *Calendar 1996, Vol I*) are amended to the following effect from 1 January 1999:
by adding a new section 5.
 5. Offshore program – The Graduate Diploma in Museum Studies will be offered as a course of study leading to the award of the Graduate Diploma in Museum Studies which is conducted other than in the Commonwealth of Australia.
-

Faculty of Health Sciences

- **Master of Health Science (Indigenous Community Health)**
The Resolutions of the Senate relating to the degree of Master of Health Science (p 556, *Calendar 1998*, Vol I, as amended) are further amended to the following effect from 1 January 1999:
 - by inserting into section 1(2) the following new sub-section:
(iv) Indigenous Community Healthand
 - by renumbering sub-sections (iv) to (v).

 - **Graduate Diploma of Health Science (Indigenous Community Health)**
The Resolutions of the Senate relating to the Graduate Diploma of Health Science (p 556 *Calendar 1998*, Vol I, as amended) are further amended to the following effect from 1 January 1999:
 - by inserting into section 1.(1) the following new sub-section:
(ix) Indigenous Community Healthand
 - by renumbering sub-sections (ix) to (xiii).

 - **Graduate Certificate of Health Science**
The Resolutions of the Senate relating to the Graduate Certificate of Health Science (p 556 *Calendar 1998*, Vol I, as amended) are further amended to the following effect from 1 January 1999:
 - by inserting into section 1.(3) the following new sub-section:
(vi) Indigenous Community Healthand
 - by renumbering sub-sections (vi) to (viii).
-

Faculty of Medicine

- **Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine in Pain Management**
The new Resolutions of the Senate relating to the Graduate Diploma in Medicine and the Graduate Diploma of Science in Medicine are amended to the following effect from 1 January 1999:
 - by adding the following new section 5
5. Where approved, in addition to campus-based learning, the Graduate Diploma in Medicine/Graduate Diploma of Science in Medicine may be delivered by distance learning.and
 - by renumbering existing sections 5 to 11 and consequently changing the cross-reference relating to section 7 (to read section 8) in the re-numbered section 11.

- **Degrees and Diplomas in Medicine**
The Resolutions of the Senate relating to Degrees and Diplomas in Medicine (p 578, *Calendar 1998 Vol I*) are amended to the following effect from 1 January 1999:
 - by adding the following new section:
3. The certificates in the Faculty of Medicine shall be:
 - (a) Graduate Certificate in Pain Management (GradCertPainMgt)and
 - by renumbering sections 3 through 4.

- **Graduate Certificate in Pain Management**
The Resolutions of the Senate relating to the Graduate Certificate in Pain Management will be as follows, with effect from 1 January 1999:
GRADUATE CERTIFICATE IN PAIN MANAGEMENT
 1. An applicant for admission to candidature shall apply in writing to the Faculty for such admission to candidature.
 2. Subject to section 3., and as provided for in chapter 10 of the by-laws, the Faculty may, on the recommendation of the Head of the Department of Anaesthesia, admit to candidature for the Graduate Certificate in Pain Management an applicant who holds an appropriate bachelors degree of the University of Sydney or an appropriate qualification from another institution or who has completed work deemed equivalent by the Head of the Department of Anaesthesia.
 3. Admission to the Graduate Certificate in Pain Management may be limited by quota. In determining the quota, the Faculty will take into account availability of resources and availability of adequate and appropriate supervision. In considering an application for admission to candidature, the Faculty shall take account of the quota and select applicants in order of academic merit.
 4. A candidate shall proceed either as a full-time or as a part-time candidate and shall so advise the Faculty.
 5. A candidate may be admitted by the Faculty on a probationary basis for a period not exceeding one semester, and upon completion of this period the Faculty shall review the candidate's work and shall either confirm or terminate the candidature.
 6.
 - (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 Anaesthesia.
 - (2) The Head of the Department of Anaesthesia shall report the result of the examination of the coursework to the Faculty which shall determine the result of the candidature.
 7. Except where determined otherwise by the Faculty on the recommendation of the Head of the Department of Anaesthesia, a full-time candidate shall complete the requirements for the Graduate Certificate in Pain Management not earlier than the end of the first semester of candidature and, except with the permission of the Faculty, on the recommendation of the Head of the Department of Anaesthesia, not later than the end of the fourth semester of candidature.

8. Except where determined otherwise by the Faculty on the recommendation of the Head of the Department of Anaesthesia, a part-time candidate shall complete the requirements for the Graduate Certificate in Pain Management not earlier than the end of the second semester of candidature and, except with the permission of the Faculty, on the recommendation of the Head of the Department of Anaesthesia, not later than the end of the sixth semester of candidature.

9. A candidate for the Graduate Diploma of Medicine/Graduate Diploma of Science in Medicine (Pain Management) may apply for the award of the Graduate Certificate in Pain Management if, in the opinion of the Faculty and on the recommendation of the Head of the Department of Anaesthesia, the candidate has completed the work required in section 7., and such a candidate shall thereupon cease to be a candidate for the Graduate Diploma of Medicine/Graduate Diploma of Science in Medicine (Pain Management).

10. The Faculty may, on the recommendation of the Head of the Department of Anaesthesia, terminate the candidature of a candidate who, in the opinion of the Faculty, has not made satisfactory progress towards fulfilling the requirements for the Graduate Certificate in Pain Management.

Faculty of Science

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

The Resolutions of the Senate relating to Degrees and Diplomas in the Faculty of Science (p 609, 1998 Calendar, Vol 1, Statutes and Regulations) are amended to the following effect from 1 January 1999:

- The heading "Degrees and Graduate Diplomas in the Faculty of Science" is amended to read "Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science"

and

- The following new section 3 is added:

3. The certificates in the Faculty of Science shall be:

- (a) Graduate Certificate in Science (Microscopy & Microanalysis)
(GradCertSC(Micr&An))

- **Master of Science (Microscopy and Microanalysis)**

No amendment of the Resolutions of the Senate relating to the Master of Science (Microscopy & Microanalysis) is required.

- **Graduate Diploma in Science (Environmental Science), Graduate Diploma in Science (Microscopy & Microanalysis) and Graduate Diploma in Science (Psychology)**

The Resolutions of the Senate relating to the Graduate Diploma in Science (Environmental Science), Graduate Diploma in Science (Microscopy and Microanalysis) and Graduate Diploma in Science (Psychology) (p 696, 1998 Calendar, Vol 1, Statutes and Regulations) are amended as follows with effect from 1 January 1999:

- Section 1 relating to "Eligibility for admission" is amended by deleting from subsection (b) relating to the Graduate Diploma in Science (Microscopy and Microanalysis) the words "which includes science or engineering based subjects acceptable to the Faculty".
- Section 3 relating to "Time limits" is amended to read as follows (new text is underlined and text being deleted is struck through):

Time limits.

3. A candidate for the Graduate Diploma in Science (Environmental Science) and for the Graduate Diploma in Science (Psychology) shall proceed as a full-time student for a period of ~~one year~~ two semesters or, with the approval of the Interdepartmental Committee, as a part-time student for ~~two years~~ four semesters; a candidate for the Graduate Diploma in Science (Microscopy and Microanalysis) shall proceed as a full-time student for a period of two semesters or as a part-time student for up to eight semesters.

- **Graduate Certificate in Science (Microscopy & Microanalysis)**

The following new Resolutions of the Senate relating to the Graduate Certificate in Science (Microscopy and Microanalysis) are adopted with effect from 1 January 1999:

Graduate Certificate in Science (Microscopy & Microanalysis)

Eligibility for admission

- (1) The Faculty of Science, on the recommendation of the appropriate Committee, may admit to candidature to the Graduate Certificate in Science (Microscopy and Microanalysis) an applicant who is the holder of the degree of Bachelor of Science or Bachelor of Engineering, or any other award of the University of Sydney.
- (2) The Academic Board, on the recommendation of the Faculty, may admit to candidature for the graduate certificate 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

- (1) Admission to the graduate certificate 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 Faculty shall take account of the quota and will select in preference applicants who are most meritorious in terms of section 1 above.

Time limits

3. A candidate shall proceed as a full-time student for a period of one semester or as a part-time student for up to three semesters.

Requirements

4. The requirements for the Graduate Certificate shall be as prescribed by Resolution of the Faculty.

AGENDA ITEM 10.

Report of the Teaching and Learning Committee

10.1 Report of the Teaching and Learning Committee meeting of 10 September 1998

The Committee met on 10 September 1998. There were present Professor A Sefton (Chair), Professor D Anderson, Dr A Brew, Ms H Bonanno, Associate Professor L Dawe, Ms F Everingham, Associate Professor T Koppi, Mr L McCrimmon, Professor R McPhedran, Mr D Trudinger and Mr L Whittington. Professor R Pesman and Ms N Downey were present by invitation. Mrs L Rose was in attendance.

1. Assessment policies

Ms Downey spoke to the Committee regarding a number of policies which she recommended be rescinded now and in the future in light of the new assessment policy documents.

The Chair commented to the meeting that the assessment principles were a skeleton plan, which had to be transformed into policy. A first draft of the final document was expected around November and would be circulated for comment, with the final version to go to the March Academic Board for implementation in the July 1999 examination period.

After the matter was discussed in some detail, covering such issues as: removal of certain policies from the Examiner's handbook; Honours/High Distinction policies; differences between Departments/Faculties in implementing new guidelines and the effect this would have on students; and new technology and its place in assessment, it was agreed the following recommendations would be made to the Academic Board.

- (1) The Committee, noting that the Board, at its meeting of 10 June 1998, adopted as policy the documents entitled
 - (a) *Principles of Assessment*
 - (b) *Assessment: Rights and Responsibilities of the Institution, Faculties and Departments, Staff, Students,*

and that, as the following policies were superseded by these documents

- (a) *Statement on Matters Related to Assessment and Examinations (March 1994)*
- (b) *Weighting of Components of Assessment (September 1984)*

recommends they be rescinded.

- (2) The Committee asks the Board to **note** that all other Academic Board examination and assessment policies and guidelines are under review.
- (3) The Committee **recommends** that where there is a conflict over which policy should apply, the policy with the latest date be used, with the exception of policy applying to students enrolled in Semester II, 1998 who have already been given information on assessment taken from older policy documents.

2. Proceedings of Committee

(1) Report of the Learning Assistance Centre

Ms Bonnano tabled a report from the Learning Assistance Centre which noted teaching and student participation in the Centre's programs as listed below.

Teaching Program	Jan-March 1/1998- 31/3/98	April-June 1/4/98-30/6/98	July-August 1/7/98-4/8/98	Total
Central Program				
Enrolments (Registrations)	317	368	181	866
No of workshops offered	39	62	33	134
No of teaching hours	178	263	160	601
Independent Learning Program				
No of students (hours)	21	38	11	70
Faculty Program				
No of teaching hours	96	39	43	178
No of students	703	151	241	1095

(2) Teaching and Learning Showcase

Plans for the Showcase are well underway with the budget currently with the Vice-Chancellor for approval.

The production of guidelines to assist those wishing to make posters was discussed by the Committee as was the possibility of having the best posters of the Showcase displayed around the University.

(3) Performance indicators

Professor Anderson informed the Committee that DEETYA had made a decision not to allocate funds based on teaching performance, however, the University would continue to work in this direction.

As a result of this, what was believed to be the final document on performance indicators needs to be examined further as it no longer addressed the situation.

It was agreed by the Committee that the document would not be presented to the Academic Board until further examination had taken place.

AGENDA ITEM 12.

Report of the Academic Staffing Committee

12.1 Report of the Academic Staffing Committee meeting of 23 September 1998

The Committee met on 23 September 1998. There were present: Professor L Burgess (Acting Chair), Professor M Koder, Professor L Field, Professor S Armitage, Associate Professor R Arnold, Ms S Jamieson. Apologies: Professor R Pesman, Associate Professor R Atherton. In attendance: Ms H Beamish, Ms C Clarke. Apologies: Ms J Deitch.

- 1. Thank you to Associate Professor D Davey**
Thanks are to be conveyed to Associate Professor D Davey for his valued contribution to the work of the Academic Staffing Committee over the last 2 years.
- 2. Report of the Pro-Vice-Chancellor (Employee Relations)**
Professor M Koder reported on the following: an audit of personnel policies; Head of Department training; the HECE award and negotiations with the Unions; the probation process for fixed-term academic staff; and the possible incorporation of the Academic Position Classification Standards in academic salaries awards.
- 3. Report of the Research-only Sub-committee**
Recommendations of the sub-committee on the promotion process for research-only staff are to be presented in policy document format to be considered at the next meeting.
- 4. Sub-committee for Teaching- only Staff**
A sub-committee is to be established to consider the promotion process for Teaching-only staff.
- 5. Position Classification Standards**
The Research-only sub-committee is to provide information on the descriptors for classification of research-only staff to be presented to AHEIA for consideration of its incorporation into academic salaries awards.
- 6. Probation Process for Fixed-term Academic Staff**
The committee is considering the process for dealing with the probation of fixed-term academic staff for review at the next meeting.

AGENDA ITEM 13. General Business

13.1 1999 HECS Exemption Scholarship Policy (APAs without stipend)

For 1999 the University's policy in relation to APAs without stipend is recommended to be the same as for 1998 which is:

- | | |
|---|--|
| PhD | - full time HECS exempt for seven (7) semesters
- part time HECS exempt for up to fourteen (14) semesters |
| Master's Research
EdD,
SJD (New Resolution) | - full time HECS exempt for three (3) semesters
- part time HECS exempt for up to six (6) semesters |

However in 1998 the University received an increase in its quota of APAs without stipend from DEETYA, compared with previous years, and it was possible to award HECS Exemption Scholarships to more research students than the underlying policy stipulated. DEETYA will inform the University of its 1999 APA without stipend quota in December 1998 and students will be advised if any increase in the above allocations can be made.

Students receiving an APA with stipend will also be given matching HECS exemptions automatically. Transfers of APAs without stipend from full to part time and vice-versa do not affect the total exemptions which a student may receive. Note that in transferring from, for example, a Master's degree to a PhD candidature, the number of APA exemptions used in the Master's candidature will be deducted from the numbers set out above.

For the purposes of allocating HECS Exemption Scholarships, the above categories will relate to students enrolled by the HECS census date, 31 March for February Semester and by 31 August for July Semester. Students who enrol after these dates will normally not qualify for an exemption scholarship until the following semester. Note that for HECS and candidature purposes, enrolment at any time during a semester requires the full semester to be counted. Note also that students who enrol after the census date do not attract funding from DEETYA until the following semester.

13.2 Report of the Committee appointed to consider applications for promotion from Lecturer to Senior Lecturer

The report of the Committee appointed to consider applications for promotion from Lecturer to Senior Lecturer has been endorsed by the Chair of the Academic Staffing Committee and approved by the Vice-Chancellor. It is anticipated that it will be tabled at the Board meeting, by which time all applicants will have been notified.

13.3 Membership of the Academic Board

Following Dr D Hutchinson's resignation as Head of the Department of Economic History, a casual vacancy exists for membership of the Board by a head of department, who must be a woman (section 51(f) of the Academic Governance Rules relating to the Academic Board). The term of office is until 31 December 1999.