



Academic Board Minutes

Academic Board Officer: Keri Neveldsen

Secretariat, Quadrangle, A14
Phone: 9351 3183; Fax: 9351 3572
E-mail: Academic.Board@usyd.edu.au
Web site: <http://www.usyd.edu.au/ab>

Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 9 June 2004 in the Professorial Board Room

There were present: the Chair (Professor J Sachs) presiding, the Deputy Chair (Associate Professor A F Masters), the Vice-Chancellor and Principal (Professor G Brown), the Chairs of the Standing Committees (Professors J P Carter and Associate Professor R Ross), Professors C Armour, B Armstrong, M Behnia, E Blakely, A Brewer, L Copeland, M Fry, J Hearn, B Hesketh, H Kendig, I Klineberg, J Lawler, R McCallum, R Newman, K Parton, B Roufogalis, L Tong, J Uther and P Wolnizer, Associate Professors F Ahmadi-Esfahani, M Crossley, D Dragovich, R Drynan, C B Gillies, D Grant, S Kable, P McCallum, C Peck, P Phibbs, P Redding, A Rubbo, N C Weber, S West and P Windsor, Drs G Barnes, A Bashford, K Bosward, M Boughton, A Charry, D Collins, R J Dixon, M Edmond, A Elias, S Forsyth, M Halliwell, E Innes, M McKerchar, E Peden, A Poulos, M Torode, B Turman, A van Schaik and K C Wong, Ms L Brown, Mr S Burshtein, Mrs L Napier, Mr B Sandstrom, Mr J Shipp and Mrs J Toner.

Also present: Secretary of the Academic Board (Dr W Adams).

Present as observers: Dr J Sait, Ms T Lloyd, Ms M Kemmis, Ms S Paynter and Ms J Russell.

In attendance: Miss K Neveldsen.

★ **1. Apologies**

The Academic Board noted that apologies had been received from: Professors S I Benrimoj, A Coats, R Graycar, T Hirst, A Marett, R McLean, G T Moore, S Nicholas, D Nutbeam, B Reid and J Sinclair, Associate Professors B Buckley, W Evans, A Fekete, P Gay and G Murray and G Sullivan, Drs N Gallery, J Hughes and L Piggott, Mr D Bradshaw, Mr J Conomos, Mr F Eldridge, Mr S Fridman, Ms J Mooney and Ms G Wong.

★ **2. Arrangement of agenda**

2.1 Starring of items

Members of the Board were invited to star for discussion any unstarred items. Items 3, 8.2.3, 9.2.2, and 10.2.2 were starred.

2.2 Adoption of unstarred items

Resolution 101/04

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

- ★ 3. **Minutes of previous meeting**
The Academic Board noted that the eulogy was presented by the Dean of Agriculture, Food and Natural Resources, not the Dean of Veterinary Science and amended the minutes accordingly.

Resolution 102/04

That the Academic Board adopt the minutes of the previous meeting held on 28 April 2004, as amended, as a true record.

4. **Business arising from Minutes** (not dealt with elsewhere in the Agenda)
There was no business arising from the minutes.

- ★ 5. **Report of the Chair**

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 3 May 2004

The Chair reported that Senate had expressed interest in the Bachelor of Oral Health to be offered by the Faculty of Dentistry and congratulated the Faculty on extending its courses in this area.

Resolution 103/04

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 3 May 2004.

5.2 Honours and distinctions

Resolution 104/04

That the Academic Board note the report of the Chair of the Academic Board on the honours and distinctions and congratulate the recipients, as set out in the report presented.

Action: Chair of the Academic Board to write to recipients congratulating them on their honours and distinctions.

5.3 General report

5.3.1 Review of student appeals provisions

Members of the Academic Board were reminded that in late 2003, with the approval of Senate, the Chair of the Academic Board engaged a consultant to review the policies and practices relating to student appeals, both against exclusion and academic decisions.

The report was received and was referred to the General Counsel to ensure the recommendations were consistent with contemporary administration law.

Once the report was considered by the Academic Board the proposed amendments would be discussed by the Vice-Chancellor's Advisory Committee before being referred to Senate. Following Senate endorsement of the changes, amendments to all relevant legislation and policy would be prepared.

The meeting agreed that faculties discuss the proposed changes further and send feedback to the Academic Board with a view to adopting the changes at the next meeting of the Board.

Resolution 105/04

That the faculties consider and report back to the Academic Board on the proposed amendments to the appeals process, as set out in the report presented.

Action: Faculties to consider the proposed amendments to the appeals process and provide feedback for consideration at the next meeting of the Academic Board.

5.3.2 Challenges Facing the Academic Board

At the Academic Board meeting of 28 April 2004, members were advised that the Chair had been asked to inform the next meeting of Senate of the types of challenges which would be facing the Academic Board over the coming year. Discussions with the Deputy Chair and Chairs of Academic Board Committees had identified some priorities including measuring the performance of the Academic Board and it was agreed that the Chair would report to the next Academic Board meeting.

The Chair advised the Board of the key issues highlighted to Senate including among other things the development of a Student Charter; presentation to the Academic Board and Senate of the report on the review of appeals; and investigation of raising the minimum English language requirement from a score of 6.5 to 7.0 in the International English Language Testing Scheme (IELTS) for both undergraduate and postgraduate applicants.

Resolution 106/04

That the Academic Board note the report of the Chair of the Academic Board relating to Challenges Facing the Academic Board, as set out in the report presented.

5.3.3 TAFE NSW Higher Education Academic Board

The Chair reported on attendance at a meeting of the TAFE NSW Higher Education Academic Board which had discussed applications for accreditation for associate degrees in Accounting; Business; and Information Technology. These degrees would be introduced from 2005 through the Sydney Institute and the Northern Sydney Institute.

Resolution 107/04

That the Academic Board note the report of the Chair of the Academic Board relating to the TAFE NSW Higher Education Academic Board, as set out in the report presented.

5.3.4 Standardisation of credit points for undergraduate units of study

At its meeting of 10 December 2003, the Academic Board considered a paper relating to the standardisation of credit points for undergraduate units of study.

Faculties were asked to review existing units of study in 2004 and report to the Academic Board on their intentions regarding standardisation to six credit points. At the end of 2004 the Academic Board would consider whether units of study with a value other than six credit points would be available to students outside the host faculty beyond 2006.

During the past few months the Chair had met with various Deans to discuss implementation issues, particularly relating to combined degrees and transitional arrangements, and a number of areas of concern had been identified.

Faculties had various capabilities for the transition to six credit point standardised units. Of primary concern was the need to ensure that students were not faced with either a shortfall in credit points, or the need to over-enrol in order to meet course requirements.

Some faculties had been planning to commence standardisation of units in 2005, while others were not ready to introduce changes until 2006. The working group established to examine these issues had been discussing the possibility of deferring all proposed changes until 2006, and talks were ongoing with Deans regarding this.

The Chair reported that it had become clear that careful implementation would be required and that many discussions were based on ensuring a coherent approach across the University. In some faculties where units of study were not available outside of particular courses, there would be no impediment to standardisation at an earlier date, however appropriate transitional arrangements were needed to ensure the best interests of students and maintaining the quality of teaching and learning across the University.

Resolution 108/04

That the Academic Board note the report of the Chair of the Academic Board relating to the standardisation of credit points for undergraduate units of study, as set out in the report presented.

5.3.5 Academic Board Forum

An Academic Board Forum was held on Wednesday 26 May 2004, on “The Federal Budget and Higher Education: Positioning the University of Sydney for the Future”.

The Vice-Chancellor spoke as did Mr Paul Kelly, Editor-at-large for the Australian. The Deputy Vice-Chancellor (Academic) acted as a discussant and many interesting and lively points were raised.

The Chair expressed disappointment at the attendance, particularly given the topic and speakers involved, and reminded members that the next Forum was scheduled for Wednesday 13 October. Notes from the Forum would be made available on the website at: <http://www.usyd.edu.au/ab/forums/index.shtml>.

The attention of members was also drawn to the article of the Forum in the UniNews dated 4 June 2004.

Resolution 109/04

That the Academic Board note the report of the Chair of the Academic Board relating to the Academic Board Forum, as set out in the report presented.

Action: Members of the Academic Board to attend the next Academic Board Forum on 13 October 2004.

5.3.6 Update on policy development and review

5.3.6.1 Student Charter

At the last meeting of the Academic Board members noted that the final draft of the proposed Student Charter was being circulated for consultation. Faculties, SRC, SUPRA, and other relevant areas such as the Student Centre, Student Services, General Counsel, and EEO Office were asked for comments.

The Chair informed members that of the few responses received, the majority had been positive and constructive and the feedback received had been incorporated into the document.

The Student Charter was now being referred to the Undergraduate and Graduate Studies Committees and the Teaching and Learning Committee for consideration prior to final referral to the Academic Board for approval.

5.3.6.2 Scholarships and prizes

The Chair informed the Board that a working party had been established to look at the principles underlying scholarships in response to issues raised about the related policies and procedures.

The working party would look at ensuring the University's policies and definitions were coherent and that the definitions and differences between scholarship, prize, bursary, and other awards were clearly defined.

Resolution 110/04

That the Academic Board note the report of the Chair of the Academic Board relating to the update on policy development and review, as set out in the report presented.

5.3.7 Policy On-line

All staff in the University were advised of the new website Policy On-line which captured all University policy, procedures and guidelines in one easily accessible location. Members were encouraged to remind other staff and students about the website at: <http://www.usyd.edu.au/policy>.

It was noted that Phase two of the University policy project would include the development of a policy framework including a policy definition, defining consultation channels, streamlining policy approval processes, improved implementation and communication strategies and appropriate follow-up.

Feedback on the policy site could be sent to Ms Judith Russell, Director, Corporate Services J.Russell@secretariat.usyd.edu.au.

Resolution 111/04

That the Academic Board note the report of the Chair of the Academic Board relating to Policy On-line, as set out in the report presented.

Action: Members of the Academic Board to provide feedback on Policy On-Line to Ms Judith Russell, Director, Corporate Services.

5.3.8 AUQA audit visit

Members were reminded of the Australian Universities Quality Agency (AUQA) visit to the University on 26-29 July this year.

The review would provide the University with an opportunity to demonstrate its achievements, quality assurance processes and plans for continuous improvement. As part of the preparation for the audit, the Quality Assurance Co-ordinating Group (QACG) developed a Factsheet available on the Quality website at:

<http://www.usyd.edu.au/quality>.

Elaborating on the preparations for the visit, the Deputy Vice-Chancellor (Academic) advised the Academic Board that it was important that all staff were made aware of the arrangements and this was being supported through faculty preparations, briefing visits and receiving feedback.

Resolution 112/04

That the Academic Board note the report of the Chair of the Academic Board relating to the AUQA audit visit, as set out in the report presented.

5.3.9 Australian Universities Quality Forum Workshop on Plagiarism

The Academic Board was advised that the Australian Universities Quality Forum to be held in early July would incorporate a workshop on issues relating to plagiarism. The workshop would focus on plagiarism in higher education, strategies for detection and improved learning outcomes, and the impact for all key stakeholders of choosing particular strategic directions in addressing the problem.

A pre-Forum on-line workshop entitled *Plagiarism: Changes, Challenges and Consequences* was being conducted and interested members are encouraged to participate. The on-line workshop was free of charge and would run from 16 – 30 June inclusive. Members noted registration could be made at:

<http://www.auqa.edu.au/auqf/2004/workshops/index.htm>.

Resolution 113/04

That the Academic Board note the report of the Chair of the Academic Board relating to the Australian Universities Quality Form Workshop on Plagiarism, as set out in the report presented

Action: Members of the Academic Board to consider participating in the on-line workshop *Plagiarism: Changes, Challenges and Consequences*.

5.3.10 Resignation of Chair of the Academic Board

The Chair advised members that it was the last meeting for Professor Paul Ramsden, Pro Vice-Chancellor (Teaching and Learning) who was leaving to take up the position of Chief Executive at the Higher Education Academy in the United Kingdom. The Chair thanked Professor Ramsden for his work with the Board and significant contributions to the University which included the establishment of

the Scholarships Index and Teaching Improvement Fund, and the development of the Guidelines for Good Practice in Teaching and Learning.

The Chair also informed members that it was her last meeting as Chair of the Academic Board as she was stepping down from the position to take up the role of Acting Pro Vice-Chancellor (Teaching and Learning).

The Chair noted that she had been in the role for three and a half years during which time she had been involved in many varied activities and had the privilege to work with a range of people.

The Chair thanked all those she had worked with, in particular the Deputy Chairs and Chairs of Standing Committees of the Academic Board. The Chair acknowledged Associate Professor Russell Ross who had been Alternate Chair of the Academic Board for the last three years and Associate Professor Tony Masters who took over the role of Deputy Chair this year and was previously Chair of the Academic Forum.

Appreciation was also extended to Associate Professor Peter McCallum, previously Chair of the Undergraduate Studies Committee who continued to be involved in activities of the Academic Board including the standardisation to six credit point units of study. The Board also noted the Chair's appreciation of Associate Professor Deirdre Dragovich who under the previous structure had revitalised the Library Committee which she continued to chair now as a sub-committee of the Teaching and Learning Committee. Professor Beth Reid, Chair of the Teaching and Learning Committee and Professor John Carter, Chair of the Research Committee were also thanked for their ongoing contributions and support.

The Chair thanked members of the Secretariat who supported the Academic Board, its committees and activities including Keri Neveldsen (Academic Board Officer), Megan Kemmis (Committee Secretary), Sally Paynter (Administration Officer, Senate Office) and Moira Poynter (Administration Officer, Academic Board).

Gratitude was also extended to the Registrar, Dr Bill Adams, and the Director of Corporate Services, Ms Judith Russell, for their ongoing support, assistance and advice.

The Chair informed members that the achievements she was most proud of included commencing the review of appeals, the Review of the Academic Board and its implementation, the ongoing Academic Board Faculty Review visits which took the work of the Academic Board into the faculties, and the revised Academic Board Resolutions: *Academic Honesty (Plagiarism) in Coursework* which were being used to assist other institutions.

The Chair noted that in all aspects of the Board's work, things were not achieved individually but through groups of people working collaboratively and collegially. She felt the Academic Board was in good shape and was pleased to see the increased attendance at

meetings which indicated that the Board was engaging with matters important to the University community.

The Registrar invited members to join the Chair of the Academic Board for farewell drinks at the conclusion of the meeting.

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

The Vice-Chancellor paid tribute to the Chair for her work throughout her term of office characterised by a strong collegial approach and outstanding leadership skills.

The Vice-Chancellor agreed that a great achievement was the implementation of changes arising out of the Review of the Academic Board and the on-going success of the Academic Board Faculty Review Visits highlighted the Academic Board continued redefining its role.

The Chair was thanked for her contribution to the Academic Board and the University as a whole and the members joined with the Vice-Chancellor in wishing her continued success as the Acting Pro Vice-Chancellor (Teaching and Learning).

6.1 Report on Senate matters

6.1.1 Report of the Senate meeting held on 3 May 2004

Resolution 114/04

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 3 May 2004.

6.2 General report

The Vice-Chancellor reported on the Senate meeting held on 7 June, noting that a written report would be provided to the next Academic Board meeting.

The Board noted that the item which most concerned Senate was the draft legislation being introduced into the NSW parliament concerning governance protocols for all universities.

Members were advised that under the Nelson Review of Higher Education, governance protocols were required to be embedded in the acts of all universities and that increases in operational funding allocation were contingent upon the protocols being respected.

It was reported that the NSW government intended to abide by the protocols and Senate discussed the draft legislation which attempted to cater to existing practices while achieving compliance with the federal protocols.

Senate had expressed concern about the proposed arrangements relating to parliamentarians serving on governing bodies, particularly as Senate was satisfied with the contribution made by these members, and would like this process to continue. It was noted that this appeared to be a minority view within the sector.

The more controversial aspects of the protocols related to the proposal regarding alumni representatives which would significantly reduce representation in this area. Given that there was an overall requirement of a maximum of 22 members on Senate, negotiation would be needed on the wording of the proposed legislation to ensure that the University was able to retain current levels of representation.

At the same meeting Senate discussed the proposal presented by the University for the allocation of additional places which members had been advised about at the last Academic Board meeting. Additional aspects of the proposal which had not been presented at the last Academic Board meeting were discussed in the confidential section of the Senate meeting but had been reported on in the Sydney Morning Herald following the meeting.

The Vice-Chancellor briefly outlined that this was in relation to a proposal to cease offering undergraduate nursing training - with the places likely to be allocated to the University of Technology, Sydney (UTS) and the Australian Catholic University (ACU) and to strengthen the postgraduate nursing offerings.

In addition there was a further proposal for the Orange campus to be transferred to Charles Sturt University (CSU). Each of the proposals would be contingent on the University receiving the additional allocation of places.

The Vice-Chancellor stressed that this was still under negotiation with the Minister and that any decision would include transitional arrangements which would allow all students currently enrolled at Sydney to complete their degree with the University. Further consideration was being given to articulation agreements with CSU for students to transfer to Sydney after the second year of study and complete their degree with this institution. Similar arrangements were being considered for double degrees where students would complete one of the degrees at Sydney.

Members were assured that there were a great number of issues that would require discussion if the Minister approved the proposals including the need to address all industrial implications.

The issue of ongoing quality of teaching in areas which were to be phased out was raised and it was questioned whether staff would be transferred to the other institutions involved. The Vice-Chancellor assured members that the quality of the degrees would be maintained and that it was possible that some staff would be offered positions by the other institutions, however, the University would be strengthening its postgraduate offerings and would therefore require additional staff in that area.

The Vice-Chancellor informed the Academic Board that it was premature to comment on the fine detail of what arrangements could be made, including relating to postgraduate supervision of students currently studying on the Orange Campus but ensuring appropriate ongoing supervision was one of the responsibilities the University had to students. Accordingly he was able to reassure postgraduate students also.

It was likely that if the Orange Campus was transferred to CSU they would take over the management of the campus. Some staff may then opt to take up employment with CSU however the Vice-Chancellor stressed that staff were currently employees of the University of Sydney and there were moral and legal issues that would need to be addressed.

The future of the Bachelor of Nursing (Indigenous Australian Health) in particular was queried as this was seen as a flagship for indigenous nursing studies. The Vice-Chancellor agreed that it was essential that the existence of such courses was maintained and speculated that it was likely that this course would be taken up by the other universities involved in the proposal. Members understood that issues such as intellectual property rights

associated with the degree were some of the issues that needed to be addressed.

The Academic Board noted that the University had not officially provided students with any information relating to the proposal and the Vice-Chancellor advised that faculties needed to make statements available to all students with assurances that students would be able to complete their degrees.

Elaborating on the motivation for the proposals, the Vice-Chancellor explained that the University was attempting to benefit from government policy and positioning the University to achieve the best overall benefit. In clarification the Vice-Chancellor explained that in the proposals with other institutions, the approach had been made by the other universities.

Many members expressed general disappointment at the way the proposals had been handled, and that most staff and students had only been made aware of possible changes through the articles in the media.

The Vice-Chancellor reminded members that the matters had been required to be dealt with in confidence. The University had met confidentially with staff unions prior to the Senate meeting to appraise them of the proposal however general consultation could not have occurred prior to Senate endorsement of the proposals.

Resolution 115/04

That the Academic Board note the general report of the Vice-Chancellor and Principal.

★ 7. **Question time**

The Vice-Chancellor was asked whether, if the University was unsuccessful in its bid for additional HECS places, additional fee-paying students would be admitted or whether the UAI cut-offs would be lowered.

In response the Vice-Chancellors explained that the failure to gain additional HECS places would have the effect of driving UAI cut-offs still higher as there were penalties for exceeding government load. He described a way of understanding the effect of rationing and pressure of demand. For a particular degree course one could estimate the UAI necessary to give students a realistic opportunity of successful completion. Typically the University did not have the capacity to admit all the students who achieved this level – even those willing to pay full fees – so the UAI cut-off was higher than necessary. One may think of HECS places as government subsidised places with their number effectively rationed by DEST. The UAI cut-off needed to qualify for one of these places as even higher so that the University was in danger of locking out students who were, in principle, well able to shine in our core courses.

The Vice-Chancellor was also queried further about reporting in the media in relation to proposed changes in Nursing and the Minister alleging that some arrangements had been made with UTS regarding staffing.

The Vice-Chancellor responded that if UTS were to take additional nursing places, they would obviously need staff to teach the course. It was assumed that UTS, and the ACU would attempt to recruit staff in order to satisfy their teaching needs however as this institution wanted to increase its postgraduate nursing courses, it would want to retain staff who were willing and able to participate in that area.

★ 8. **Report of the Undergraduate Studies Committee**
8.1 **Oral report of the Chair**

The Chair of the Undergraduate Studies Committee, Associate Professor A F Masters, noted that a number of questions about the role of the Undergraduate Studies Committee in the standardisation of credit points had been raised and advised that it was not the responsibility of the Committee at this stage to approve new units of study, whether six credit points or not. Rather, the Committee was concerned with any possible changes to course resolutions and major amendments to the academic pathways of the course. The Committee would however play a role in facilitating discussion and overseeing a coherent transition across the University.

Resolution 116/04

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

8.2 **Report of the meeting held on 18 May 2004**

8.2.1 **Receipt of report**

Resolution 117/04

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 18 May 2004.

8.2.2 **Proposals for New and Amended Courses**

8.2.2.1 **Faculty of Dentistry: Bachelor of Oral Health**

On the recommendation of the Faculty of Dentistry, the Undergraduate Studies Committee recommended the Academic Board approve the credit transfer arrangements for the Bachelor of Oral Health, with effect from 1 January 2005.

Resolution 118/04

That the Academic Board approve the Faculty of Dentistry's faculty requirements relating to credit transfer for the Bachelor of Oral Health from 1 January 2005, as set out in the report presented.

Action: Dean and Faculty Manager, Faculty of Dentistry and Director, Student Centre to note the approval of Faculty Resolutions relating to the Bachelor of Oral Health.

8.2.2.2 **Faculty of Science: Bachelor of Science (Media and Communications)**

On the recommendation of the Faculty of Science, the Undergraduate Studies Committee recommended through the Academic Board that Senate approve the cessation of enrolment in the Bachelor of Science (Media and Communications), with effect from 1 January 2005.

Resolution 119/04

That the Academic Board:

- (1) recommend that Senate approve
 - (a) the proposal from the Faculty of Science for rescission of the Bachelor of Science in Media and Communications course,

- (b) the amendment of the Resolutions of the Senate relating to the Degrees, Graduate Diplomas and Graduate Certificates in the Faculty of Science,
 - (c) the rescission of the Resolutions of the Senate relating to the above course, made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (2) note the rescission of the Resolutions of the Faculty relating to the above course, made pursuant to the University of Sydney (Coursework) Rule 2000 with effect from 1 January 2005, as set out in the report presented.

Action: Chair of the Academic Board to recommend that Senate approve the cessation of enrolments in the Bachelor of Science in Media and Communications.

★

8.2.3 Academic Board Resolutions: *Admission to Undergraduate Courses*

Questions were raised in relation to provisions for international students and the change in residency status. It was queried whether students who were granted permanent residency during their candidature changed status from international student to local, or local fee-paying, student and whether this was simply an administration process or whether students had to re-apply for a different category of admission.

The Chair of the Undergraduate Studies Committee agreed to seek clarification from the Admission Sub-Committee on the issue.

Resolution 120/04

That the Academic Board approve the amendment of the Academic Board Resolutions: *Admission to Undergraduate Courses*, with effect from 1 January 2005, as set out in the reports presented.

Action: Chair of the Undergraduate Studies Committee to seek clarification of changes in residency status from the Admissions Sub-Committee.

Action: Committee secretary, Undergraduate Studies Committee to note the amendment of the Academic Board Resolutions: *Admission to Undergraduate Courses*, update the Policy On-line website, and communicate the policy.

8.2.4 Academic Board Resolutions: Award with Honours

8.2.4.1 Faculty of Medicine: Bachelor of Medicine and Bachelor of Surgery

On the recommendation of the Faculty of Medicine, the Undergraduate Studies Committee recommended the Academic Board exempted the Bachelor of Medicine and Bachelor of Surgery from Policy Point 3 in the Academic Board Resolutions: *Award with Honours*, with immediate effect.

Resolution 121/04

That the Academic Board approve the request from the Faculty of Medicine to be exempted from Policy Point 3 in the Academic Board Resolutions: Award with Honours, with immediate effect, as set out in the report presented.

Action: Dean and Faculty Manager, Faculty of Medicine and Director, Student Centre to note the approval of exemption of the Bachelor Medicine and Bachelor of Surgery from part of the Academic Board Resolutions: *Award with Honours*.

8.2.5 Proceedings of the Committee

Resolution 122/04

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 18 May 2004, as set out in the report presented.

9. Report of the Graduate Studies Committee

★

9.1 Oral report of the Chair

The Chair of the Graduate Studies Committee, Associate Professor R Ross, drew the attention of members to the item relating to the annual review of postgraduate candidatures highlighting that annual review interviews would now be mandatory.

Members were also asked to note the report on the annual allocation of first semester APA and UPA awards, and the 2003 annual report on the award of PhDs.

Resolution 123/04

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

9.2 Report of the meeting held on 17 May 2004

9.2.1 Receipt of report

Resolution 124/04

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 17 May 2004.

★

9.2.2 Parallel teaching of postgraduate and undergraduate students

On the recommendation of its Postgraduate Coursework Sub-Committee, the Graduate Studies Committee recommended the Academic Board adopt a revised policy relating to the parallel teaching of postgraduate and undergraduate students.

The Postgraduate Coursework Sub-Committee had been asked to monitor compliance with the policy and recommend any necessary policy amendments. Faculties provided written confirmation of arrangements within their faculties and where there were compliance issues, identified the processes and timeframe for resolving them. In general the Sub-Committee found compliance with the policy was high.

Some questions were raised about parallel teaching particularly in professional courses. As this was faculty specific, the Chair of the

Graduate Studies Committee agreed to discuss the matter further with the faculty concerned.

Resolution 125/04

That the Academic Board:

- (1) rescind the policy “Use of parallel teaching of postgraduate and undergraduate students in postgraduate courses”, and
 - (2) adopt the policy “Parallel teaching of postgraduate and undergraduate students”,
- as set out in the report presented.

Action: Chair of the Graduate Studies Committee to clarify issues relating to parallel teaching with the Faculty of Health Science.

Action: Committee secretary, Graduate Studies Committee to note the rescission of the policy *Use of parallel teaching of postgraduate and undergraduate students in postgraduate courses*, the adoption of the policy *Parallel teaching of postgraduate and undergraduate students*, and update the Policy On-line website.

Action: Dean of Graduate Studies to communicate the policy *Parallel teaching of postgraduate and undergraduate students*.

9.2.3 Annual review of postgraduate research candidates and probationary candidature

On the recommendation of its Postgraduate Research Training Sub-Committee, the Graduate Studies Committee approved the adoption of a University-wide annual progress report form for the review of postgraduate research training candidatures. In addition to the adoption of the form, it also recommended through the Academic Board that Senate amend the *University of Sydney (Amendment Act) Rule 1999*, as amended to make annual progress review interviews mandatory for all candidates.

Resolution 126/04

That the Academic Board recommend that Senate adopt the “University of Sydney (Doctor of Philosophy (PhD)) Rule 2004”, as set out in the report presented.

Action: Chair of the Academic Board to recommend that Senate approve the University of Sydney (Doctor of Philosophy (PhD)) Rule 2004.

9.2.4 Proof-reading and editing of theses and dissertations

At its meeting of 24 March 2004, the Academic Board adopted the policy *Proof-reading and Editing of Theses and Dissertations*, and asked the Graduate Studies Committee to provide further clarification in the policy in relation to its application to supervisors.

The Graduate Studies Committee agreed that it was expected that a supervisor would provide reasonable assistance as part of the supervision of the candidature and that the supervisor needed to advise the candidate of the limits.

Resolution 127/04

That the Academic Board amend the policy “Proof-reading and editing of theses and dissertations”, as set out in the report presented.

Action: Committee secretary, Graduate Studies Committee to note the amendment of the policy *Proof-reading and editing of theses and dissertations*, and update the Policy On-line website.

Action: Dean of Graduate Studies to communicate the policy *Proof-reading and editing of theses and dissertations*.

9.2.5 Co-funded University of Sydney Postgraduate Awards: Method of Award (Second Semester)

On the recommendation of its Postgraduate Awards Sub-Committee, the Graduate Studies Committee recommended that the Academic Board adopt the policy Co-funded University of Sydney Postgraduate Awards: Method of Award (Second Semester). The continuance of the second semester co-funded round required general policy, rather than related to a specific year as was previously the case.

Resolution 128/04

That the Academic Board:

- (1) rescind the policy “Co-funded University of Sydney Postgraduate Awards: Method of Award (Second Semester 2003)”; and
- (2) adopt the policy “Co-funded University of Sydney Postgraduate Awards: Method of Award (Second Semester Round)”,

as set out in the report presented.

Action: Committee secretary, Graduate Studies Committee to note the rescission of the policy *Co-funded University of Sydney Postgraduate Awards: Method of Award (Second Semester 2003)*, the adoption of the policy *Co-funded University of Sydney Postgraduate Awards: Method of Award (Second Semester Round)*, and update the Policy On-line website.

Action: Manager, Research Training (Research Office) to communicate the policy.

9.2.6 Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA): 2003-2004

Members of the Academic Board were asked to note the report on the Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA): 2003-2004, detailing key issues including: number of applicants; number of applicants on the Order of Merit list; number of awards available; ranking guidelines; number of offers and rejections; and number of awards taken up.

Resolution 129/04

That the Academic Board note the report relating to Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA): 2003-2004, as set out in the report presented.

9.2.7 PhD Award Sub-Committee: Annual Report on Awards 2003

The Academic Board was asked to note the report of the PhD Award Sub-Committee on the annual report on award of PhD 2003 noting that a key area of concern continued to be the length of time of the examination process.

Resolution 130/04

That the Academic Board note the report relating to PhD Award Sub-Committee: Annual Report on Awards 2003, as set out in the report presented.

9.2.8 Proceedings of the Committee

Resolution 131/04

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 17 May 2004, as set out in the report presented.

10. Report of the Teaching and Learning Committee

★

10.1 Oral report of the Chair

The Chair, on behalf of the Chair of the Teaching and Learning Committee Professor B Reid, had nothing to add to the report.

Resolution 132/04

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

10.2 Report of the meeting held on 11 May 2004

10.2.1 Receipt of report

Resolution 133/04

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 11 May 2004.

★

10.2.2 Academic Board Resolutions: Assessment and Examination of Coursework

At its last meeting, the Academic Board approved amendments to the Academic Board Resolutions: *Assessment and Examination of Coursework* and asked the Teaching and Learning Committee to provide further clarification to this meeting.

During discussion, a member again queried the issue of special consideration in relation to jury duty. Members were reminded that this review of the policy did not include the section relating to special consideration which would be reviewed separately after the revised provisions had been in place for one year. In addition, the Chair of the Committee was waiting for further advice on the legal requirements relating to this issue.

Also in relation to special consideration and misadventure concern was expressed about the increased use of computer-based assessment. It was agreed that this would also be addressed during the review of special consideration.

There was discussion about aspects of the policy relating to the marking of student assessment and decisions affecting student progression. The Chair noted that such issues were often addressed

during implementation. However, the Teaching and Learning Committee would be asked to provide clarification on the policy.

Resolution 134/04

That the Academic Board amend the Academic Board Resolutions: Assessment and Examination of Coursework, with immediate effect, as set out in the report presented.

Action: Teaching and Learning Committee to clarify aspects of the policy relating to marking of student assessment and student progression.

Action: Committee secretary, Teaching and Learning Committee to note the amendment of the Academic Board Resolutions: *Assessment and Examination of Course*, update the Policy On-line website, and communicate the policy.

10.2.3 Proceedings of the Committee

Resolution 135/04

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 11 May 2004, as set out in the report presented.

★ 11. **Report of the Research Committee**
11.1 **Oral report of the Chair**

The Chair of the Research Committee, Professor J Carter, reported that:

- improved guidelines for the Sesqui research schemes had been developed;
- the New Staff Support Scheme had changed to the Early Career Researchers Scheme which used the ARC guidelines to determine eligible staff;
- clinical title holders now had access to Sesqui funds through research and development funds if the funds were administered through the University; and
- the research office had produced a brochure (circulated at the meeting) outlining the role of ARC Linkage Grants which could be distributed to potential industry partners.

Resolution 136/04

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

11.2 Report of the meeting held on 31 March 2004

11.2.1 Receipt of report

Resolution 137/04

That the Academic Board receive and note the report of the Research Committee meeting held on 31 March 2004.

11.2.2 Proceedings of the Committee

Resolution 138/04

That the Academic Board note the proceedings of the Research Committee meeting held on 31 March 2004, as set out in the report presented.

11.3 Report of the meeting held on 12 May 2004

11.3.1 Receipt of report

Resolution 139/04

That the Academic Board receive and note the report of the Research Committee meeting held on 12 May 2004.

11.3.2 Proceedings of the Committee

Resolution 140/04

That the Academic Board note the proceedings of the Research Committee meeting held on 12 May 2004, as set out in the report presented.

12. Report of the Academic Staffing Committee

★

12.1 Oral report of the Chair

The Chair of the Academic Staffing Committee, Professor J Sachs, updated members on the work in progress by the Committee. The Board was advised that, in consultation with the College Pro Vice-Chancellors, the Special Study Program was being revised. Other issues concerning the committees included the workshops for people who were on promotions committees, teaching only staff, use of Performance Management and Development in managing careers and workloads.

Following a query, the Chair agreed to investigate the issue of clinical lecturer positions (level A) and the need to ensure that appointments consist of teaching, research and service responsibilities.

Resolution 141/04

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

Action: Chair of the Academic Staffing Committee to consider the issue of clinical lecturer positions (level A) and the need to ensure that appointments consist of teaching, research and service responsibilities.

12.2 Report of the meeting held on 21 April 2004

12.2.1 Receipt of report

Resolution 142/04

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 21 April 2004.

12.2.2 Proceedings of the Committee

Resolution 143/04

That the Academic Board note the proceedings of the Academic Staffing Committee meeting held on 21 April 2004, as set out in the report presented.

13. General Business

13.1 Membership of Central Promotions Committees: 2004

The Academic Board approved an amendment to the membership of the Central Promotions Committees for Senior Lecturer.

Resolution 144/04

That the Academic Board revise membership of the Central Promotions Committees for 2004, as set out in the report presented.

Action: Secretary, Central Promotions Committees to note the revised membership of the Central Promotions Committee: Senior Lecturer.

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

Resolution 145/04

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

On behalf of Academic Board members, Associate Professor Russell Ross thanked the Chair for her outstanding contribution during her term of office and thanked her for her service to the University community wishing her well in her new role.

The meeting closed at 3.45pm.

Signed as a correct record

Chair

Date