



Academic Board Agenda

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NOTICE OF MEETING

A meeting of the **Academic Board** will be held at 2 pm on **Wednesday 13 December 2000** 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

6 December 2000

AGENDA

Pages

☆ 1. **Apologies**

The following apologies have been received:
Professor A Brewer
Dr A Fekete
Associate Professor E Probyn
Professor P Springborg

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 15 November 2000 as a true record.

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

4.1 Confirmation of matters determined by the Board meeting held on 15 November 2000 14-17

Recommendation

That the Academic Board confirm the determinations of the meeting of the Academic Board held on 15 November 2000, as set out in the report presented.

★ **5. Report of the Chair**

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 4 December 2000 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 held on 4 December 2000.

5.2 General report

5.2.1 Creation, Variation and Deletion of Award Courses and Units of Study 18-19, and sep encl

Recommendation

That the Academic Board:

- (1) *approve the consolidation and updating of existing Board policies into the document "Creation, Variation and Deletion of Award Courses and Units of Study", with effect from 1 January 2001;*
- (2) *ask Senate to ratify the section "Levels of Approval for Changes to Courses and Units of Study" and to note the remainder of the document "Creation, Variation and Deletion of Award Courses and Units of Study"; and*
- (3) *rescind the following policies:*

007	<i>Common Unit Values</i>	1993
040	<i>Proposals for New or Amended postgraduate courses</i>	1997
107	<i>Development of New Courses and Degrees</i>	1999
108	<i>Library Impact Statement</i>	1997
202	<i>Semesterization and Nomenclature for academic programs and the academic year: academic aspects</i>	1997
203	<i>Nomenclature/Academic Programs/Courses and Units of Study: Summary</i>	1997
204	<i>Nomenclature/Academic Programs/Courses</i>	1997

	<i>and Units of Study</i>	
205	<i>Nomenclature: Implementation</i>	1997
213	<i>Recognition for completion of non-award courses</i>	1992
222	<i>Credit points</i>	1997
223	<i>Approval mechanisms for new or amended courses of study</i>	1997
225	<i>Full proposal for new or major change to an undergraduate course – pro-forma</i>	1997
226	<i>Guidelines on the distinction between Major and Minor changes at postgraduate level</i>	1997
254	<i>Issues relating to the development and implementation of semesterization and nomenclature</i>	1998
255	<i>Minor changes to Senate Resolutions relating to courses and units of study</i>	1998

5.2.2 Assessment and Examination of Coursework

19-20, and sep encl

Recommendation

That the Academic Board:

- (1) *approve the consolidation and revision of Board resolutions and policies into the document, “Assessment and Examination of Coursework”; and*
- (2) *rescind the following policies, with effect from 1 January 2001.*

Old Policy Number	Old Policy Title	Year Approved
011	<i>Calculators in University Examinations</i>	1994
012	<i>Emergency Evacuations of Examination Rooms</i>	1995
015	<i>Examinations – Security Procedures</i>	1995
038	<i>Merit Grades – Proportions</i>	1996
118	<i>Award of University Medals</i>	1991
256	<i>Principles of Assessment</i>	1998
257	<i>Assessment – Rights and Responsibilities</i>	1998
289	<i>Examination Papers – Names of Students</i>	1972
290	<i>Typewritten Assignments</i>	
294	<i>Examination and Assessment Procedures: Undergraduate and Postgraduate Coursework</i>	1999
	<i>Schedules for Submission of Student Assignments</i>	
	<i>Disclosure of Examination Results</i>	
013	<i>Assessment, Illness and Misadventure</i>	1994
016	<i>Special Examination Conditions for People with Disabilities or Other Special Needs</i>	1994

5.2.3 Faculty Reports on Teaching and Learning 20-21

Recommendation

That the Academic Board:

- (1) *note the Chair's Report on Faculty Reports on Teaching and Learning; and*
- (2) *approve the following timetable for the revision of Faculty Teaching and Learning Plans, and the preparation of Faculty Teaching and Learning Reports, for 2001.*

5 March 2001 Faculties provide for the Graduate Studies Committee a list of all postgraduate coursework courses, including course titles, due dates of 5-year reviews, and advice on when the reviews will be conducted.

13 August 2001 Faculties will be provided with details of Performance Indicators for previous 2 semesters.

3 September 2001 Faculties provide to the Teaching and Learning Committee a single report on undergraduate and postgraduate teaching and learning, against goals specified in operational plan.

24 September 2001 Faculties complete revisions of operational plans for review by the Pro-Vice-Chancellor (Teaching and Learning) and the Teaching and Learning Committee.

5.2.4 Academic Board Nominees to Selection Committees 21

Recommendation

That the Academic Board note the Chair's report on Academic Board Nominees to Selection Committees.

5.2.5 Action taken on behalf of the Board 21

5.2.5.1 Bachelor of Architecture

Recommendation

That the Academic Board note the Chair's action in respect of the Bachelor of Architecture course.

5.2.6 Christmas Party 21

Recommendation

That the Academic Board note the Chair's invitation to members to join him for champagne and Christmas cake at the University of Sydney Club at the close of this Board meeting, at approximately 3.15 pm.

☆ 6. **Report of the Vice-Chancellor and Principal**

6.1 **Report on Senate matters**

6.1.1 **Report of the Senate meeting held on 4 December 2000** 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 held on 4 December 2000.

6.2 **General report**

7. **Reports of Faculties and Boards**

7.1 **Report of the Faculty of Agriculture** 22

7.1.1 **Receipt of report**

Recommendation

That the Academic Board receive and note the report of the Faculty of Agriculture meeting held on 14 November 2000.

7.1.2 **Amendment of the Resolutions of the Senate: Constitution of the Faculty of Agriculture**

Recommendation

That the Academic Board recommend that Senate amend the Resolutions of the Senate relating to the Constitution of the Faculty of Agriculture, with effect from 1 January 2001, as set out in the report presented.

7.2 **Report of the Sydney Conservatorium of Music** 23-24

7.2.1 **Receipt of report**

Recommendation

That the Academic Board receive and note the report of the Sydney Conservatorium of Music.

7.2.2 **Semester and vacation dates 2001**

Recommendation

That the Academic Board approve the semester and vacation dates for the Sydney Conservatorium of Music for the year 2001, as set out in the report presented.

8. **Report of the Undergraduate Studies Committee**

(Professor Lawrence Cram)

☆ 8.1 **Oral report of the Chair**

Recommendation

That the Academic Board note the report of the Chair of the Undergraduate Studies Committee.

8.2 Report of the meeting held on 21 November 2000 25-28, and sep encl

8.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 21 November 2000.

8.2.2 New courses/major changes to existing courses

Faculty of Science

8.2.2.1 Bachelor of Science in Media and Communications 25-26, and
sep encl 2,3-7

Recommendation

That the Academic Board:

- (1) *recommend that Senate approve:*
 - (a) *the proposal from the Faculty of Science for the introduction in 2002 of the new course, the Bachelor of Science in Media and Communications,*
 - (b) *the amendment of the Resolutions of the Senate relating to Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science, with effect from 2002, as set out in the report presented, and*
 - (c) *the adoption of new Resolutions of the Senate relating to the Bachelor of Science in Media and Communications course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2002, as set out in the report presented;*
- (2) *note the Resolutions of the Faculty relating to this course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
- (3) *approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree, as set out in the report presented.*

8.2.2.2 Bachelor of Information Technology 26, and
sep encl 2, 8-21

Recommendation

That the Academic Board:

- (1) *recommend that Senate approve:*
 - (a) *the proposal from the Faculty of Science for the introduction in 2002 of the new course, the Bachelor of Information Technology,*
 - (b) *the amendment of the Resolutions of the Senate relating to Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science, with effect from 2002, as set out in the report presented, and*
 - (c) *the adoption of new Resolutions of the Senate relating to the Bachelor of Information Technology course, made*

- pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2002, as set out in the report presented;
- (2) note the Resolutions of the Faculty relating to this course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and
 - (3) approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree, as set out in the report presented.

8.2.2.3 Faculty of Agriculture: Bachelor of Animal Science 27, and
sep encl 22-41

Recommendation

That the Academic Board:

- (1) recommend that Senate approve:
 - (a) the proposal from the Faculty of Agriculture for the introduction in 2002 of the new course, the Bachelor of Animal Science,
 - (b) the amendment of the Resolutions of the Senate relating to Degrees and Diplomas in the Faculty of Agriculture, with effect from 2002, as set out in the report presented, and
 - (c) the amendment of the Resolutions of the Senate relating to Bachelors degrees in the Faculty of Agriculture, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999 and approved by Senate at its meeting on 6 November 2000, with effect from 1 January 2002, as set out in the report presented;
- (2) note the amendment of the Resolutions of the Faculty relating to Bachelors degrees, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and
- (3) approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree for the Bachelor of Animal Science, as set out in the report presented.

8.2.3 Amendment of the Resolutions of the Senate

8.2.3.1 Faculty of Architecture: Bachelor of Architecture 27-28, and
sep encl 41-46

Recommendation

That the Academic Board:

- (1) note that, on the recommendation of the Undergraduate Studies Committee, the Chair, acting on behalf of the Board, has recommended that Senate approve:
 - (a) the rescission of the Resolutions of the Senate relating to the Bachelor of Architecture course, and
 - (b) the adoption of the new Resolutions of the Senate relating to this course, made pursuant

- to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented;*
- (2) *note the revised Resolutions of the Faculty relating to the Bachelor of Architecture course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and*
 - (3) *approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree, as set out in the report presented.*

8.2.4 Proceedings of the Committee

28

Recommendation

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 21 November 2000 relating to the following matters:

- (1) *Membership of the Undergraduate Studies Committee*
- (2) *Report of the Chair*
 - (a) *Admissions meetings*

9. Report of the Graduate Studies Committee

(Associate Professor Russell Ross, Alternative Chair)



9.1 Oral report of the Chair

Recommendation

That the Academic Board note the report of the Alternative Chair of the Graduate Studies Committee.

9.2 Report of the meeting held on 27 November 2000

29-51

9.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 27 November 2000.

9.2.2 Proposals for new postgraduate courses

9.2.2.1 Faculty of Architecture: Graduate Diploma in Design Science and Graduate Certificate in Design Science

29-30, 36

Recommendation

That the Academic Board recommend that Senate approve:

- (1) *approve the introduction in 2001 of the new subject area of Film and Digital Video in the Graduate Diploma in Design Science and Graduate Certificate in Design Science courses; and*
- (2) *approve the amendment of the Resolutions of the Senate relating to Postgraduate Coursework Study: Master's degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Architecture, with effect from 1 January 2001, as set out in the report presented.*

9.2.2.2 Faculty of Medicine: Graduate Certificate in Population Health Research Methods, Master of Health Economics, Graduate Certificate in Health Economics, Graduate Diploma in Medical Imaging, Master of Medicine, Master of Science in Medicine, Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine 30-33, 37-43

Recommendation

That the Academic Board recommend that Senate approve:

- (1) *the proposals from the Faculty of Medicine for the introduction in 2001 of*
 - (a) *the new Graduate Certificate in Population Health Research Methods course,*
 - (b) *the new Master of Health Economics and Graduate Certificate in Health Economics courses,*
 - (c) *the new Graduate Diploma in Medical Imaging course and*
 - (d) *the new discipline area of Sleep Medicine in the Master of Medicine, Master of Science in Medicine, Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine courses;*
- (2) *the amendment of the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine, with effect from 1 January or 1 July 2001, as set out in the report presented; and*
- (3)
 - (a) *the adoption of new Resolutions of the Senate relating to the Graduate Certificate in Population Health Research Methods course, the Master of Health Economics and Graduate Certificate in Health Economics courses and the Graduate Diploma in Medical Imaging course and*
 - (b) *the amendment of the Resolutions of the Senate relating to the Master of Medicine, Master of Science in Medicine, Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine courses,*
with effect from 1 January 2001 or 1 July 2001, as set out in the report presented.

9.2.3 Minimum English language proficiency requirements 33

Recommendation

That the Academic Board approve the amendment of the minimum English language proficiency requirements for postgraduate courses in the Faculties of Health Sciences and Medicine, with immediate effect, as set out in the report presented.

9.2.4 Audit of facilities for research students 33, 44-51

Recommendation

That the Academic Board note the report on the audit of facilities for research students.

9.2.5 Proceedings of the Committee 33-35

Recommendation

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 27 November 2000 relating to the following matters:

- (1) *Distance education courses*
- (2) *Examination of AGSM PhD theses*
- (3) *Theses containing published material*
- (4) *Creation, Variation and Deletion of Award Courses and Units of Study*
- (5) *Co-supervisors of research candidatures*
- (6) *Higher doctorates: award of the degree of Doctor of Medicine*
- (7) *Work in progress*

10. Report of the Teaching and Learning Committee

(Professor Judyth Sachs)



10.1 Oral report of the Chair

Recommendation

That the Academic Board note the report of the Chair of the Teaching and Learning Committee.

10.2 Report of the meeting held on 2 November 2000 52-54

10.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 2 November 2000.

10.2.2 Promotion on the basis of teaching 52, 54

Recommendation

That the Academic Board note the report on "Criteria for promotion on the basis of teaching".

10.2.3 Postgraduate Coursework 52

Recommendation

That the Academic Board note the report on the annual review of postgraduate coursework.

10.2.4 Guidelines for Good Practice 52-53

Recommendation

That the Academic Board note the report on "Guidelines for Good Practice".

10.2.5 Proceedings of the Committee 53

Recommendation

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 2 November 2000 relating to the following matters:

- (1) *Report of the Pro Vice-Chancellor (Teaching and Learning)*

- (a) Australian Universities Quality Audit: Update
- (b) Benchmarking
- (2) Report of the Learning Centre
- (3) Academic Honesty Policy
- (4) Graduate Skills Assessment

11. Report of the Research Committee

(Professor Les Field)



11.1 Oral report of the Chair

Recommendation

That the Academic Board note the report of the Chair of the Research Committee.

11.2 Report of the meeting held on 26 October 2000

55-59

11.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Research Committee meeting held on 26 October 2000.

11.2.2 Code of Conduct for Responsible Research Practice and Guidelines on Dealing with Allegations of Research Misconduct

55

Recommendation

That the Academic Board note the report on the Code of Conduct for Responsible Research Practice and Guidelines on Dealing with Allegations of Research Misconduct.

11.2.3 Proceedings of the Committee

55-59

Recommendation

That the Academic Board note the proceedings of the Research Committee meeting held on 26 October 2000 relating to the following matters:

- (1) Items carried over
 - (a) Plagiarism
 - (b) University of Melbourne Database
 - (c) NHMRC Database
 - (d) Severance Pay
- (2) Correspondence
- (3) Draft Criteria for Promotion on the Basis of Teaching
- (4) Guidelines for Sesqui Research and Development Scheme
- (5) National Awards and Employment practices with Research Staff
- (6) Reports
 - (a) Pro Vice Chancellor (Research), Professor David Siddle
 - (b) Research and Scholarships Office
- (7) Other Business
 - (a) Draft dates for 2001 meetings

12. Report of the Library Committee

(Professor Sue Armitage)



12.1 Oral report of the Chair

Recommendation

That the Academic Board note the report of the Chair of the Library Committee.

12.2 Report of the meeting held on 30 November 2000

Recommendation

That the Academic Board note that the report of the Library Committee meeting held on 30 November 2000 will be presented to the February 2001 meeting of the Board.

13. Report of the Academic Staffing Committee

(Associate Professor Ros Arnold)



13.1 Oral report of the Chair

Recommendation

That the Academic Board note the report of the Chair of the Academic Staffing Committee.

13.2 Report of the meeting held on 22 November 2000

60-62

13.2.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 22 November 2000.

13.2.2 Procedure for conferral of Title for Clinical Associate Professor 60-61, 62

Recommendation

That the Academic Board:

- (1) *endorse the proposed procedure for the conferral of the title of Clinical Associate Professor and commend it to the Deputy Vice-Chancellor (Planning and Resources) for approval; and*
- (2) *note that the current procedures remain unchanged for the conferring of Clinical Titles for Levels A – C (12 months and more) and for level E.*

13.2.3 Review of letter re interview for an academic position

61

Recommendation

That the Academic Board endorse the proposed amendment of the policy relating to interviews and of the wording of the letter to applicants for academic positions, as set out in the report presented, and commend it to the Deputy Vice-Chancellor (Planning and Resources) for approval.

13.2.4 Proceedings of the Committee 61

Recommendation

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 22 November 2000 relating to the following matters:

- (1) *Reference from the Graduate Studies Committee - absences and supervisory responsibility.*
- (2) *General Guidelines for applicants for academic appointments*
- (3) *Report of the Pro-Vice-Chancellor (Employee Relations)*

14. General Business

14.1 Delegation of authority 63

Recommendation

That the Academic Board authorise its Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting on 13 December 2000 and the first 2001 Board meeting on 14 February.

14.2 Outcomes of 2000 Academic Board elections 63

Recommendation

That the Academic Board note the outcomes of the 2000 Academic Board elections for:

1. *five deputy chairs of the Academic Board; and*
2. *three non-professorial members of the Academic Board.*

14.3 2001 Academic Board meeting dates 63, and sep pink encl

Recommendation

That the Academic Board note the schedule for the Board's 2001 meetings.

14.4 Report of the Promotions Committee for Professors Supplementary agenda (tabled)

Recommendation

That the Academic Board note the report on Promotions to Professor.

14.5 Membership of the Central Promotion Committees: 2001 Supplementary agenda (tabled)

Recommendation

That the Academic Board appoint the members of the Central Promotion Committees for 2001 as set out in the report presented

14.6 Report of the Vice-Chancellor and Principal on proctorial matters

Recommendation

That the Academic Board note the tabled report on proctorial matters.

AGENDA ITEM 4.
Business arising from Minutes

4.1 Confirmation of matters determined by the Board meeting held on 15 November 2000

At the meeting of the Academic Board held on 15 November 2000, the Alternative Chair, following consultation with the Vice-Chancellor, drew the Board's attention to the fact that the meeting was inquorate and that, in accordance with the Academic Governance Rules relating to the Academic Board, the meeting could consider procedural matters only. She proposed that, in order to facilitate the business of the Board, the meeting:

1. consider the agenda for the meeting;
2. refer those matters to be determined by Senate to the December meeting of Senate; and
3. determine all matters in the agenda that were for determination by the Board, subject to their confirmation by the Board at its December meeting.

The Board is asked to confirm the meeting's determination of the following matters:

5. Report of the Chair

5.2 General report

5.2.1 The University of Sydney (Coursework) Rule

Resolution 279/00

That the Academic Board:

- (2) rescind the Resolutions of the Academic Board relating to:
 - (a) Diplomas (May, 1991);
 - (b) Crediting courses completed at other than a University (March 1995);
 - (c) Graduate diplomas and graduate certificates (June 1993, April 1996); and
 - (d) Issues relating to the development and implementation of semesterisation and nomenclature in respect of postgraduate programs (June 1998).

8. Report of the Undergraduate Studies Committee

8.2 Report of the meeting held on 17 October 2000

8.2.3 Amendment of the Resolutions of the Senate and Faculty Resolutions

8.2.3.1 Faculty of Arts: Undergraduate degrees – Revised Resolutions of the Senate and Faculty Resolutions

Resolution 291/00

That the Academic Board:

- (2) note the revised Resolutions of the Faculty relating to the following courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999:
 - Bachelor of Arts
 - Bachelor of Arts (Honours)
 - Bachelor of Arts (Asian Studies)
 - Bachelor of Arts (Asian Studies) (Honours)
 - Bachelor of Arts (Languages)
 - Bachelor of Arts (Languages) (Honours)
 - Bachelor of Arts (Media and Communications)
 - Bachelor of Arts Informatics

- Bachelor of Arts Informatics (Honours)
 - Bachelor of Social Sciences
 - Bachelor of Social Sciences (Honours)
 - Bachelor of Arts and Bachelor of Commerce
 - Bachelor of Arts and Bachelor of Laws
 - Bachelor of Arts and Bachelor of Music
 - Bachelor of Arts and Bachelor of Science
 - Bachelor of Arts and Bachelor of Social Work
 - Bachelor of Arts and Bachelor of Theology
 - Bachelor of Education and Bachelor of Arts
 - Bachelor of Nursing and Bachelor of Arts; and
- (3) approve the Faculty requirements relating to admission, units of study, the pass degree, combined degrees, the honours degree, specially designated streams and award of the degree, as set out in the report presented.

8.2.3.2 Faculties of Arts and Science: Bachelor of Liberal Studies – Revised Resolutions of the Senate and Faculty Resolutions

Resolution 292/00

That the Academic Board:

- (2) note the revised Resolutions of the Faculties relating to the Bachelor of Liberal Studies course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and
- (3) approve the Faculties requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.

8.2.3.4 Faculty of Rural Management: Bachelor degrees and Advanced Diplomas – Revised Resolutions of the Senate and Faculty Resolutions

Resolution 294/00

That the Academic Board:

- (2) note the revised Resolutions of the Faculty relating to the following courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999
 - Bachelor of Business (Agricultural Commerce)
 - Bachelor of Equine Business Management
 - Bachelor of Farm Management
 - Bachelor of Horticultural Management
 - Bachelor of Land Management
 - Bachelor of Management
 - Bachelor of Rural Business Administration
 - Advanced Diploma of Business (Agricultural Commerce)
 - Advanced Diploma of Equine Business Management
 - Advanced Diploma of Farm Management
 - Advanced Diploma of Horticultural Management
 - Advanced Diploma of Viticultural Management
 - Advanced Diploma of Horticulture
 - Advanced Diploma of Land Management
 - Advanced Diploma of Management; and
- (3) approve the Faculty requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.

8.2.3.6 Sydney Conservatorium of Music – Revised Resolutions of the Senate and Conservatorium Resolutions

Resolution 296/00

That the Academic Board:

- (2) note the revised Resolutions of the Conservatorium relating to the following courses, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999
Bachelor of Music
Bachelor of Music Studies
Diploma of Music
Associate Diploma in Jazz Studies; and
- (3) approve the Conservatorium requirements relating to admission, units of study, the pass degree, the honours degree, specially designated streams and award of the degree, as set out in the report presented.

8.2.3.7 Board of Studies in Social Work: Bachelor of Social Work – Revised Resolutions of the Senate and Board Resolutions

Resolution 297/00

That the Academic Board:

- (2) note the revised Resolutions of the Board relating to the Bachelor of Social Work course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and
- (3) approve the Board requirements relating to admission, units of study, requirements for the pass degree, the honours degree and award of the degree, as set out in the report presented.

8.2.4 English language requirements: International Baccalaureate students

Resolution 298/00

That the Academic Board amend the English language requirements for International Baccalaureate students as set out in the report presented.

8.2.5 Admissions Committee

Resolution 299/00

That the Academic Board delegate authorities relating to Admission, that are currently delegated to the Admissions Sub-Committee, to the Undergraduate Studies Committee.

9. Report of the Graduate Studies Committee

9.2 Report of the meeting held on 23 October 2000

9.2.3 Amendment of the Resolutions of the Academic Board

9.2.3.1 Examination Process for the degree of Doctor of Philosophy: oral examinations

Resolution 304/00

That the Academic Board approve:

- (1) the amendment of the policy relating to the oral examination of PhDs, with immediate effect, as set out in the report presented; and
- (2) the amendment of the Resolutions of the Academic Board relating to the Examination Process for the degree of Doctor

of Philosophy, with immediate effect, as set out in the report presented.

9.2.3.2 Examination Process for the degree of Doctor of Philosophy: amendment requirements

Resolution 305/00

That the Academic Board:

- (1) approve the amendment of the Resolutions of the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented; and
- (2) note the revised Examiner's Report Form in the light of the above recommendation.

9.2.3.3 Form of the Thesis and Examination Process for the degree of Doctor of Philosophy: electronic submission of theses

Resolution 306/00

That the Academic Board approve the amendment of the Resolutions of the Academic Board relating to the Form of the Thesis and the Examination Process for the degree of Doctor of Philosophy, with immediate effect, as set out in the report presented.

14. General Business

14.1 Semester and vacation dates, 2001-2006

Resolution 317/00

That the Academic Board approve:

- (1) Summer Session dates for the years 2001-2002, as set out in the report presented; and
- (2) semester and vacation dates for the years 2003-2006, as set out in the report presented.

14.3 Membership of the Academic Board

14.3.1 Filling of casual vacancies: academic staff members elected from the academic staff members of each faculty

Resolution 319/00

That the Academic Board appoint Professor C Adam to membership of the Board as the academic staff member from the Australian Graduate School of Management, to hold office from 1 January 2001 to 31 December 2002, as recommended.

AGENDA ITEM 5. Report of the Chair

5.2 General report

1. Creation, Variation and Deletion of Award Courses and Units of Study

I referred to the October meeting of the Academic Board a draft document consolidating Academic Board policies relating to the creation, variation and deletion of award courses and units of study and invited comments thereon.

Advice received has been incorporated as minor changes to the document, which is now presented for approval by the Academic Board. *(separate enclosure)*

Approval of the new document will allow the Board to rescind the existing policies listed below:

007	Common Unit Values	1993
040	Proposals for New or Amended postgraduate courses	1997
107	Development of New Courses and Degrees	1999
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202	Semesterization and Nomenclature for academic programs and the academic year: academic aspects	1997
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226	Guidelines on the distinction between Major and Minor changes at postgraduate level	1997
254	Issues relating to the development and implementation of semesterization and nomenclature	1998
255	Minor changes to Senate Resolutions relating to courses and units of study	1998

The Secretariat is currently working with the Undergraduate and Graduate Studies Committees to revise the pro-formas used to propose new courses or to vary existing courses. Pending release of the new pro-formas, faculties should forward proposals using the current pro-formas.

Recommendation:

That the Academic Board:

- (1) approve the consolidation and updating of existing Board policies into the document “Creation, Variation and Deletion of Award Courses and Units of Study”, with effect from 1 January 2001;
- (2) ask Senate to ratify the section “Levels of Approval for Changes to Courses and Units of Study” and to note the remainder of the document “Creation, Variation and Deletion of Award Courses and Units of Study”; and
- (3) rescind the following policies:

007	Common Unit Values	1993
040	Proposals for New or Amended postgraduate courses	1997
107	Development of New Courses and Degrees	1999
108	Library Impact Statement	1997
202	Semesterization and Nomenclature for academic programs and the academic year: academic aspects	1997

203	Nomenclature/Academic Programs/Courses and Units of Study: Summary	1997
204	Nomenclature/Academic Programs/Courses and Units of Study	1997
205	Nomenclature: Implementation	1997
213	Recognition for completion of non-award courses	1992
222	Credit points	1997
223	Approval mechanisms for new or amended courses of study	1997
225	Full proposal for new or major change to an undergraduate course – pro-forma	1997
226	Guidelines on the distinction between Major and Minor changes at postgraduate level	1997
254	Issues relating to the development and implementation of semesterization and nomenclature	1998
255	Minor changes to Senate Resolutions relating to courses and units of study	1998

2. Assessment and Examination of Coursework

I referred to the October meeting of the Academic Board a draft document consolidating Academic Board policies relating to Assessment and Examination, and invited comment thereon.

Many comments were received, and all have been incorporated into the revised document.
(separate enclosure)

An issue of particular discussion concerned the balance between standards-referenced (formerly called criterion-referenced) assessment and norm-referenced assessment. With the advice of a working party, this section has been significantly redrafted.

The draft section on Special Consideration following Illness and Misadventure has been replaced by the current Academic Board policy, last revised in 1999. The Board will need to review this policy as a matter of urgency in 2001.

The revised document incorporates:

Old Policy Number	Old Policy Title	Year Approved
011	Calculators in University Examinations	1994
012	Emergency Evacuations of Examination Rooms	1995
015	Examinations – Security Procedures	1995
038	Merit Grades – Proportions	1996
118	Award of University Medals	1991
256	Principles of Assessment	1998
257	Assessment – Rights and Responsibilities	1998
289	Examination Papers – Names of Students	1972
290	Typewritten Assignments	
294	Examination and Assessment Procedures: Undergraduate and Postgraduate Coursework	1999
	Schedules for Submission of Student Assignments	
	Disclosure of Examination Results	
013	Assessment, Illness and Misadventure	1994
016	Special Examination Conditions for People with Disabilities or Other Special Needs	1994

Recommendation:

That the Academic Board:

- (1) approve the consolidation and revision of Board resolutions and policies into the document, "Assessment and Examination of Coursework"; and
- (2) rescind the following policies, with effect from 1 January 2001.

Old Policy Number	Old Policy Title	Year Approved
011	Calculators in University Examinations	1994
012	Emergency Evacuations of Examination Rooms	1995
015	Examinations – Security Procedures	1995
038	Merit Grades – Proportions	1996
118	Award of University Medals	1991
256	Principles of Assessment	1998
257	Assessment – Rights and Responsibilities	1998
289	Examination Papers – Names of Students	1972
290	Typewritten Assignments	
294	Examination and Assessment Procedures: Undergraduate and Postgraduate Coursework	1999
	Schedules for Submission of Student Assignments	
	Disclosure of Examination Results	
013	Assessment, Illness and Misadventure	1994
016	Special Examination Conditions for People with Disabilities or Other Special Needs	1994

3. Faculty Reports on Teaching and Learning

Following consultations with Senate, the Pro-Vice-Chancellor (Teaching and Learning), and the Chair of the Teaching and Learning Committee, I am asking the Board to approve a new timetable for the provision of Teaching and Learning Reports for the Board's Committees and Senate.

For the period 2000-2001, Faculties are in a transition to the new form of reporting against Faculty Teaching and Learning Plans. Rather than provide reports early in 2001 in the old format, separately for undergraduate and postgraduate teaching and learning, Faculties are asked to provide reports in the new style later in the year. Faculties will also revise their Teaching and Learning Plans in 2001, and are requested at that time to bring postgraduate coursework into the operational plan if they have not already done so. Faculties should also note that there are many postgraduate coursework courses approaching the due date for 5-year reviews, and the Board is eager to establish a timetable for scheduling such reviews.

In view of these considerations, I recommend that the Board resolves as follows:

Recommendation

That the Academic Board

- (1) note the Chair's Report on Faculty Reports on Teaching and Learning; and
- (2) approve the following timetable for the revision of Faculty Teaching and Learning Plans, and the preparation of Faculty Teaching and Learning Reports, for 2001.

- | | |
|----------------|---|
| 5 March 2001 | Faculties provide for the Graduate Studies Committee a list of all postgraduate coursework courses, including course titles, due dates of 5-year reviews, and advice on when the reviews will be conducted. |
| 13 August 2001 | Faculties will be provided with details of Performance Indicators for previous 2 semesters. |

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- | | |
|-------------------|--|
| 3 September 2001 | Faculties provide to the Teaching and Learning Committee a single report on undergraduate and postgraduate teaching and learning, against goals specified in operational plan. |
| 24 September 2001 | Faculties complete revisions of operational plans for review by the Pro-Vice-Chancellor (Teaching and Learning) and the Teaching and Learning Committee. |

4. Academic Board Nominees to Selection Committees

I am delighted to report that there has been an excellent response to the request for new Academic Board Nominees to Selection Committees. After the 17 new Nominees are trained early next year, there will be a group of over 70 people sharing this important duty. I thank members of the Board who nominated, and who encouraged others to nominate, and also thank all Nominees, old and new, for their valued contribution.

5. Action taken on behalf of the Board

I have acted on behalf of the Board in the following matter:

(1) Bachelor of Architecture

The Faculty of Architecture has re-drafted the Resolutions of the Senate relating to the Bachelor of Architecture course and has drafted new Faculty Resolutions, in the format prescribed by the University of Sydney (Undergraduate Courses) Rule 1999.

These Senate and Faculty Resolutions were endorsed by the Undergraduate Studies Committee at its meeting on 21 November 2000. (Item 8.2.3.1 on page 27 refers.)

The Faculty wishes to introduce these new course rules in 2001. As the new Resolutions of the Senate do not reflect any substantive changes to the material in the existing Resolutions, I have recommended to the December meeting of Senate that it approve:

- (1) the rescission of the Resolutions of the Senate relating to the Bachelor of Architecture course, and
- (2) the adoption of the new Resolutions of the Senate relating to this course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2001, as set out in the report of the Undergraduate Studies Committee.

The Board is asked, in the report of the Undergraduate Studies Committee, to:

- note the revised Resolutions of the Faculty relating to the Bachelor of Architecture course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and
- approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree, as set out in the report presented.

6. Christmas Party

Members of the Board and many others who have assisted with the work of the Board and its committees are invited to join me for champagne and Christmas cake at the University of Sydney Club at the close of this Board meeting, at approximately 3.15 pm. Invitations are being sent out separately.

AGENDA ITEM 7. Reports of Faculties and Boards

7.1 Report of the Faculty of Agriculture

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

The Faculty met on 14 November 2000.

Faculty **recommends** that the Constitution of the Faculty of Agriculture (p.137, Calendar 1999, Volume 1: Statutes and Regulations [as amended]) be further amended

- (1) by deleting from section 1(a) the Department of Animal Science
- (2) by deleting sections 1(b) and 1(c)
 - (b) two members of the teaching staff in the categories specified in paragraph (a) in each of the Schools of Biological Sciences, Chemistry and Physics and the Departments of Accounting, Econometrics, Economics, Government and Public Administration, and Veterinary Anatomy, nominated annually by the Head of the Department or School concerned;
 - (c) the Deans of the Faculties of Science, Veterinary Science and Economics, and the Principal of the Orange Agricultural College;

and inserting instead revised sections 1(b) and 1(c) with effect from 1 January 2001.

- (b) the Deans of the Faculties of Veterinary Science, Science, Economics and Business, Rural Management, Arts, and Law;
- (c) nominees of the respective Deans of Veterinary Science, Science, and Economics and Business should be members of the academic staff in relevant areas of undergraduate and postgraduate teaching; the numbers of members so nominated to be seven (7) for Veterinary Science, six (6) for Science, and six (6) for Economics and Business.

The purpose of these amendments is to provide for membership, within the Faculty of Agriculture, of members from the above mentioned faculties in light of restructuring changes in the Faculties of Economics and Business, Veterinary Science, the Orange Agricultural College and possible changes in the Faculty of Science and bearing in mind that students in the five (5) undergraduate degrees take units of study from a number of faculties.

7.2 Report of the Sydney Conservatorium of Music

Semester and vacation dates 2001

The Sydney Conservatorium of Music seeks the Board's approval of 2001 semester and vacation dates, as set out in the attached table.

There is significant congruence of dates for the commencement of lectures in each semester but the inclusion of the non-teaching Special Project Weeks in the Conservatorium's schedule results in a divergence in the conclusion of each semester. The duration of each non-teaching recess is common but the actual period co-incides only during the Easter recess in Semester 1.

The dates and activities reflect the nature of the Conservatorium's teaching activities, including two periods of practice teaching for Bachelor of Music (Music Education) students as well as three one-week Special Project Weeks. The amount of teaching delivered has not varied from previous years and it has been possible to reinstate the AVCC Common Week in July for 2001.

There is minimal implication for the wider University student body as few students of other faculties enrol in units of study offered by the Conservatorium. Similarly, the majority of Conservatorium students do not take units of study offered in other faculties. The Conservatorium has always prepared its own teaching timetable and scheduled all examinations related to its units of study. The dates proposed for 2001 should not have an impact on the broader University administrative processes and responsibility.

The formulation of the 2001 calendar followed consultation with the staff about possible options for teaching and examining patterns in 2001. It also acknowledges that the Conservatorium is scheduled to re-locate from its two existing campuses to the single re-developed facility in Macquarie Street in early July next year.

Sydney Conservatorium of Music Calendar for 2001

(Enrolment: 24 & 29 January)

Semester One		
All Tertiary Awards	Conservatorium Dates	Academic Board Dates
Individual lessons commence	19 February	
Lectures & ensemble activities commence	26 February	26 February
(*SPECIAL PROJECTS WEEK 1)	(2 April)	
EASTER RECESS Teaching concludes	12 April	12 April
All teaching recommences	23 April	23 April
Study Week: individual lessons conclude & recitals commence	4 June	11 June
Written examinations & recitals	18 June	18 June
Semester One ends	22 June	30 June
NON TEACHING RECESS (3 weeks)	25 June – 13 July	2 July – 20 July
Semester Two		
Individual lessons commence	16 July	
Lectures & ensemble activities commence	23 July	23 July
BMus(Mus Ed) 3 & 4 begin 7 week block practicum	13 Aug	
(*SPECIAL PROJECTS WEEK 2 and 3)	(20 and 27 August)	
NON-TEACHING RECESS Teaching concludes	28 September	21 Sept
Individual lessons & lectures recommence	8 October	2 October
Lectures & ensemble activities conclude & recitals commence	2 November	
Study Week: individual lessons conclude - recitals continue	5 November	5 November
Written examinations	12 November	12 November
Semester Two ends	7 December	1 December

Note:

- The annual teaching program for the Conservatorium includes 24 weeks of lectures and ensemble activities, 3 week-long Special Project periods and up to 28 weeks of individual instrumental lessons.
- The public performance examinations (recitals) take several weeks at the end of each semester
- The practicum requirement for the BMus(MusEd) students must be integrated into the program without disadvantage to those students.
- During each Special Projects Week normal lessons, lectures and ensemble activities cease for all students to allow those in the orchestra to prepare for and present a public concert program with a visiting conductor in the same way in which a professional orchestra rehearses and performs. Students who are not in the orchestra are involved in other special activities such as masterclasses.

AGENDA ITEM 8.
Report of the Undergraduate Studies Committee

8.2 Report of the Undergraduate Studies Committee meeting held on 21 November 2000

The Committee met on 21 November 2000 when there were present Professor L Cram (Chair), Professor M Jackson, Associate Professor C Gillies, Drs C Dauvergne, R Gilbert, E Lees and G Ryan, Ms S Field, Ms E Sainsbury and Ms K Sodersten. Miss K Neveltsen was in attendance.

1. Receipt of report

The Committee **recommends** that the Academic Board receive and note the following report of its meeting held on 21 November 2000.

2. New courses/major changes to existing courses

2.1 Faculty of Science

(1) Bachelor of Science in Media and Communications (*separate enclosure*)

The Committee recommends that the Academic Board recommend to Senate approval of the proposal to introduce a new Bachelor of Science in Media and Communications.

The Faculty of Science proposed to introduce the new course, the Bachelor of Science in Media and Communications, with effect from 2002. This would be a new interdisciplinary course of study with an intended intake of 15 students per year combining training in science with training and industry experience in various media.

The science components would be based on units of study currently offered in the Bachelor of Science. The Faculty of Arts had been consulted regarding the media components, which would be based on units of study offered for the Bachelor of Arts (Media and Communications). The course of study would also include an industry internship with an organisation associated with science media.

The Committee noted that this would be the first four year degree for the Faculty of Science. There were also some potential issues regarding equity for entry into the second year of the course. The Committee agreed that, following some minor amendments to the proposed Resolutions, the proposal be recommended for adoption.

Recommendation

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) *recommend that Senate approve:*
 - (a) *the proposal from the Faculty of Science for the introduction in 2002 of the new course, the Bachelor of Science in Media and Communications,*
 - (b) *the amendment of the Resolutions of the Senate relating to Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science, with effect from 2002, as set out in the report presented, and* (*separate enclosure page 2*)
 - (c) *the adoption of new Resolutions of the Senate relating to this course, made pursuant to the University of Sydney*

(Undergraduate Courses) Rule 1999, with effect from 1 January 2002, as set out in the report presented;

(separate enclosure page 3)

- (2) *note the Resolutions of the Faculty relating to this course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and* *(separate enclosure pages 4-7)*
- (3) *approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree, as set out in the report presented.*

(2) Bachelor of Information Technology *(separate enclosure)*

The Committee recommends that the Academic Board recommend to the Senate the approval of the proposal to introduce a new Bachelor of Information Technology.

The Faculty of Science proposed to introduce the new course, the Bachelor of Information Technology, with effect from 2002. This was a new four year course of study targeted at elite students with an aim to produce IT professionals with a strong practical and theoretical understanding of information systems and management.

There were five proposed majors: Computer Science, Information Systems, Multimedia Technology, Networks and Systems and Software Technology.

It was also proposed to introduce a distinctive final honours year, a variant of the BIT in its fourth year requirements.

The Committee noted that this would be the second four year course in the Faculty of Science. Some concern was expressed regarding transitional arrangements for current students in light of the proposed deletion of some units of study.

The Committee also noted that the definitions in relation to specialisation, major and stream need to be used consistently throughout the University. The Committee agreed that, following some minor amendments to the proposed Resolutions, the proposal be recommended for adoption.

Recommendation

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) *recommend that Senate approve:*
 - (a) *the proposal from the Faculty of Science for the introduction in 2002 of the new course, the Bachelor of Information Technology,*
 - (b) *the amendment of the Resolutions of the Senate relating to Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science, with effect from 2002, as set out in the report presented, and* *(separate enclosure page 2)*
 - (c) *the adoption of new Resolutions of the Senate relating to this course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999, with effect from 1 January 2002, as set out in the report presented;* *(separate enclosure page 8)*
- (2) *note the Resolutions of the Faculty relating to this course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and* *(separate enclosure pages 9-21)*
- (3) *approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree, as set out in the report presented.*

2.2 Faculty of Agriculture: Bachelor of Animal Science (separate enclosure)

The Committee recommends that the Academic Board recommend to the Senate the approval of the proposal to introduce a new Bachelor of Animal Science.

The Faculty of Agriculture proposed to introduce the new course, the Bachelor of Animal Science, with effect from 2002. The purpose of this degree was to enable students, currently undertaking the Bachelor of Science in Agriculture course, and who undertake the Animal Science stream, to have their course of study recognised as a named degree.

The proposal was, in the first instance, to utilise existing units of study and maintain full transferability of students between the Bachelor of Animal Science and the Bachelor of Science in Agriculture degrees for the first two years, and to have no effect on Higher School Certificate subject choice.

The Committee noted that issues regarding illness and mis-adventure in relation to examinations and assessment would be considered centrally by the University and agreed that the proposal be recommended for adoption.

Recommendation

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) *recommend that Senate approve:*
 - (a) *the proposal from the Faculty of Agriculture for the introduction in 2002 of the new course, the Bachelor of Animal Science,*
 - (b) *the amendment of the Resolutions of the Senate relating to Degrees and Diplomas in the Faculty of Agriculture, with effect from 2002, as set out in the report presented, and (separate enclosure page 22)*
 - (c) *the amendment of the Resolutions of the Senate relating to Bachelors degrees in the Faculty of Agriculture, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999 and approved by the Senate at its meeting dated 6 November 2000, with effect from 1 January 2002, as set out in the report presented;*
(separate enclosure page 23)
- (2) *note the amendment of the Resolutions of the Faculty relating to Bachelors degrees, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and (separate enclosure pages 24-40)*
- (3) *approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree for the Bachelor of Animal Science, as set out in the report presented.*

3. Amendment of the Resolutions of the Senate and Faculty Resolutions

3.1 Faculty of Architecture: Bachelor of Architecture (separate enclosure)

The Faculty of Architecture proposed the adoption of the Senate Resolutions and the approval of Faculty requirements relating to the Bachelor of Architecture, re-drafted in the format prescribed by the University of Sydney (Undergraduate Courses) Rule 1999.

Recommendation

That the Undergraduate Studies Committee recommend that the Academic Board:

- (1) *recommend that Senate approve:*
 - (a) *the rescission of the Resolutions of the Senate relating to the Bachelor of Architecture course, and*
 - (b) *the adoption of the new Resolutions of the Senate relating to this course, made pursuant to the University of Sydney (Undergraduate*

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- Courses) Rule 1999, with effect from 1 January 2001, as set out in the report presented;* (separate enclosure page 41)
- (2) *note the revised Resolutions of the Faculty relating to the Bachelor of Architecture course, made pursuant to the University of Sydney (Undergraduate Courses) Rule 1999; and* (separate enclosure pages 42-46)
- (3) *approve the Faculty requirements relating to units of study, the pass degree, the honours degree and award of the degree, as set out in the report presented.*

4. Proceedings of the Committee

(1) Membership of the Undergraduate Studies Committee

The Chair welcomed Ms Erica Sainsbury to the Committee as the representative of the Faculty of Pharmacy.

(2) Report of the Chair

(a) Admissions meetings

At its last meeting the Committee proposed that the Academic Board formally abolish the Admissions Sub-Committee and refer admissions matters to the Undergraduate Studies Committee.

The Undergraduate Studies Committee resolved to designate the second meeting of each semester for the discussion of admission issues.

The Chair had requested that the Manager of the International Office and the Director of the Student Centre prepare a list of the types of issues that may require consideration by the Committee.

The Committee agreed with the issues listed and also asked the Chair to suggest that English language requirements be considered as a topic for an Academic Forum Focus in 2001.

AGENDA ITEM 9.

Report of the Graduate Studies Committee

9.2 Report of the Graduate Studies Committee meeting held on 27 November 2000

The Committee met on 27 November 2000 when there were present: the Alternative Chair, Associate Professor R Ross, presiding, Professor C Adam, Drs B Adamson, E Baily and M Boughton, Associate Professor J Christodoulou, Professors L D Field, J Gero and D Kemp, Associate Professors A F Masters, P McCallum, F Nicholas and M Prosser, Professor D Siddle, Associate Professor J Small, Mr J A Taylor and Dr L Unsworth. In attendance: Miss E R Ring.

1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 27 November 2000.

2. Proposals for new postgraduate courses

2.1 Faculty of Architecture: Graduate Diploma in Design Science and Graduate Certificate in Design Science

The Committee recommends approval of the proposal from the Faculty of Architecture for the introduction in 2001 of the new subject area of Film and Digital Video in the Graduate Diploma in Design Science and Graduate Certificate in Design Science courses.

The Department of Architectural and Design Science has developed specialisations in architectural and design science, where the Digital Media program is a specialisation of Design Computing and the Audio Design program is a specialisation of Architectural Acoustics. These specialisations each attract a new professional group and provide electives for other areas of study in the Faculty. These specialisations, while originally conceived as separate areas of study, are converging to be “new media” that can be useful while designing and are the content of new designs. In response, the department is proposing a new program in film and digital video that will provide a more comprehensive program in the design of new media. The new program will have a recognised profession of its own while being horizontally integrated with the digital media and audio programs. The new program also provides electives for the Bachelor of Design Computing and the Bachelor of Design (Digital Media) and a potential career path for graduates of these two undergraduate degrees. While introducing the new program, a revision of the core and electives of the existing new media programs, including design computing, is proposed.

The Committee noted the concerns of the Working Party appointed to consider the proposal that related to the lack of consultation with cognate faculties prior to submission of the proposal to the Committee. The Committee noted also that the proposal had provided for the introduction of the new Film and Digital Video subject area in the Master of Design Science course. The Committee adopted the recommendation of the Chair of the Working Party to endorse in principle the introduction in 2002 of the new subject area in the Master of Design Science, with final approval not being granted until such time as the Committee received a report from the Chair indicating that reasonable consultations had occurred.

The Committee **recommends** through the Academic Board that Senate:

- (1) approve the introduction in 2001 of the new subject area of Film and Digital Video in the Graduate Diploma in Design Science and Graduate Certificate in Design Science courses; and
- (2) approve the amendment of the Resolutions of the Senate relating to Postgraduate Coursework Study: Master's degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Architecture, with effect from 1 January 2001, as set out in the report presented. (Page 36)

2.2 Faculty of Medicine: Graduate Certificate in Population Health Research Methods, Master of Health Economics, Graduate Certificate in Health Economics, Graduate Diploma in Medical Imaging, Master of Medicine, Master of Science in Medicine, Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine

On the recommendation of the Coursework Sub-Committee, the Committee recommends approval of the proposals from the Faculty of Medicine for the following new postgraduate courses and discipline area:

- (1) a new Graduate Certificate in Population Health Research Methods course;
- (2) new Master of Health Economics and Graduate Certificate in Health Economics courses;
- (3) a new Graduate Diploma in Medical Imaging course; and
- (4) a new discipline area of Sleep Medicine in the Master of Medicine, Master of Science in Medicine, Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine courses.

Graduate Certificate in Population Health Research Methods

The Faculty of Medicine proposes the introduction of a new Graduate Certificate in Population Health Research Methods, provided through the School of Population Health and Health Services. The Department of Public Health and Community Medicine and the Department of Rural Health will run the program. The aim of the program is to provide an introduction to research methods for health care practitioners who want to analyse and act upon public health problems in their community. The program will provide an 'entry level' postgraduate qualification in public health and will articulate into the School's well-established Graduate Diploma and Master of Public Health (MPH) courses. The coursework units in this proposal have all been run successfully for many years within the MPH degree. The current unit co-ordinators are willing and able to teach these units for the proposed GradCert PHRM.

The Graduate Certificate has been developed in collaboration with the Department of Rural Health, Broken Hill. In the first year of the program (2001), student intake will be limited to candidates who reside in the Broken Hill district and will be taught by intensive residential workshops (in Broken Hill). Thus, this application is for a face-to-face teaching program.

Master of Health Economics and Graduate Certificate in Health Economics

In 2000, the Social and Public Health Economics Research Group (SPHERE), Department of Public Health and Community Medicine, enrolled a total of 20 students (9 international and 11 local students) in the new distance learning Graduate Diploma in Health Economics. The program, the first of its kind in the world, was approved by the Senate in 1999. This proposal seeks to build on the early success of the Graduate Diploma course by developing a fully articulated distance learning Master of Health Economics and Graduate Certificate in Health Economics (both for non-economists).

The Master's degree will require 2 units of coursework study and a master's treatise in addition to the coursework requirements for the Graduate Diploma in Health Economics. In this way, all students will be required to enrol in the Graduate

Diploma first and complete the coursework before applying to enter the Master's program. Students will be required to achieve a 70% weighted average mark across the six compulsory coursework units to be eligible for the Master's program. The aim of the Master's program is to provide a greater depth of learning in health economics (over the Grad Dip) for policy makers, clinicians, managers and others working (normally) within the health care sector.

The Graduate Certification program will consist of only the coursework requirement for the Graduate Diploma in Health Economics (ie, six coursework units). Unlike the GradDip, students in the GradCert program will not undertake any research component in their course. The Graduate Certificate will fully articulate into the Graduate Diploma course.

This new program will meet the unfulfilled demand from students (particularly international students) for a master's-level qualification in health economics as well as a graduate certificate. A distance learning Master of Health Economics (for non-economists) will be the first of its kind in the world. The University of York, UK, will, however, be offering a Distance Learning Graduate Certificate and Distance Graduate Diploma in Health Economics (for non-economists) for the first time in the year 2001. In seeking approval to extend the Sydney program to include a master's qualification, SPHERE aims to maintain a competitive advantage in distance learning for health economics and to extend the knowledge and capabilities of its students.

Graduate Diploma in Medical Imaging

The Graduate Diploma in Medical Imaging will be a 4-year, part-time distance course for qualified medical practitioners from outside Australia who wish to obtain the required knowledge, skills and attitudes to practise as a Diagnostic Radiologist. Graduates of the course will be expected to have obtained sufficient training to be able to successfully complete the final registration examinations for admission to practise as a radiologist in countries such as the United Kingdom (FRCR Part2), USA (CertABR) and Pakistan (DipFCS). (Graduates who have successfully obtained registration as a Diagnostic Radiologist in their own countries will be eligible for admission to the Master of Medicine (Imaging) course.)

The selection criteria for admission to candidature will allow only a very select group of individuals to contemplate enrolment. Competition for enrolment in a medical degree is extremely intense throughout the world, including Western nations and developing countries. Most candidates will be full-time employees at teaching hospitals or within larger private practices working under the guidance of one or more qualified radiologists. Whilst this will not be a prerequisite for admission to the course, the completion of practical assignments in all of the units will require access to a clinical patient load. Assessment will comprise the provision of on-line (electronic) assignments derived from clinical cases in the student's workplace.

The course will comprise a total of 4 subject areas: Imaging Anatomy; Imaging Technology; Imaging Diagnosis; and Imaging Pathology. Each subject area will include two units, so that, for example, the Imaging Anatomy subject will be divided into an introductory unit, Imaging Anatomy I which, if successfully completed, will allow the student to continue with Imaging Anatomy II. Graduates will, therefore, be required to complete a total of 8 units.

Master of Medicine/Master of Science in Medicine and Graduate Diploma in Medicine/Graduate Diploma of Science in Medicine: Sleep Medicine

The Faculty of Medicine proposes the introduction of a range of studies at postgraduate level in the related disciplines of Adult and Paediatric Sleep Medicine, to be available within the existing Master of Medicine/Master of Science in Medicine and Graduate Diploma in Medicine/Graduate Diploma of Science in Medicine.

This program will provide advanced postgraduate training for medical graduates, science graduates and other health-care professionals who intend to pursue a career

within the general field of Sleep Medicine. Potential candidates for these courses will include: Respiratory Physicians and Paediatricians; Sleep Technicians; General Practitioners; Physiotherapists; and Nurses.

For the past ten years, short courses, of two weeks' duration, for adult and paediatric sleep technicians have been run under the auspices of the David Read Laboratory within the University of Sydney, with the cooperation of the Sleep Unit of the Royal Prince Alfred Hospital (RPAH), the Sleep Unit at the New Children's Hospital (NCH) and the Sleep Unit at the Sydney Children's Hospital (SCH). These fields are rapidly expanding areas of clinical practice, which has led to a demand for suitable courses of study in this area. So far, there have been limited opportunities to obtain formalised training in these fields in Australia and the rest of the world.

The master's and diploma courses in adult and paediatric sleep medicine will be conducted by coursework (and treatise for master's students), part-time, by distance, over a period of up to 4 years. Coursework will be conducted over 4 semesters of 13 weeks. Master's candidates, upon completion of coursework, will be expected to commence their treatise and assignments relating to research projects during the 3^d and 4th years. Coursework will include lectures, tutorials (including case-study/problem-based learning), practical classes and assignments, primarily delivered via a World-Wide-Web site. Students enrolled in the Graduate Diploma program will complete the same coursework as the master's students, but are not required to undertake research for the production of a treatise.

An innovative component of the course work will be in the use of information technology, with course notes accessible via a "Web Page", coupled with the use of internet conferencing technology developed in the David Read Laboratory. Indeed, it is envisaged that most enrolments will be from students resident outside the Sydney Metropolitan area. This use of new electronic resources allows effective distance education, not only in the traditional dissemination of reading material and course notes, but also incorporating regular contact with staff. The practical components of the course will be provided in a four-week block once a year. Exemption from a practical block may be given to students employed in an appropriate field in an approved institution in exceptional circumstances; these students will be required to complete case studies/assignments relating to the practical training component.

The Committee **recommends** through the Academic Board that Senate approve:

- (1) the proposals from the Faculty of Medicine for the introduction in 2001 of
 - (a) the new Graduate Certificate in Population Health Research Methods course,
 - (b) the new Master of Health Economics and Graduate Certificate in Health Economics courses,
 - (c) the new Graduate Diploma in Medical Imaging course and
 - (d) the new discipline area of Sleep Medicine in the Master of Medicine, Master of Science in Medicine, Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine courses;
- (2) the amendment of the Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine, with effect from 1 January or 1 July 2001, as set out in the report presented; and (*Page 37*)
- (3)
 - (a) the adoption of new Resolutions of the Senate relating to the Graduate Certificate in Population Health Research Methods course, the Master of Health Economics and Graduate Certificate in Health Economics courses and the Graduate Diploma in Medical Imaging course and (*Pages 37-42*)
 - (b) the amendment of the Resolutions of the Senate relating to the Master of Medicine, Master of Science in Medicine, Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine courses, (*Pages 42-43*)

with effect from 1 January 2001 or 1 July 2001, as set out in the report presented.

3. Minimum English language proficiency requirements

The Committee **recommends** that the Board approve the amendment of the minimum English language proficiency requirements for postgraduate courses in the Faculties of Health Sciences and Medicine, as set out in the Faculties' recommendations below.

Among the acceptable English language qualifications for most courses are:

TOEFL (Paper based) 575 or better plus TWE (Test of Written English) at 4.5+
TOEFL (Computer based) 233, Essay Rating 4.5
IELTS Overall band score of 6.5 or better, with a minimum of 6.0 in each band

More stringent requirements have been prescribed for some courses in, for example, the Faculties of Architecture, Economics and Business, Health Sciences and Law.

Faculty of Health Sciences: Master of Occupational Therapy

The Faculty of Health Sciences recommends that the English language requirement for the Master of Occupational Therapy be amended to the following:

TOEFL 600 or better, plus TWE at 5.0+
IELTS Overall band score of 7.0 or better, with at least 6 for Speaking and 7 for Writing on each band.

MOT students with English scores that meet the current requirements for enrolment have had significant difficulties in the fieldwork component of their studies, and increasing the minimum English requirements for MOT students will ensure more sophisticated levels of skill in reading, writing, understanding verbal communication and speaking, that are necessary for professional communication in OT service delivery.

Faculty of Medicine

The Faculty of Medicine recommends that the minimum TOEFL English Language requirement be raised from 575 to 600 overall, with the TWE score retained as a minimum of 4.5.

The rationale behind the Faculty's recommendation is that by increasing this requirement, candidates will be better prepared to manage the academic rigors of a higher degree candidature and therefore excel both during and after their studies.

4. Audit of facilities for research students

The Committee considered the attached report on an audit of facilities for research students that had been conducted by the Alternative Chair and agreed to refer the report to the Board for its information. (Pages 44-51)

The Committee identified several issues that needed clarification/resolution: Some faculty responses indicated that students' access to infrastructure was discretionary and/or dependent upon the supervisor's research funds. The Committee noted that on the application for admission to candidature form the head of department certifies that resources are available to support the candidature and agreed that this matter be drawn to the attention of the relevant faculties.

5. Proceedings of the Committee

(1) Distance education courses

The Committee noted a report from the Coursework Sub-Committee on the issue of enrolment procedures for international students in distance education programs. The present protocol of dealing with international students enrolled in distance education is very *ad hoc*. The International Office has been happy for faculties to handle all aspects of student applications and admissions in situations where international

students are not required to obtain a student visa. This has resulted in all faculties that run distance education programs individually co-ordinating applications and collecting fees, etc. With the increases in enrolments in distance education, and given the University's stated intention of seeking to expand delivery of distance education, the time has come for a more centrally co-ordinated approach.

The Committee noted that the enrolment procedures impacted on the Registrar, the Planning Support Office and International Office as well as faculty offices and agreed that the Alternative Chair would discuss these enrolment procedures with the Registrar and the Deputy Vice-Chancellors and report back to the Committee's February 2001 meeting.

(2) Examination of AGSM PhD theses

The Committee noted that at the November Board meeting Associate Professor Masters had referred to the different procedures for the examination of PhD theses at UNSW and Sydney and to the AGSM's practice of devolving individual students' PhD examinations to one or other of the two institutions, which could be perceived to advantage – or disadvantage – students, and that he had suggested that this matter be referred to the Graduate Studies Committee for resolution.

The Committee agreed to ask Professor Adam and Associate Professor Masters to clarify those issues in the PhD examination process that needed to be resolved and to identify any sections of the Resolutions of the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy that might need to be amended and report back to the February meeting of the Committee.

(3) Theses containing published material

At its October meeting, the Committee had received a discussion paper from the PhD Award Sub-Committee on the examination of these containing predominantly published work. The Committee had agreed to let the paper lie on the table and to invite faculties to comment on it in the interim.

In the light of responses received from faculties and the discussion during the meeting, the Committee noted that there was general support for the concept with some concerns expressed about the detail of the proposal. The Committee agreed to ask the PhD Award Sub-Committee to develop policies and procedures relating to the submission of theses containing published material, with SUPRA being invited to attend these deliberations, and to report to the Committee's February 2001 meeting.

(4) Creation, Variation and Deletion of Award Courses and Units of Study

The Committee received a draft document on the "Creation, Variation and Deletion of Award Courses and Units of Study" from the Chair of the Board and agreed to ask members to forward any comments on the paper to the Alternative Chair for referral to the Chair of the Board.

(5) Co-supervisors of research candidatures

The Committee considered a request from the Faculty of Medicine for provision to be made for co-supervisors of research candidatures.

The Committee agreed that best practice in terms of management was reflected in the *status quo*, viz, to have a supervisor who is responsible for the candidature and one or more associate supervisors who can provide expertise in a broad area or a specific aspect of the candidature, with the ratio of involvement from the supervisor/associate supervisor(s) varying from candidature to candidature, as appropriate.

The Committee agreed to ask the Faculty of Medicine to make its supervisory arrangements in accordance with the existing rules.

(6) Higher doctorates: award of the degree of Doctor of Medicine

The Committee confirmed the Chair's action in approving the award of the degree of Doctor of Medicine to Richard George McLean.

(7) Work in progress

The Committee noted that the Working Party on the Initial Year of the PhD would meet on 28 November, and that the next meeting of the Working Party on the Accreditation of Supervisors had been deferred to February 2001.

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

Faculty of Architecture

Master' Degrees, Graduate Diplomas and Graduate Certificates

The Resolutions of the Senate relating to Postgraduate Coursework Study: Master's degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Architecture, as approved by Senate on 6 November 2000, are amended to the following effect from 1 January 2001.

Section 4.(4) is amended by the addition of the new subject area of "film and digital video", to read as follows:

Postgraduate Coursework Study: Master's degrees, Graduate Diplomas and Graduate Certificates

4. Award of the Master's degree, graduate diploma or graduate certificate

- (1) The following master's degrees shall be awarded in the pass grade except where a candidate fulfils the requirements for award of the degree of master with honours.

Master of Design Science
Master of Heritage Conservation
Master of Housing Studies
Master of Urban Design
Master of Urban and Regional Planning

- (2) The following graduate diplomas shall be awarded in the pass grade only.

Graduate Diploma in Design Science
Graduate Diploma in Heritage Conservation
Graduate Diploma in Housing Studies
Graduate Diploma in Urban Design
Graduate Diploma in Urban and Regional Planning

- (3) The following graduate certificates shall be awarded in the pass grade only.

Graduate Certificate in Design Science
Graduate Certificate in Heritage Conservation
Graduate Certificate in Housing Studies
Graduate Certificate in Urban Design
Graduate Certificate in Urban and Regional Planning

- (4) Specialisation

The Master of Design Science, the Graduate Diploma in Design Science and the Graduate Certificate in Design Science may be taken in the following subject areas, and the subject area shall be specified on the testamur:

audio design
building
building services
design computing
digital media
energy conservation
facilities management
film and digital video *
illumination design

* not available in the Master of Design Science

Faculty of Medicine

Degrees, Diplomas and Certificates in the Faculty of Medicine

The Resolutions of the Senate relating to Degrees, Diplomas and Certificates in the Faculty of Medicine (pp 477-8, *Calendar 1999, Volume 1: Statutes and Regulations*) are amended to the following effect:

- Section 1 relating to the degrees in the Faculty of Medicine is amended, from 1 January 2001, by adding the following new sub-section (n):
 - (n) Master of Health Economics (MHEc)
- Section 2 relating to the Diplomas in the Faculty of Medicine is amended, from 1 July 2001, by adding the following new sub-section:
 - (g) Graduate Diploma in Medical Imaging (GradDipMedImag)
- Section 3 relating to the certificates in the Faculty of Medicine is amended, from 1 January 2001, by adding the following new sub-sections (b) and (c):
 - (b) Graduate Certificate in Population Health Research Methods (GradCertPHRM)
 - (c) Graduate Certificate in Health Economics (GradCertHEc)

DEGREES, DIPLOMAS AND CERTIFICATES IN THE FACULTY OF MEDICINE

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)
 - (n) Master of Health Economics (MHEc)
2. The diplomas in the Faculty of Medicine shall be:
 - (a) Associate Diploma in Community Health & Development (AssDipCommHlthDev)
 - (b) Graduate Diploma in Public Health (GradDipPH)
 - (c) Graduate Diploma in Medicine (GradDipMed)
 - (d) Graduate Diploma of Science in Medicine (GradDipScMed)
 - (e) Graduate Diploma in Physical Medicine (Musculoskeletal) (GradDipPhysMed)
 - (f) Graduate Diploma in Indigenous Health Promotion (GradDipIndigHProm)
 - (g) Graduate Diploma in Medical Imaging (GradDipMedImag)
3. The certificates in the Faculty of Medicine shall be:
 - (a) Graduate Certificate in Pain Management (GradCertPainMgt)
 - (b) Graduate Certificate in Population Health Research Methods (GradCertPHRM)
 - (c) Graduate Certificate in Health Economics (GradCertHEc)

Graduate Certificate in Population Health Research Methods

The following new Resolutions of the Senate relating to the Graduate Certificate in Population Health Research Methods are adopted from 1 January 2001:

GRADUATE CERTIFICATE IN POPULATION HEALTH RESEARCH METHODS

Eligibility for admission

1. (1) An applicant for admission to candidature for the Graduate Certificate shall -
 - (a) be a graduate of the University of Sydney, or of any other University or academic institution approved by the Dean; or
 - (b) be persons who have obtained such qualifications and completed such courses as are acceptable to the Dean; or
 - (c) be persons who furnish such evidence of special fitness to enter upon systematic courses of study in Population Health as are acceptable to the Dean.
- (2) An applicant for admission to candidature shall have held the qualification on the basis of which admission is sought for at least one year prior to the commencement of candidature.

Availability

2. Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:

- (i) availability of resources
- (ii) availability of adequate and appropriate supervision.

In considering an application for admission the Dean will take into account the quota and entrance will be based on the applicants who are most meritorious in terms of section 1 above.

Method of progression

3. (1) A candidate for the Graduate Certificate shall proceed by completing units of study as prescribed by Faculty.
- (2) A unit of study shall consist of lectures, tutorials, assignments and practical work as may be prescribed.
- (3) In these resolutions to complete a unit of study means
 - (a) to attend lectures, tutorials and seminars, if any
 - (b) to complete satisfactorily the assignments and practical work, if any
 - (c) to pass the examinations of the units of study, if any.

Time limits

4. (1) A candidate will proceed on a part-time basis and shall complete the requirements for the Graduate Certificate not earlier than the end of the second semester and not later than the end of the fourth semester, unless otherwise determined by the Dean.
- (2) A candidate may be accepted by the Dean on a probationary basis for a period not exceeding one semester and upon completion of this period the Dean shall review the candidate's work and shall either confirm or terminate the candidature.
- (3) A candidate accepted in accordance with subsection (2), if confirmed, shall be deemed to have commenced from the date of commencement of coursework.

Requirements for the Graduate Certificate

5. Candidates for the Graduate Certificate are required to satisfactorily complete 24 credit points of coursework covering new material to the candidate, selected from Units of Study satisfying the conditions approved by the Faculty.

Examination

6. On completion of the requirements for the Graduate Certificate, the Dean shall determine the result of the candidature.

Progress

7. The Dean may -
 - (1) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the Graduate Certificate, and
 - (2) where the candidate does not show good cause, terminate the candidature.

Credit

8. A candidate who, before admission to candidature, has spent time in graduate study in the University of Sydney or another university and has completed coursework, within five years except

with the permission of the Dean, considered by the Dean to be equivalent to work prescribed for the Graduate Certificate, may receive credit, as recommended by the Head of the Department of Public Health & Community Medicine, towards the requirements for the Graduate Certificate in Population Health Research Methods.

Master of Health Economics

The following new Resolutions of the Senate relating to the Master of Health Economics are adopted from 1 January 2001:

MASTER OF HEALTH ECONOMICS

Eligibility for admission

1. (1) An applicant for admission to candidature for the Master of Health Economics shall -
 - (a) be a graduate of the University of Sydney, or of any other University or academic institution approved by the Dean; or
 - (b) be persons who have obtained such qualifications and completed such courses as are acceptable to the Dean.
- (2) An applicant for admission to candidature shall have held the qualification on the basis of which admission is sought for at least one year prior to the commencement of candidature.

Availability

2. Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:
 - (i) availability of resources
 - (ii) availability of adequate and appropriate supervision.

In considering an application for admission the Dean will take into account the quota and entrance will be based on the applicants who are most meritorious in terms of section 1 above.

Method of progression

3. (1) A candidate for the Master of Health Economics shall proceed by completing units of study as prescribed by Faculty in addition to a treatise.
- (2) A unit of study shall consist of lectures, tutorials, assignments and practical work as may be prescribed.
- (3) In these resolutions to complete a unit of study means
 - (a) to attend lectures, tutorials and seminars, if any
 - (b) to complete satisfactorily the assignments and practical work, if any
 - (c) to pass the examinations of the units of study, if any.

Time limits

4. (1) A candidate will proceed on a part-time basis and shall complete the requirements for the Master of Health Economics not earlier than the end of the sixth semester and not later than the end of the eighth semester, unless otherwise determined by the Dean.
- (2) A candidate may be accepted by the Dean on a probationary basis for a period not exceeding one semester and upon completion of this period the Dean shall review the candidate's work and shall either confirm or terminate the candidature.
- (3) A candidate accepted in accordance with subsection (2), if confirmed, shall be deemed to have commenced from the date of commencement of coursework.

Requirements for the Master of Health Economics

5. Candidates for the Master of Health Economics shall
 - (1) satisfactorily complete 32 credit points of coursework covering new material to the candidate, selected from Units of Study satisfying the conditions approved by the Faculty;
 - (2) write a treatise on a supervised project approved by the Head of the Department of Public Health & Community Medicine;
 - (3) lodge with the Faculty three copies of the treatise, typewritten and bound in accordance with University requirements.

Examination

6. (1) After receipt of the treatise by Faculty, on the recommendation of the Head of the Department of Public Health & Community Medicine, shall appoint at least two examiners for the treatise, of whom at least one shall be an external examiner.
- (2) The reports of the examiners shall be transmitted to the Head of the Department of Public Health & Community Medicine who shall make a recommendation concerning the award of the degree, and the Dean shall determine the result of candidature.

Progress

7. The Dean may -
- (1) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the Master of Health Economics, and
- (2) where the candidate does not show good cause, terminate the candidature.
- (3) A candidate who has completed the requirements but has not qualified for the award of the degree of Master of Health Economics may, upon the recommendation of the Head of the Department of Public Health & Community Medicine, be awarded the Graduate Diploma of Health Economics or the Graduate Certificate in Health Economics.

Credit

8. A candidate who, before admission to candidature, has spent time in graduate study in the University of Sydney or another university and has completed coursework, within five years except with the permission of the Dean, considered by the Dean to be equivalent to work prescribed for the Masters, may receive credit, as recommended by the Head of the Department of Public Health & Community Medicine, towards the requirements for the Master of Health Economics.

Graduate Certificate in Health Economics

The following new Resolutions of the Senate relating to the Graduate Certificate in Health Economics are adopted from 1 January 2001:

GRADUATE CERTIFICATE IN HEALTH ECONOMICS

Eligibility for admission

1. (1) An applicant for admission to candidature for the Graduate Certificate shall -
- (a) be a graduate of the University of Sydney, or of any other University or academic institution approved by the Dean; or
- (b) be persons who have obtained such qualifications and completed such courses as are acceptable to the Dean; or
- (c) be persons who furnish such evidence of special fitness to enter upon systematic courses of study in health economics as are acceptable to the Dean.
- (2) An applicant for admission to candidature shall have held the qualification on the basis of which admission is sought for at least one year prior to the commencement of candidature.

Availability

2. Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:
- (i) availability of resources
- (ii) availability of adequate and appropriate supervision.

In considering an application for admission the Dean will take into account the quota and entrance will be based on the applicants who are most meritorious in terms of section 1 above.

Method of progression

3. (1) A candidate for the Graduate Certificate shall proceed by completing units of study as prescribed by Faculty.
- (2) A unit of study shall consist of lectures, tutorials, assignments and practical work as may be prescribed.

- (3) In these resolutions to complete a unit of study means
 - (a) to attend lectures, tutorials and seminars, if any
 - (b) to complete satisfactorily the assignments and practical work, if any
 - (c) to pass the examinations of the units of study, if any.

Time limits

4.
 - (1) A candidate will proceed on a part-time basis and shall complete the requirements for the Graduate Certificate not earlier than the end of the fourth semester and not later than the end of the sixth semester, unless otherwise determined by the Dean.
 - (2) A candidate may be accepted by the Dean on a probationary basis for a period not exceeding one semester and upon completion of this period the Dean shall review the candidate's work and shall either confirm or terminate the candidature.
 - (3) A candidate accepted in accordance with subsection (2), if confirmed, shall be deemed to have commenced from the date of commencement of coursework.

Requirements for the Graduate Certificate

5. Candidates for the Graduate Certificate are required to satisfactorily complete 24 credit points of coursework covering new material to the candidate, selected from Units of Study satisfying the conditions approved by the Faculty.

Examination

6. On completion of the requirements for the Graduate Certificate, the Dean shall determine the result of the candidature.

Progress

7. The Dean may -
 - (1) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the Graduate Certificate, and
 - (2) where the candidate does not show good cause, terminate the candidature.

Credit

8. A candidate who, before admission to candidature, has spent time in graduate study in the University of Sydney or another university and has completed coursework, within five years except with the permission of the Dean, considered by the Dean to be equivalent to work prescribed for the Graduate Certificate, may receive credit, as recommended by the Head of the Department of Public Health & Community Medicine, towards the requirements for the Graduate Certificate in Health Economics.

Graduate Diploma in Medical Imaging

The following new Resolutions of the Senate relating to the Graduate Diploma in Medical Imaging are adopted from 1 July 2001:

GRADUATE DIPLOMA IN MEDICAL IMAGING

Eligibility for admission

1.
 - (1) An applicant for admission to candidature for the Graduate Diploma shall hold the degrees of Bachelor of Medicine and Bachelor of Surgery (MBBS) from the University of Sydney, or from any other University or academic institution approved by the Dean.
 - (2) An applicant for admission to candidature shall have held the qualification on the basis of which admission is sought for at least one year prior to the commencement of candidature.

Availability

2. Admission to candidature may be limited by a quota. In determining the quota the Faculty will take into account:
 - (i) availability of resources
 - (ii) availability of adequate and appropriate supervision.

In considering an application for admission the Dean will take into account the quota and entrance will be based on the applicants who are most meritorious in terms of section 1 above.

Method of progression

3. (1) A candidate for the Graduate Diploma shall proceed by completing units of study as prescribed by Faculty.
- (2) A unit of study shall consist of lectures, tutorials, assignments and practical work as may be prescribed.
- (3) In these resolutions to complete a unit of study means
 - (a) to attend lectures, tutorials and seminars, if any
 - (b) to complete satisfactorily the assignments and practical work, if any
 - (c) to pass the examinations of the units of study, if any.

Time limits

4. (1) A candidate will proceed on a part-time basis and shall complete the requirements for the Graduate Diploma not earlier than the end of the eighth semester and not later than the end of the twelfth semester, unless otherwise determined by the Dean.
- (2) A candidate may be accepted by the Dean on a probationary basis for a period not exceeding one semester and upon completion of this period the Dean shall review the candidate's work and shall either confirm or terminate the candidature.
- (3) A candidate accepted in accordance with subsection (2), if confirmed, shall be deemed to have commenced from the date of commencement of coursework.

Requirements for the Graduate Diploma

5. Candidates for the Graduate Diploma are required to satisfactorily complete 48 credit points of coursework covering new material to the candidate, selected from Units of Study satisfying the conditions approved by the Faculty.

Examination

6. On completion of the requirements for the Graduate Diploma, the Dean shall determine the result of the candidature.

Progress

7. The Dean may -
 - (1) call upon any candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards the completion of the Graduate Diploma, and
 - (2) where the candidate does not show good cause, terminate the candidature.

Credit

8. A candidate who, before admission to candidature, has spent time in graduate study in the University of Sydney or another university and has completed coursework, within five years except with the permission of the Dean, considered by the Dean to be equivalent to work prescribed for the Graduate Diploma, may receive credit, as recommended by the Head of the Department of Radiology, towards the requirements for the Graduate Diploma in Medical Imaging.

Master of Medicine (Sleep Medicine)

Master of Science in Medicine (Sleep Medicine)

Graduate Diploma in Medicine (Sleep Medicine)

Graduate Diploma of Science in Medicine (Sleep Medicine)

The Resolutions of the Senate relating to the Master of Medicine and Master of Science in Medicine (pp 485-6, *Calendar 1999, Volume 1: Statutes and Regulations*, as amended) and to the Graduate Diploma in Medicine and Graduate Diploma of Science in Medicine (pp 488-9, *Calendar 1999, Volume 1: Statutes and Regulations*, as amended) are further amended from 1 July 2001 to the following effect. (New text is indicated by underlining.)

MASTER OF MEDICINE AND MASTER OF SCIENCE IN MEDICINE

Sections 3.(1) is amended by the addition of a new sub-section (vi), and section 3.(2) is amended by the addition of a new sub-section (v), to read as set out below:

3. (1) The degree of Master of Medicine by coursework and treatise shall be awarded in:
 - (i) Clinical Epidemiology

-
- (ii) Psychotherapy
 - (iii) Sexual Transmitted Diseases/HIV
 - (iv) Reproductive Health & Human Genetics
 - (v) Pain Management
 - (vi) Sleep Medicine
- (2) The degree of Master of Science in Medicine by coursework and treatise shall be awarded in:
- (i) Clinical Epidemiology
 - (ii) Sexual Transmitted Diseases/HIV
 - (iii) Reproductive Health & Human Genetics
 - (iv) Pain Management
 - (v) Sleep Medicine

GRADUATE DIPLOMA IN MEDICINE AND GRADUATE DIPLOMA OF SCIENCE IN MEDICINE

Sections 7.(1) and 7.(2) are each amended:

- by the re-ordering of the existing sub-sections (i), (ii) and (iii), and
 - by the addition of a new sub-section (iv),
- to read as set out below:

7. (1) The Graduate Diploma in Medicine shall be awarded in:
- (i) Clinical Epidemiology
 - (ii) Sexual Transmitted Diseases/HIV
 - (iii) Pain Management
 - (iv) Sleep Medicine
- (2) The Graduate Diploma of Science in Medicine shall be awarded in:
- (i) Clinical Epidemiology
 - (ii) Sexual Transmitted Diseases/HIV
 - (iii) Pain Management
 - (iv) Sleep Medicine

FACILITIES FOR HIGHER DEGREE BY RESEARCH STUDENTS

Report of An Audit Undertaken by Graduate Studies Committee, 2000

The Graduate Studies Committee is concerned to ensure that the University provides sufficient appropriate facilities to allow higher degree by research (HDR) students to complete their studies in a productive and timely fashion. The Committee is also concerned to ensure that it assists this process by providing a high-quality research training environment consistent with the goals of the University's Strategic Plan 1999-2004. Given the major changes that are occurring to the manner in which postgraduate research training is to be funded, it is important that there is a widespread awareness of what facilities are provided. It is also important that we are able to identify areas where improvement can and/or should be implemented. Finally, and quite simply, it is important to know how the provision of facilities for HDR candidates compares to the University's own established benchmarks.

In 1995, an *ad hoc* working party of the Research Policy Committee and Committee for Graduate Studies recommended minimum standards for space and equipment requirements that should be provided to all HDR students. A copy of those recommendations is attached as the Appendix to this Report. Five years on, the Graduate Studies Committee resolved to undertake a major audit of facilities provided to research students as one component of its on-going examination of "quality control" in the provision of HDR training.

The first step in this audit was to write to all Faculties seeking their assistance in compiling an 'inventory' of current facilities and plans for additions during the life of the current Strategic Plan. Faculties were requested to provide their input by July and this report discusses those replies. The motivation for compiling this inventory is to ascertain the extent to which the 1995 recommendations are being met. Faculties were also asked to indicate what plans they had for the period to 2004 to improve and/or expand the facilities they currently provide as of mid-2000.

The responses from the Faculties were in most cases very informative and detailed. The Committee is once again very grateful for the energy and seriousness with which Faculties have responded. The sheer volume of the information provided meant that a simple Faculty-by-Faculty account of the information would not be productive. It is disappointing that 1 faculty did not provide responses.

The rest of the Report is in two sections:

1. Summary of Faculty Responses on Current Provision, 2000 Survey
2. Summary of Faculty Responses on Proposed Developments to 2004

The results of the 2000 audit (Section 1) are very encouraging, especially in the area of IT provision. However, there are 'pockets' which do require further effort; a number of faculties identify physical space problems as limiting their ability to provide reasonable desk space to HDR candidates. Further, there is less than universal application of the provision of access to infrastructure such as phones, fax, stationery, and postage. Finally, almost all faculties identify assistance with travel to conferences and/or fieldwork as an area of concern.

The responses on proposed developments to 2004 (Section 2) are less optimistic, with many faculties indicating that while they wish to do more for their HDR students, they do not expect to be able to do so, feeling constrained by budgetary matters in their ability to make significant improvements.

Associate Professor Russell Ross
Alternative Chair
Graduate Studies Committee
University of Sydney

November 2000

FACILITIES FOR HIGHER DEGREE BY RESEARCH STUDENTS

1: Summary of Faculty Responses on Current Provision, 2000 Survey

This summary focuses on IT support, travel funds, and infrastructure support. As all Faculties indicated that they provided access to PCs for all enrolled research candidates, this factor is not repeated in each entry. A few Faculties provided all full-time candidates with their own PC, but the majority of Faculties provided access to PCs on a shared basis, but in facilities to which access was restricted to HDR students. No mention is made of email addresses or Internet access here as with the advent of USydNET all University of Sydney students are now routinely provided with an university-based email address free of charge, and Internet access is available through ITS on a fee-for-service basis.

The major common themes across faculties focus on physical space constraints and the degree of adequacy of travel funds. The following is a summary of each Faculty's responses.

Agriculture

All departments except Microbiology provide IT training, although Agricultural Economics provides very limited individual-based IT training but does provide group seminars.

Limited access to travel money is identified as a significant issue for all departments bar the Plant Breeding Institute (for whom industry support is provided with travel costs). Crop Science and Microbiology do not provide any supplementation of centrally provided [from ie PVC (Research) portfolio] funding for travel, while Agricultural Economics and Agricultural Chemistry both provided limited supplementation.

All Departments provide reasonable access to departmental infrastructure.

Architecture

Faculty provides each full-time candidate with a desk, 24-hour access to the building and access to a research student common room. Limited, competitive conference travel funds are available, and some computers are provided. The Department of Architectural and Design Science provides each full-time student access to 'phone, fax, copier and postage, and a computer. The Department of Architecture, Planning and Allied Arts provides each full-time student access to 'phone, fax, copier and postage, and when possible a computer. In both Departments, part-timers have the same access 'phone, fax, copier and postage, and have access to public computers. The Department of Architectural and Design Science also provides access to limited, competitive conference travel funds.

Arts

Postgraduate Arts Research Centre was opened in 1997. Provides 24-hour access to 65 carrels, 40 computers, 2 laser printers, a photocopier, 2 internal 'phones for security and in-coming calls.

In addition to the centrally provided travel funds, a fully-Faculty funded \$20,000 support program is provided to assist HDR students who have completed at least one FTE year of candidature to undertake primary research collection outside of Sydney. The fund is competitive and the maximum award to any one student is \$2000.

All Departments provide access to infrastructure to their HDR students.

Dentistry

Access to travel money varies by research unit. In both the Jaw Function and Orofacial Pain units travel is covered if the student presents a paper or poster at a conference. In Oral Pathology, limited travel funds are available to students based on the merit of the application and the likely benefit to the research project.

All students have access to infrastructure, including fax, phone, photocopying, postage and stationery, but some charges apply.

Economics and Business

Faculty provides 30 individual carrels in a research student facility, and in addition 24-hour access to several computer labs with in total 41 computers.

The Faculty supplements the centrally provided funding for travel to conferences where the student is presenting a paper, and several disciplines provided additional supplementation.

Access to infrastructure is generally poor, except for those students also employed as Level 'A' staff. Most candidates do not have access to phones, photocopying or fax machines, and limited access to postage and stationery.

Education

Has recently opened a research computing lab and provides a postgraduate lounge.

Does not supplement central travel funds.

Provides access to some infrastructure (telephone and photocopiers), limited support to full-time candidates for postage and stationery, access to a fax machine on a case-by-case basis.

Provides various forms of support for the Postgraduate Education Students Association to hold regular seminars and twice yearly Saturday Forums.

Engineering

Most students need IT training and more travel money; access to both of these varies considerably depending in part on the supervisor's access to such funds.

Most areas provide reasonable access to infrastructure.

Health Sciences

All units provide IT and IT training.

Most units provided travel support but the amounts varied depending on local budget constraints.

Most units provide basic infrastructure support, although one unit did not and another provided it only to full-time students.

Law

A purpose built PG research room has been opened since 1995 audit. Provides desk space, computers, printers, lockers, one 'phone, Endnote and specialist legal research software. It has limited after hours access. IT training is provided through both the library and the legal research courses which are compulsory components of the PhD and SJD.

Funding for attending conferences and for off-campus research is provided. The Faculty hosts the annual National Postgraduate Law Students Conference, which attracts students from New Zealand as well as Australia.

Students have access to mail, DX and fax facilities, as well as limited stationery. Students are provided with a copy of the Faculty's style-guide and the Faculty's Supervisor's Manual, and an annual information session is held at which all candidates are welcome.

Medicine

All HDR students have adequate access to infrastructure such as fax, phone, photocopying, postage and stationery. However, candidates at teaching hospitals typically have less access to these resources than do candidates on campus.

Nursing

All facilities are provided with reference to the 1995 baselines.

Pharmacy

Postgraduate Computer Room opened in 1997. IT support provided to students as needed.

Pharmacy staff supervising HDR students are allocated \$1000 per year to support research and travel costs mainly for attendance at national conferences.

Students have access to telephones, but access to other infrastructure is at supervisor's discretion and is charged to his/her maintenance allocation.

Rural Management

IT is an area that needs upgrading. Remote students can have problems accessing the campus. IT training is minimal and based upon "learning as you go".

Funding for research support depends on access to associated grants. Students have open access to the campus vehicle pool for travel to field sites.

Infrastructure support is adequate for current student numbers but may be difficult if enrolments grow.

Science

Most Departments/Schools are able to provide most facilities but there is considerable variability in the level of provision. In some areas, resources are funded from the supervisor's funds.

Most Departments have only limited travel money. History and Philosophy of Science supplements the centrally provided funds to around \$100 while Biological Sciences does not supplement funds. Biochemistry provides 1 competitive travel scholarship per year, some supervisors supplement the centrally provided funds, and Computer Science provides all students with \$1000 per year research allowance. Geosciences provides some supplementation to \$200 with several international grants per year, while Physics provides unspecified additional funding. Chemistry provides up to \$1000 over the duration of the candidature (\$600 for a Masters candidate), and Mathematics and Statistics provides "a small amount of money" to each research group which can be used for student conference attendance.

Access to infrastructure is generally good. Most areas provide free access to phones, fax, photocopying, colour printing, stationery, postage and other specialised infrastructure as appropriate.

Veterinary Science

IT provision and IT support is generally good, although students in Department of Veterinary Clinical Sciences are comparatively disadvantaged, particularly at the Shute Building at Camden.

Travel money usually comes from specific research grants or supervisors' other funds.

Access to infrastructure is good in Department of Animal Science and the Department of Veterinary Anatomy and Pathology. In the Department of Veterinary Clinical Sciences, access to infrastructure is good in the 2 University Vet Clinics, but is at the supervisor's discretion in the Shute Building at Camden.

Australian Graduate School of Management

No responses sighted.

Sydney College of the Arts

Provides IT training on an 'as needed' basis.

Does not provide supplementation to centrally funded travel funds.

No information provided on infrastructure support.

Sydney Conservatorium of Music

Has limited desk and computer lab space.

A small sum is available by competitive application for travel.

Limited access to infrastructure but the nature of the research activities of the Conservatorium's HDR students does not generally result in large demands.

FACILITIES FOR HIGHER DEGREE BY RESEARCH STUDENTS

2: Summary of Faculty Responses on Proposed Changes to 2004

Faculties were also asked to indicate any plans – actual or in development – for improvement to the facilities provided for HDR studies within the timeframe of the University's current Strategic Plan, ie, to 2004. The responses on proposed developments are less optimistic, with many faculties indicating that while they wish to do more for their HDR students, they do not expect to be able to do so, feeling constrained by budgetary matters in their ability to make significant improvements.

The major common themes across faculties focus on constraints imposed on expansion by current funding arrangements. It remains to be seen whether the challenges arising from the changes to Commonwealth funding of HDR research training will encourage or impede any further improvements. The following is a summary of each Faculty's responses.

Agriculture

Agricultural Chemistry hopes to have better facilities in a new building. All other Departments do not foresee any changes to current levels of provision.

Architecture

Faculty wishes to provide better quality space to replace existing crowded facilities. All full-time candidates will have access to newer PCs. Part-timers will have increased access to desk space and to lockup facilities. The Faculty will increase access to competitive conference grants.

Arts

The Faculty completed a restructuring into four Schools in 2000. Heads of School have been asked to place priority on the provision of shared space for HDR students, such space to be equipped with desks, computers, other infrastructure, and phones. The Faculty of Arts actively pursuing a proposal to create a second Postgraduate Arts Research Centre to provide more shared carrels space. The Faculty also plans to allocate dedicated space to students in the last 3 months of their candidatures to facilitate completion and submission of their theses. This space will be in part in the proposed second Centre and in part in the Schools.

Dentistry

Additional desk space is being constructed on the 7th floor of the United Dental Hospital. Computer access labs are planned for Westmead (28 workstations) and United Dental (22 workstations) hospitals. Multimedia facilities are being planned for Orthodontics from late 2000. Videoconferencing facilities to link United Dental and the Westmead Centre for Oral Health are planned.

Economics and Business

In 2002, the Faculty will take possession of a new building in which an entire floor will be dedicated to facilities for HDR candidates, and will be accessible on a 24-hour basis. The facility will bring together many of the current facilities into one complex, and will result in an expansion of the number of carrels, some on a shared basis, and provision of a dedicated workstation area. The facility will include reasonable access to infrastructure such as phones, fax, photocopiers, and postage and stationery. It is intended that a common room will be included in the facility.

Education

No specific mention made of plans.

Engineering

No Faculty-wide plans. Civil Engineering plans to provide more assistance from the Civil Engineering Foundation in the form of travel funds and scholarships. Electrical and Information Engineering has no plans other than an on-going upgrading of IT infrastructure.

Health Sciences

Forward planning focuses on provision of additional space.

Law

The Faculty notes that planning for enhancements to research student facilities is hampered by the limitations of the Law Building. Improved information and advice via webpage enhancements; the further integration of research students into the life of the Faculty through more collaborative projects with faculty members; further development of specialist seminar series to offer research students occasions on which to present their research to peers and other researchers; and ongoing IT enhancements as funding permits. Enhanced after hours access and extended library hours are highly desirable but difficult to resolve under existing circumstances.

Medicine

Apart from the construction of essential new facilities in some departments, there are no declared plans for action within the next 4 years

Nursing

Plans exist to provide adequate provision of office space and computer facilities for part-time candidates as soon as possible. A small computer lab for all HDR candidates is under development.

Pharmacy

Upgrade of the computing and printing facilities in the Postgraduate Computer Room. Establishment of a postgraduate web page for internal communication purposes. IT training workshops on Internet use for research and workshops for scientific writing are planned.

Rural Management

No declared plans.

Science

No Faculty level initiatives declared. Biological Sciences is in the process of providing new desk space to alleviate current overcrowding while renovations are in progress. Planned upgrading of the Crommenlin Biological Research Station will provide improved facilities for research students. Computer Science plans to establish specialised laboratories in multimedia technologies, and networks and systems - both of which will be available to HDR students in those areas. Chemistry is investigating improved security measures, in particular provision of lockers for HDR candidates. Mathematics and Statistics intends to upgrade its postgraduate computer server in 2002. Psychology plans to improve HDR student space provision are impaired by space shortages.

Veterinary Science

In Veterinary Clinical Sciences, Reprogen is to seek development funds for postgraduate facilities in Shute Building at Camden. Veterinary Anatomy and Pathology is investigating possibility of dedicated travel funds. Animal Science will have in 2001 a dedicated postgraduate room in Gunn Building for increased student numbers. By 2004, it will have workstations, common facilities, personal phones and photocopying.

Australian Graduate School of Management

No responses sighted.

Sydney College of the Arts

Heritage listing and space constraints impose limitations on ability to provide additional studio spaces. Expansion planned in number of PCs in Research Computer Lab.

Sydney Conservatorium of Music

The Conservatorium will return to the re-developed Greenway site in 2001. The new building will include a dedicated room for HDR students, with workstations and phones. HDR students researching elements of performance will have access to work spaces with world class acoustics. The

inclusion of recording studios for CD quality recordings from Recital Halls and acoustically designed recording booths/studios in the Music Technology suite will also provide vastly improved resources for HDR candidates with projects in performance, composition or recording areas. A specific example is the re-built organ in the Verbrugghen Hall, access to which will no longer require students to travel to churches and other halls.

Appendix: Recommendations of Working Party on Postgraduate Facilities, May 1995

Space and Equipment

Full-time Students

Science, Engineering, Medicine, Nursing, Health Sciences, Architecture, Agriculture, Vet Science, Dentistry, Orange Agricultural College

Each student needs a desk and some secure storage facilities'

Each student needs lab space equivalent to that allocated to a scientific worker in that discipline according to Health and Safety standards.

Each student needs equipment and consumables appropriate to their research topic.

Arts, Economics, Education, Law, Conservatorium, College of Arts

Each student needs a desk and some secure storage facilities, though as students in these areas may frequently be working in libraries and museums, it may sometimes be possible to share 1 desk between 2 students.

Each student needs equipment and consumables appropriate to their research topic.

Part-time students

Departments with a significant number of part-time students should provide, as a minimum, a room with an appropriate number of desks and a locker for each student.

Computers and IT

Each student needs adequate access to computer facilities, defined as including pes, mainframe, software, internet and E-mail (1 hour per day minimum).

Each student needs access to basic computer literacy workshops and to IT training. These should be provided by the university free of charge to all students who require them (while the numbers are not expected to be large, this expense needs to be budgeted for).

Library Resources

Each student needs adequate access to library facilities - ideally an 18 hour service, 7 days a week, in a central library. A fax or electronic service should be provided to allow access for those working away from the central campus.

Travel Money for Research and Conferences

Provision of some funds is available from government and university grants, faculties and some departments. Support for all students for such travel would be ideal but is not seen as practical given the current funding situation.

After Hours Access and Security

All students need to have access to their university space and equipment after hours and on weekends. Adequate security service must be provided to ensure that they can work in safety at these times. Internal telephones at least need to be available in labs, corridors and common rooms so that help can be summonsed in the event of an accident or other emergency.

Other Facilities

All students should have access to departmental photocopying, stationery, telephone, mail and fax as needed specifically for research purposes. Each department or faculty should ensure that students have access to a Common room with tea and coffee making facilities.

AGENDA ITEM 10.
Report of the Teaching and Learning Committee

10.2 Report of the Teaching and Learning Committee meeting held on 2 November 2000

The Committee met on 2 November 2000 when there were present Professor J Sachs (Chair), Professors R Ramsden (Pro Vice-Chancellor – Teaching and Learning) and P Parkinson, Associate Professor M Prosser, Dr C Mitchell, Ms J Jones, Mr L McCrimmon and Mr J Taylor. Miss K Neveltsen was in attendance.

1. Receipt of report

The Committee **recommends** that the Academic Board receive and note the following report of the meeting held on Thursday 2 November 2000.

2. Promotion on the basis of teaching.

The Chair reported positive feedback on the draft *Criteria for Promotion on the Basis of Teaching* which is still under consultation.

Members of the Committee felt it would be timely to ascertain the number of staff members who had been promoted with ‘Outstanding’ and ‘Superior’ teaching. A summary of results is attached. (Page 54)

3. Postgraduate Coursework

The Chair of the Academic Board had requested that the Pro Vice-Chancellor consider the issue of teaching reports of postgraduate coursework courses. A similar process to that used currently for undergraduate courses may be a mechanism to achieve this.

The Committee considered the issue and the following points were raised in discussion:

- It may be more cohesive to consider both undergraduate and graduate courses together.
- While undergraduate and postgraduate coursework had a number of differences which it may be desirable to keep separate, a combined process may also serve to highlight these variances.
- It may not be appropriate to ask Faculties to revisit existing plans, and could be more productive if any changes are incorporated into the process next year.
- A combined process could be subject to review following a trial of one year.
- The current process for undergraduate courses has led to improvements in teaching plans and reports which may be of benefit for postgraduate courses.
- The appropriate forum for considering the reports would need to be established to ensure a streamlined process.

The Committee agreed the Chair and the Pro Vice-Chancellor (Teaching and Learning) should discuss the issue further with the Pro Vice-Chancellor (Research) and the Chairs of the Academic Board, Graduate Studies Committee and Coursework Sub-Committee with a view to introducing a combined process in 2001.

4. Guidelines for Good Practice

The Pro Vice-Chancellor asked the Committee to consider whether it thought the university would benefit from the production of “Guidelines for Good Practice” based on a publication developed at the University College of London.

Committee members felt such a publication would be of benefit to the university, perhaps incorporating various Academic Board policies, and would link into the quality assurance process.

The Committee agreed that the Chair, Pro Vice-Chancellor (Teaching and Learning), Associate Professor M Prosser and Dr C Mitchell would develop a framework for the basis of the publication.

5. Proceedings of the Committee

(1) Report of the Pro Vice-Chancellor (Teaching and Learning)

(a) Australian Universities Quality Audit: Update

The process of establishing the Australian University's Quality Audit had been delayed due to the Board membership not having been finalised and it appeared that the initial timeline of beginning audits in March 2001 would not be met and seemed unlikely to proceed until 2002.

(b) Benchmarking

The Pro Vice-Chancellor had discussed establishing links with a number of overseas universities in his recent trip to Europe. This would lead to formal Memoranda of understanding, which would need to be considered by the Academic Board, through the Teaching and Learning Committee.

(2) Report of the Learning Centre

The Head of the Learning Centre circulated a report and spoke to it, highlighting the following key points:

- The Olympic Non-teaching period did not see a drastic reduction in numbers of students using the service.
- The Centre would be expecting a busy period through November and December with postgraduate students.
- Work would continue on developing web-based skills support, including the utilisation of faculty web-sites and was expected to be completed by mid 2001.

The question of publications arose, as it appeared that those listed in the report should be reported, however the Learning Centre is not a Faculty, therefore does not seem to fit within the reporting criteria.

The issue of the First Year Experience (FYE) was raised with the suggestion that information should be consolidated so that the university can show that various activities form part of the one project.

(3) Academic Honesty Policy

The Chair reported that attempts had been made to contact the consultant regarding the Academic Honesty Policy and that it was hoped that a document would be able to be considered at the next meeting of the Committee.

(4) Graduate Skills Assessment

The Institute of Teaching and Learning had organised a Graduate Skills Assessment, based on an initiative of the Minister of Education and developed by the Australian Council for Education Research, which would measure generic skills of graduands.

The aim is to also test new students at undergraduate level with the possibility of identifying areas where students could benefit from specialised help.

Promotions 2000

Lecturer (9 applications, 9 successful)

	Outstanding		Superior		Satisfactory		Unsatisfactory		Unclear
	Successful	Unsuccessful	Successful	Unsuccessful	Successful	Unsuccessful	Successful	Unsuccessful	
Teaching	8		1						
Research	2		5		2				
Admin	6		2		1				
Service	5		3		1				

Senior Lecturer (35 applications, 30 successful)

	Outstanding		Superior		Satisfactory		Unsatisfactory		Unclear
	Successful	Unsuccessful	Successful	Unsuccessful	Successful	Unsuccessful	Successful	Unsuccessful	
Teaching	25	2	5	2					1
Research	26	1	3	2	2	1			
Admin	13	1	7	1	3	2			11
Service	15	1	12	1	2	1		1	2

Associate Professor (40 applications, 24 successful)

	Outstanding		Superior		Satisfactory		Unsatisfactory		Unclear
	Successful	Unsuccessful	Successful	Unsuccessful	Successful	Unsuccessful	Successful	Unsuccessful	
Teaching	23	5	3	6		1			2
Research	19	6	6	4		1			4
Admin	6	1	8	3		4			18
Service	14	4	9	3	1	2			4

AGENDA ITEM 11.
Report of the Research Committee

11.2 Report of the Research Committee meeting held on 26 October 2000

The Research Committee met on 26 October 2000 when there were present: Professor L Field, *Chair Research Committee (Presiding Member)*, Professor D Siddle, *Pro-Vice Chancellor (Research)*, Professor Don Melrose, Professor J Carter, Associate Professor P McCallum, Professor Carol Pollock, Mr J Taylor, Associate Professor A Reynolds, Dr L Poladian. In attendance was Mr W Dawson, Mr Ed Micallef (Committee Secretary).

1. Receipt of Report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 26 October 2000.

2. Code of Conduct for Responsible Research Practice and Guidelines on Dealing with Allegations of Research Misconduct

The Committee has drafted a Code in two parts, Part 1 being the Code of Conduct for Responsible Research Practice and Part 2 being the Guidelines for Dealing with Allegations of Research Misconduct. Part 1 was endorsed by the Board at its meeting on 15 December 1999, subject to review by the University Solicitor prior to referral to Senate for approval.

The Code of Conduct has now had minor amendments made to it, and will be referred to the Board early in 2001. The Guidelines for Dealing with Allegations of Research Misconduct have been referred to the University solicitor.

3. Proceedings of the Committee

(1) Items carried over

(a) Plagiarism

Professor Field advised that development of the policy was still with the Teaching and Learning Committee.

(b) University of Melbourne Database

Professor Siddle noted that the University would be subscribing to the Joint Academic Scholarships On-Line Network (JASON). Ms Carmen Ng will represent the University of Sydney on the Steering Committee.

(c) NHMRC Database

Professor Siddle advised that the University had a copy of the agreement between the NHMRC and Celera Genomics and the agreement between the University of Sydney and the NHMRC and that we are looking at them. The University was also looking at what other institutions were doing in this regard.

(d) Severance Pay

Professor Siddle circulated a paper on severance entitlements for research-only staff. Committee members discussed whether severance payments could be made out of grants received from funding bodies. It was mentioned that the ARC and the NHMRC would not allow severance payments to be paid out of grants. Professor Field felt that it was important that Heads of Department should receive a copy of Professor Siddle's paper, with a covering Minute quoting the NHMRC and the ARC that severance payments could not be made directly from ARC or NHMRC grants, and that it was the

responsibility of the Head of Department to ensure that funds were available for severance payments. Professor Siddle noted that as his paper was based on discussions he had with Ms Pauline Croxon, that she should check the document before copying to Heads of Department. Professor Pollock expressed concern that this was a disincentive to employ experienced researchers with a history of employment from the University of Sydney. A copy of the paper is attached for the information of the Academic Board.

(Pages 58-59)

(2) Correspondence

Professor Field noted that he had received a number of emails dealing with eligibility for the Sesqui R & D Schemes and that he had passed these on to Professor Siddle.

Professor Field also noted that he had received correspondence from Mr Taylor, President of SUPRA, regarding a Senate inquiry into two ARC Bills. Mr Taylor noted (i) that the *Australian Research Council Bill 2000* does not create an independent ARC (contrary to the White Paper's proposal), (ii) that the Minister is not sufficiently accountable to Parliament, (iii) that there are no time constraints on the Minister to sign off on recommendations for grants, and (iv) that the Minister is not required to rely on recommendations made by the ARC. Mr Taylor also noted that the *Australian Research Council (Consequential and Transitional Provisions) Bill 2000* allows bodies or institutions that are not on the Australian Qualifications Framework register to apply for funds which would circumvent State and Territory accreditation processes and appeal directly to the Minister for accreditation for the purposes of the Act. Mr Taylor asked whether the Research Committee would make representations to the Senate inquiry on behalf of the University. Professor Field noted that the Committee could not respond on behalf of the University but could provide advice to the Academic Board or to Professor Siddle for further action if necessary. Professor Siddle advised that the AVCC has responded by raising similar concerns and that it was probably not necessary for the University to respond separately.

(3) Draft Criteria for Promotion on the Basis of Teaching

A draft paper on the criteria for *Promotion on the Basis of Teaching* was circulated to committee members on the request of the Academic Forum Office. The Committee felt that it was a useful document as far as teaching went, however, the Research Committee had little further comment. The Committee felt that if the draft was going to be incorporated into the promotions documentation (advice to applicants and criteria for promotions), then this could overly emphasise teaching with respect to the other criteria. The Committee noted that the promotions documents had been revised recently and were at present quite succinct and that a long section on advice regarding teaching could distort the balance between Research, Teaching and Service to the University, Community and the Profession.

(4) Guidelines for Sesqui Research and Development Scheme

Professor Siddle noted that the guidelines for the new Sesqui Research and Development Scheme would normally pass before the Research Committee for comment prior to general distribution; however, due to the tight time line this had not been possible. Professor Siddle had kept all comments received about the Scheme, which the Committee would review for 2001. Professor Siddle noted three amendments made to the guidelines. They are to permit staff on fractional appointments to apply (at least 0.5FTE); to permit Level A staff to apply to the New Staff Scheme; and to permit contract staff to apply for the R & D or New Staff Scheme, provided their contracts extend beyond 31 December 2001.

(5) National Awards and Employment practices with Research Staff

Ms Croxon addressed the Committee on a number of issues going before the Industrial Relations Commission. Ms Croxon noted that the Award is before the Industrial Relations Commission for simplification. Concern was expressed that there are some research staff that may be able to be classified as either general staff or academic staff. Professor Field noted that there are at present some general staff who were more appropriately classified as academic staff and that a case should be made to reclassify these staff. Most of these staff, however, does not have a teaching load and perhaps the solution would be to create a separate stream of staff classification for research only staff

(6) Reports

(a) Pro Vice Chancellor (Research), Professor David Siddle

Professor Siddle reported on the following:

- The incorporation of the Advanced Computer Centre is now with Cabinet;
- CRCs: Sydney University has 10 bids in, with at least 4 interviews and possibly 8;
- College PVCs and the Library will subscribe to the Web of Science. - The Library will pay ongoing subscriptions, while the PVCs will pay for back years. Some of the costs would be taken off the top of RIBG;
- the setting up of a new scheme known as the University of Sydney Completions of Scholarships. 50 full time scholarships for 6 months for students to complete PhD work. The scheme would be available to students (i) who up to now had not received financial support; (ii) must be PhD and enrolled full time. Professors Siddle, Field and Stevens would meet to draw up guidelines. For implementation ASAP.

(b) Research and Scholarships Office

Mr Dawson noted that there were currently Animal House inspections underway. He also advised that results for ARC would be known within the next week.

(7) Other Business

(a) Draft dates for 2001 meetings

Draft dates were distributed before the meeting. Professor Field requested that members diarise these dates and advise of problems at the next meeting.

SEVERANCE ENTITLEMENTS FOR RESEARCH-ONLY STAFF

During the 1990s, the NTEU and other relevant unions became concerned about staff who were employed on fixed term contracts and whose contracts were not renewed, even when staff had a reasonable expectation that a further offer of employment would be made. After industrial representations, the *Higher Education Contract of Employment Award 1988* (the HECE award) was handed down. It regulates the types of employment contracts that Universities offer their staff and clarifies the notice and severance payments applicable when specified conditions are met. As a result, the University of Sydney and the NTEU and the CPSU signed a Memorandum of Understanding. This agreement was later incorporated into the University's enterprise agreements, which were certified in the Commission on 1 September 1999.

An overview of the severance payment entitlements

- Certain categories of fixed term staff are entitled to severance payment at the conclusion of their contracts where they are not offered further work and they meet certain criteria.
- Application of the criteria mean that research-only staff on a second or subsequent contract will almost always be entitled to severance payment if they are not offered further work.
- Research staff on their first contract with the University will generally be entitled to a severance payment only where the position is to be continued, but a different employee has been or is to be appointed.
- Academic research-only staff will become entitled to an enhanced severance payment when they have 10 years or more of continuous paid service with the University.

In order to be eligible for a severance payment, a fixed-term academic must be engaged for one of the following reasons:

- A specific task or project
- External funding of the position
- The position is research-only

Where a fixed term contract that meets one of the criteria comes to an end and the staff member seeks to continue in employment, but the contract is not renewed, the staff member will be entitled to a severance payment if:

- In the case of a staff member on a second or subsequent fixed-term contract, the same or substantially similar duties are no longer required, or
- The duties of the kind performed continue to be required, but another person has been appointed or is to be appointed.

It is important to note that "the same or substantially similar duties are no longer required" will apply where further work is not offered because the research project has come to an end or where further work is not offered because funding is no longer available.

A severance payment is also payable where an academic staff member is employed on a contingency-based contract, i.e., a contract defined as ending by reference to an event rather than a date that is externally funded and where the contingency is invoked.

Amount of severance pay

Where an employee is entitled to severance pay, the following applies:

-
- More than 1 but less than 2 years 4 weeks
 - 2 years but less than 3 years 6 weeks
 - 3 years but less than 4 years 7 weeks
 - 4 years or more 8 weeks

For the purposes of determining “continuous service”, breaks between fixed term appointments of up to two times per year, each of up to 6 weeks, do not constitute a break in continuous service.

Enhanced severance payments are paid to staff on multiple fixed-term contracts that have been externally funded, where the staff member wishes to continue the employment, but is not continued because the same or similar duties are no longer required, or where another person has been or is to be appointed to perform the same or similar duties.

Where an employee is entitled to enhanced severance payment, the following applies:

- 10 years or more, but less than 12 years 20 weeks
- 12 years or more, but less than 15 years 24 weeks
- 15 years or more, but less than 20 years 30 weeks
- 20 years or more, but less than 26 years 40 weeks
- 26 years or more 52 weeks

The severance pay entitlements of fixed-term general staff are the same as for academic staff except that there is currently no provision for enhanced severance payments for general staff and no entitlement for general staff on a contingency-based contract.

AGENDA ITEM 13.
Report of the Academic Staffing Committee

13.2 Report of the Academic Staffing Committee meeting held on 22 November 2000

The Committee met on 22 November 2000. There were present: Associate Professor R Arnold (Chair), Professor LM Koder, Professor L Field. Apologies: Professor S Armitage, Ms S Jamieson, Dr P Whiting, Professor W Schworm, Professor L Burgess and Dr K Clapham. In attendance: Ms L Schofield

1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its meeting held on 22 November 2000.

2. Procedure for conferral of Title for Clinical Associate Professor

Following extensive consultation with the Faculty of Medicine the Committee has considered this proposal and **recommends** that the Academic Board endorse the following procedure:

Procedure for conferral of Title for Clinical Associate Professor

The following procedure provides the essential requirements for the conferral of the title Clinical Associate Professor. This procedure may be supplemented by other processes, determined by the relevant College or Faculty, that are considered appropriate for the Faculty.

1. *A candidate may be nominated by the Head of the relevant Department, or the relevant Associate Dean (where applicable)^a, to the Dean for consideration of conferral of the title of Clinical Associate Professor.*
 - ^a. *Where there is both a Head of Department and relevant Associate Dean, the nomination should be made on the basis that the two concur with the nomination.*
2. *The Dean may accept the nomination in which case the nomination will be referred to a Faculty Clinical Titles Committee for consideration. Alternatively, the Dean may reject the nomination.*
3. *The membership of the Faculty Clinical Titles Committee will comprise:*
 - *Pro-Vice-Chancellor (College), Chair*
 - *Head of Department/Pro-Dean (or nominee)*
 - *Chair of the Academic Board (or nominee)*
 - *Chair of the current Faculty Promotions Committee (FPC)*
 - *Current FPC member at the same or higher level.*
4. *The Faculty Clinical Titles Committee may consider applications up to twice per annum.*
5. *The Faculty Clinical Titles Committee should submit recommendations to the Deputy Vice-Chancellor (Planning and Resources) by 31 May and/or 31 October for consideration.*

Faculty Committee Procedures

1. *The composition of the Clinical Titles Committee should be determined by the Faculty at the same time as composition of the FPC is determined.*
2. *Nominees members and FPC member of the Committee should be nominated annually, at the time that the FPC is constituted.*

An extract from the Policy Document: Conferring of All Academic Titles is attached for information, setting out the current procedures for the conferral of the title of Clinical Associate Professor. (Page 62)

It is recommended that the proposed process replace this process in its entirety for the conferring of the Title of Clinical Associate Professor.

The current process would still apply for the conferring of Clinical Titles for Levels A-C (12 months and more) and for Level E.

The Committee recommends that the Board endorse item 2 and commend it to the Deputy Vice-Chancellor for approval.

3. Review of letter re interview for an academic position

The University currently sends a generic letter to academic staff that advises them that they will be invited to attend an interview. Part of this letter indicates that: *"The normal expectation is that shortlisted applicants will give a presentation to the Department and meet with relevant academic staff prior to the appointments committee making a selection"*. The Committee has been asked to review this requirement as there is some concern that it may be intimidating for more junior staff. The Committee recommends that this part of the letter should be reviewed as follows:

"The normal expectation for applicants for senior positions (Levels D & E) is that shortlisted applicants may be required to give a presentation...."

The Committee recommends that the Board endorse item 3 and commend it to the Deputy Vice-Chancellor for approval.

4. Proceedings of the Committee

(1) Reference from the Graduate Studies Committee - absences and supervisory responsibility.

The Graduate Studies Committee requested that the Committee consider amending the staff leave applications forms to include provision for identifying staff on leave who are supervising a PhD candidate whose thesis is, or is likely to be, under examination. The Committee considered the implications of this request and agreed that a policy statement should be drafted regarding the professional academic responsibilities of staff in respect of supervision. The Committee will liaise with the Graduate Studies Committee to develop appropriate wording.

(2) General Guidelines for applicants for academic appointments

In conjunction with the Personnel Policy and Strategic Planning Unit the Committee will review this policy.

(3) Report of the Pro-Vice-Chancellor (Employee Relations)

The Pro-Vice-Chancellor (Employee Relations) reported on a number of policy developments including the performance management and development pilot and the Workloads Committees.

POLICY DOCUMENT CONFERRING OF ALL ACADEMIC TITLES

Extract in relation to conferring of Clinical Titles.

"A proposal for a clinical/conjoint title is made by the Head to the Dean.

The Dean refers the proposal to a Standing Committee, comprising

- the Dean or nominee (Chair)
- a member of the Faculty nominated by the Dean
- two members from outside the Faculty nominated by the Chair of the Academic Board. (*all members of this committee must be at least at Level D*)

The Standing Committee may proceed by circulation.

Where a majority of the members of the Standing Committee recommend a clinical/conjoint title

- at Level A to C, the conferring of the title may be approved by the Pro-Vice-Chancellor (College)
- at Level D and E (Clinical Titles only), the recommendation is referred to a Clinical/Conjoint Titles committee.

The committee membership is proposed by the Dean, appointed by the Deputy Vice-Chancellor (Academic and Staffing) and comprises

- the Pro-Vice-Chancellor (College) or nominee (Chair)
- the Chair of the Academic Board or nominee
- the Dean or nominee
- the Pro-Dean or an Associate Dean (where relevant)
- the Head or nominee
- one member of the Faculty with experience on Faculty or Central Promotions Committees for Level D and/or E
- one member of the University staff outside the College with experience on Central Promotions Committees for Level D and/or E
- up to two member representing appropriate external bodies, eg hospital or Area Health Service.

A majority of more than two thirds is required for the recommendation of the title, which is forwarded

- for titles at Level D, to the Deputy Vice-Chancellor (Academic and Staffing) for approval.
- for the title of Clinical Professor to the Vice Chancellor, for referral to the Senate Chair Appointments Committee for approval."

**AGENDA ITEM 14.
General Business**

14.1 Delegation of authority

The Board is asked to authorise its Chair to act on its behalf in respect of any urgent matters that may arise between the Board meeting on 13 December 2000 and the first 2001 Board meeting on 14 February.

14.2 Outcomes of 2000 Academic Board elections

At elections conducted on 17 November 2000, persons identified below were declared elected to membership of the Academic Board for terms of office from 1 January 2001 until 31 December 2002.

- 1. Five Deputy Chairs of the Academic Board**
Professor Susan Kathleen **ARMITAGE**
Associate Professor Roslyn Mary **ARNOLD**
Professor Leslie David **FIELD**
Associate Professor Russell Trevor **ROSS**
Professor Judyth **SACHS**
- 2. Three non-professorial members of the Academic Board**
Ms Patty **KAMVOUNIAS**
Associate Professor Neville Charles **WEBER**
Dr Bronwyn Diane **WINTER**

14.3 2001 Academic Board meeting dates

The schedule for the Board's 2001 meetings is enclosed for information. (*separate pink enclosure*)