



Academic Board Agenda

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NOTICE OF MEETING

A meeting of the **Academic Board** will be held at **2.00 pm** on **Wednesday 15 November 2006** in the Professorial Board Room.

Members who are unable to attend are asked to notify Megan Kemmis at the above address. Enquiries concerning this meeting may also be directed to Ms Kemmis.

Megan Kemmis
for
Dr W Adams
Registrar

8 November 2006

AGENDA

Pages

- ★ 1. **Apologies**
Apologies have been received from: Professors T Kvan, K Trigwell and P Wolnizer, Associate Professor C Lumby and Dr C Campbell.

- ★ 2. **Arrangement of agenda**
 - 2.1 **Starring of items**

 - 2.2 **Adoption of unstarred items**

Recommendation
The Academic Board resolve as recommended with respect to all unstarred items.

- 3. **Minutes of previous meeting** *separate attachment*
 - 3.1 **Meeting of 4 October 2006**

Recommendation
The Academic Board adopt the minutes of the previous meeting held on 4 October 2006 as a true record.

- 4. **Business arising from Minutes** (not dealt with elsewhere in the Agenda)
Members are advised that the Director, Summer School, will provide a response to queries raised regarding the Report of the Winter School (Item 8.2) to the Academic Board's meeting of 13 December 2006.

- ★ 5. Report of the Chair
5.1 Report on Senate Matters
5.1.1 Report of the Senate meeting held on 6 November 2006 9

Recommendation

The Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting of 6 November 2006.

- 5.2 Honours and Distinctions 9-10

Recommendation

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.

- 5.3 General Report
5.3.1 Membership of Senior Executive Selection Committees
10, supplementary agenda

Recommendation

That the Academic Board note the Chair's report on nominations to selection committees for senior executive positions, as set out in the report presented.

- 5.3.2 Student Appeals Against Academic Decisions 10-11

Recommendation

That the Academic Board:

- (1) *note Senate's decision to approve the University of Sydney (Student Appeals against Academic Decisions) Rule 2006;*
- (2) *approve the proposed amendments to the Academic Board Resolutions: Student Appeals Against Academic Decisions; and*
- (3) *note Senate's request that the Academic Board revise its resolutions on student appeals against academic decisions in accordance with the recommendations of the Topley review*

as set out in the report presented.

- 5.3.3 Academic Board Committees 11-12, 13-34

Recommendation

That the Academic Board:

- (1) *approve the proposed amendments to the Graduate Studies Committee and Research Committee of the Academic Board and consequent amendments to Academic Board policies;*
- (2) *recommend that Senate note the amendments to the Academic Board's Standing Committees and approve the consequent amendments to Senate resolutions and policies; and*
- (3) *note the Chair's report on the restructuring of Academic Board committees*

as set out in the report presented.

5.3.4 Academic Board Faculty Reviews 12, 35-42

Recommendation

That the Academic Board approve the guidelines for the Academic Board Phase 3 Faculty Reviews, as set out in the report presented.

5.3.5 National Colloquium of Chairs of Academic Boards and Senates 12

Recommendation

That the Academic Board note the Chair's report on the National Colloquium of Chairs of Academic Boards and Senates, as set out in the report presented.

5.3.6 Academic Board Forum 12

Recommendation

That the Academic Board note the Chair's report on the next Academic Board Forum, as set out in the report presented.

5.3.7 2007 Academic Board Meeting Dates 12, 43

Recommendation

That the Academic Board note the schedule of meeting dates for 2007, as set out in the report presented.

- ★ 6. **Report of the Vice-Chancellor and Principal**
6.1 **Report on Senate Matters**
6.1.1 **Report of the Senate meeting held on 6 November 2006**
supplementary agenda

Recommendation

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 6 November 2006.

6.2 General report

Recommendation

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

- ★ 7. **Question time**
Questions to the Vice-Chancellor and Chair of the Academic Board

(Time limit 15 minutes)

- ★ 8. **Presentation on University of Sydney College**
(Professor Gavin Brown, Vice-Chancellor and Professor Andrew Coats, Deputy Vice-Chancellor (Community))

9. **Reports of Faculties and Boards** 44-47
9.1 Faculty of Education and Social Work – Semester and Vacation Dates 2007 44-45

Recommendation

That the Academic Board approve the semester and vacation dates for the Faculty of Education and Social Work for the year 2007, as set out in the report presented.

- 9.2 Sydney Conservatorium of Music – Semester and Vacation Dates 2007** 44, 46-47

Recommendation

That the Academic Board approve the semester and vacation dates for the Sydney Conservatorium of Music for the year 2007, as set out in the report presented.

10. **Report of the Undergraduate Studies Committee**
(Associate Professor Scott Kable)

- ★ 10.1 **Oral report of the Chair**

Recommendation

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

- 10.2 **Report of the meeting held on 31 October 2006** 48-49
10.2.1 **Faculty Resolutions**
10.2.1.1 Faculty of Education and Social Work: Bachelor of Education 48

Recommendation

That the Academic Board:

- (1) *note the amendments to the Resolutions of the Faculty relating to the Bachelor of Education degree in the Faculty of Education and Social Work, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
- (2) *approve the faculty requirements relating to the requirements of the degree, with effect from 1 January 2007, as set out in the report presented.*

- 10.2.1.2 **Faculty of Health Sciences** 48-49
(1) Bachelor of Behavioural Health Science 48

Recommendation

That the Academic Board approve the amendments to the table of units of study for the Bachelor of Behavioural Health Science degree in the Faculty of Health Sciences, with effect from 1 January 2007, as set out in the report presented.

(2) Bachelor of Health Science (Physiotherapy) 48-49

Recommendation

That the Academic Board approve the reintroduction of the on-shore offering of the Bachelor of Health Science (Physiotherapy), with effect from 1 January 2008, as set out in the report presented.

10.2.2 Proceedings of the Committee 49

Recommendation

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 31 October 2006, as set out in the report presented.

11. Report of the Graduate Studies Committee
(Associate Professor Peter McCallum)

★ **11.1 Oral report of the Chair**

Recommendation

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

11.2 Report of the meeting held on 30 October 2006 50-55

11.2.1 Academic Board – 2006 Self Review – Realignment of Graduate Studies Committee and Research Committee 50-51

Recommendation

That the Academic Board approve the new structure of the Standing Committees of the Academic Board and the new terms of reference and membership of the Graduate Studies Committee and the Research and Research Training Committee.

11.2.2 Proposals for new and amended postgraduate courses - Faculty of Economics and Business – Graduate Certificate in Innovation & Enterprise 51, separate attachment

Recommendation

That the Academic Board:

- (i) *approve the proposal from the Faculty of Economics and Business to introduce the Graduate Certificate in Innovation & Enterprise*
- (ii) *recommend that Senate:*
 - (a) *endorse the Academic Board's approval of the proposal; and*
 - (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Economics and Business and relating to the course; and*
- (iii) *approve the faculty requirements relating to the degree;*

with effect from Semester 1, 2007, as set out in the report presented.

11.2.3 Proposals for deletion of postgraduate courses - Faculty of Arts – Master of Arts in Early Christian Studies

51-52, separate attachment

Recommendation

That the Academic Board:

- (i) approve the proposal from the Faculty of Arts to delete the Master of Arts in Early Christian Studies
- (ii) recommend that Senate:
 - (a) endorse the Academic Board's approval of the proposal; and
 - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and relating to the course

with effect from Semester 1, 2007, as set out in the report presented.

11.2.4 Amendment of the Resolutions of the Senate and Faculty - Faculty of Law

52, separate attachment

Recommendation

That the Academic Board:

- (1) recommend that Senate approve:
 - (a) the rescission of the Resolutions of the Senate relating to the degrees and diplomas, and
 - (b) the adoption of new Resolutions of the Senate relating to this courses, made pursuant to the University of Sydney (Coursework) Rule 2000, with effect from Semester 1, 2007 and
- (2) note the Resolutions of the Faculty relating to this courses, made pursuant to the University of Sydney (Coursework) Rule 2000; and
- (3) approve the faculty requirements relating to admission, units of study, the pass degree, combined degrees, specially designated streams and award of the degree, as set out in the report presented.

11.2.5 Report from Faculties - Faculty of Arts – English Language Requirements

52-53, separate attachment

Recommendation

That the Academic Board amend Appendix 1 of the policy "Postgraduate English Language Requirements", as set out in the report presented.

11.2.6 Report of the Dean of Graduate Studies 53, separate attachment

Recommendation

That the Academic Board note the Summary Report on the Student Research Experience Questionnaire (SREQ) Action Plans, as set out in the report presented.

11.2.7 Proceedings of the Committee 53-55

Recommendation

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 30 October 2006, as set out in the report presented.

12. Report of the Learning and Teaching Committee
(Associate Professor Robyn Ewing)

★ **12.1 Oral report of the Chair**

Recommendation

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

12.2 Report of the meeting held on 31 October 2006 56-57

12.2.1 Academic Board Faculty Reviews: Faculty Progress Reports 56, separate attachment

Recommendation

The Academic Board note the Faculty Progress Reports from the Faculty of Dentistry and the Faculty of Law, as set out in the report presented.

12.2.2 Faculty Reports on Cases of Academic Dishonesty 56, separate attachment

Recommendation

That the Academic Board note the report on cases of academic dishonesty in 2005 and its recommendations, as set out in the report presented.

12.2.3 Research-enhanced Learning and Teaching 56, separate attachment

Recommendation

That the Academic Board approve the policy on Research-enhanced Learning and Teaching, as set out in the report presented.

12.2.4 Annual Reports of the Learning Centre and Mathematics Learning Centre 57, separate attachment

Recommendation

That the Academic Board:

- (1) *note the need for a significant increase in funding student support services, in particular those services provided by the Learning Centre and the Mathematics Learning Centre; and*
 - (2) *note the executive summaries from the 2005 annual reports of the Learning Centre and the Mathematics Learning Centre*
- as set out in the report presented.*

12.2.5 Proceedings of the Committee

57

Recommendation

That the Academic Board note the proceedings of the Learning and Teaching Committee meeting held on 31 October 2006, as set out in the report presented.

13. Report of the Research Committee
(Associate Professor Robyn Overall)

★ **13.1 Oral report of the Chair**

Recommendation

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

13.2 Report of the meeting held on 20 September 2006

58-60

13.2.1 Proceedings of the Committee

58-60

Recommendation

That the Academic Board note the proceedings of the Research Committee meeting held on 20 September 2006, as set out in the report presented.

AGENDA ITEM 5 Report of the Chair

5.1 Report on Senate Matters

5.1.1 Report of the Senate meeting held on 6 November 2006

Senate, at its meeting on 6 November 2006, on the report of the Academic Board meeting held on 4 October 2006:

- (1) approved amendments to the *University of Sydney (Academic Governance) Rule 2003* relating to membership of the Academic Board, with immediate effect, as set out in the report presented.
- (2) noted reports on:
 - (a) Minor course amendments
 - (b) Committee Terms of Reference
 - (c) Central Promotions Committees 2006
 - (d) English Language Requirements
 - (e) 2007 Semester and Vacation Dates
 - (f) Other Matters

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting of 6 November 2006.

5.2 Honours and Distinctions

I am pleased to report the following honours and distinctions and recommend the Academic Board extend its congratulations to the recipients:

Professor Eugene Seneta, School of Mathematics and Statistics

Awarded the 2006 Moyal Medal which recognises distinguished contributions to research in mathematics, physics or statistics.

Dr Andrew Mathas, School of Mathematics and Statistics

Awarded the 2006 Australian Mathematical Society Medal, which is awarded annually for distinguished research by an Australian mathematician under 40 years of age. The award acknowledges his work in representation theory, the mathematical study of symmetry.

Associate Professor Guy Marks, Woolcock Institute for Medical Research

Awarded a 2006 New South Wales Medical/Media Awards for his contribution to asthma research and media reporting on asthma.

Ms Kate Brennan, Faculty of Arts and Faculty of Law

Winner of the 2007 NSW Rhodes Scholarship.

2006 NSW/ACT Young Tall Poppy Science Awards

These awards recognise the academic achievements of outstanding young researchers in the sciences. Recipients from the University of Sydney include:

- **Dr Andrew Hopkins, ARC QEII Fellow in the School of Physics**, won an award for his achievements in astrophysics and outreach activities
- **Dr Alaina Ammit, Faculty of Pharmacy** for her research on asthma and chronic obstructive pulmonary disease
- **Dr James Curran, ARC Postdoctoral Fellow in the School of Information Technologies** won an award for his research into computational linguistics

Dr Andrew Harris, School of Chemical and Biomolecular Engineering

Awarded:

- the New South Wales state prize in the 2006 Science and Innovation Awards for Young People in Agriculture, Fisheries and Forestry;
- the 2006 Shedden Uhde Medal of Excellence and Prize which recognises practical services to the profession and to the practice of chemical engineering in Australia and New Zealand; and
- a 2006 NSW/ACT Young Tall Poppy Science Award for his research into cutting edge technologies which help in the transition to a more sustainable society, particularly in the areas of nano and bio-sciences.

Recommendation

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.

5.3 General Report

5.3.1 Membership of Senior Executive Selection Committees

The Academic Board is advised that Senate has approved the formation of a number of selection committees for various senior executive appointments. The Chair of the Academic Board was requested by Senate to provide details of nominees for these committees. Acting on behalf of the Academic Board, the Chair has made the following nominations:

- Provost and Deputy Vice-Chancellor – Professor Penny Gay (with Professor Greg Hancock as reserve member);
- Deputy Vice-Chancellor (Research) – Professor Les Copeland (with Associate Professor Robyn Overall as reserve member);
- Pro Vice-Chancellor (International) – Professor Charles Areni and Professor Greg Murray (with Associate Professor Sandra West as reserve member);
- Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor – Associate Professor Robyn Ewing and Professor Gwynneth Llewellyn (with Associate Professor Jennifer Hodgson as reserve member);
- Pro Vice-Chancellor (Strategic Planning) – Professor Peter Wolnizer and Professor Chris Murphy (with Associate Professor Susan Williams as reserve member); and
- Deanship, Faculty of Architecture – Professor Margaret Miller (as nominee of the Chair of the Academic Board).

The Chair will provide an additional report at the meeting regarding further appointments to Senior Executive Selection committees.

Recommendation

That the Academic Board note the Chair's report on nominations to selection committees for senior executive positions, as set out in the report presented.

5.3.2 Student Appeals Against Academic Decisions

At its meeting of 6 November 2006, Senate approved the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*. The effect of this new rule is to establish one Student Appeals Committee to hear student appeals against all academic decisions, including academic decisions relating to exclusion and applications for readmission or re-enrolment. This is consistent with the recommendations of the review of student appeals policies and practices conducted in 2004 by Mr John Topley.

As a consequence of Senate's approval of this new Rule, a number of amendments are required to the Academic Board Resolutions: Student Appeals Against Academic Decisions. These amendments are outlined below.

1. Clause 9 of the "Procedures for Student Appeals Against Academic Decisions for Undergraduate and Postgraduate Coursework Awards" is to be deleted and replaced with the following passage:

'9. Written appeal

If the student is not satisfied that his or her concerns have been addressed satisfactorily under this procedure, the student may lodge a written appeal in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.'

2. Similarly, Clause 12 of the "Procedures for Student Appeals against Academic Decisions for Postgraduate Research Awards" is to be deleted and replaced with the following passage:

'12. Written appeal

If the student is not satisfied that his or her concerns have been addressed satisfactorily under this procedure, the student may lodge a written appeal in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.'

Senate also requests the Academic Board to expedite revision of all of the resolutions of the Academic Board on student appeals against academic decisions, in accordance with the recommendations of the Topley Review.

Recommendation

That the Academic Board:

- (1) *note Senate's decision to approve the University of Sydney (Student Appeals against Academic Decisions) Rule 2006;*
 - (2) *approve the proposed amendments to the Academic Board Resolutions: Student Appeals Against Academic Decisions; and*
 - (3) *note Senate's request that the Academic Board revise its resolutions on student appeals against academic decisions in accordance with the recommendations of the Topley review*
- as set out in the report presented.*

5.3.3 Academic Board Committees

13-34

At the Academic Board's last meeting the Chair advised that full details of the proposed amendments to the Board's Standing Committees would be presented to this meeting. Attached is a briefing paper outlining the rationale and details of the proposed amendments.

Also attached is a summary of the consequent amendments to Academic Board and Senate policies and resolutions which will be required as a result of the amendments to the Academic Board's Standing Committees

Recommendation

That the Academic Board:

- (1) *approve the proposed amendments to the Graduate Studies Committee and Research Committee of the Academic Board and consequent amendments to Academic Board policies;*

- (2) *recommend that Senate note the amendments to the Academic Board's Standing Committees and approve the consequent amendments to Senate resolutions and policies; and*
 - (3) *note the Chair's report on the restructuring of Academic Board committees*
- as set out in the report presented.*

5.3.4 Academic Board Faculty Reviews

35-42

Following discussions between the Chair of the Academic Board and the Pro Vice-Chancellor (Learning and Teaching), the next phase of Academic Board Faculty Reviews has been developed. The following documents are included:

- new guidelines, for the approval of the Academic Board;
- a draft program of Review visits; and
- a table showing the differences and similarities with the Academic Board Phase 1 and 2 reviews.

Recommendation

That the Academic Board approve the guidelines for the Academic Board Phase 3 Faculty Reviews, as set out in the report presented.

5.3.5 National Colloquium of Chairs of Academic Boards and Senates

The 2006 National Colloquium of Chairs of Academic Boards and Senates was held at the University of South Australia on 23 and 24 October 2006. The Chair will provide a report at the meeting on this conference.

Recommendation

That the Academic Board note the Chair's report on the National Colloquium of Chairs of Academic Boards and Senates, as set out in the report presented.

5.3.6 Academic Board Forum

The next Academic Board Forum will be held on Friday 17 November 2006 and is being co-ordinated by the Dean of Graduate Studies. The Forum will look at the issue of PhD examinations.

Recommendation

That the Academic Board note the Chair's report on the Academic Board Forum, as set out in the report presented.

5.3.7 2007 Academic Board Meeting Dates

43

Members are asked to note the schedule of meeting dates for 2007.

Recommendation

That the Academic Board note the schedule of meeting dates for 2007, as set out in the report presented.

Review of Academic Board

The Board has responsibilities delegated to it by Senate and described in the *University of Sydney (Academic Governance) Rule 2003*. Its structure must allow it to efficiently discharge these responsibilities. The planning retreat held by the Academic Board in June 2006 identified some tensions and potential inefficiencies in its operations. Since then, we have been debating possible solutions, based on a realignment of our committees to expected major programs and responsibilities. The proposal before you in these papers is the result of those debates.

One of the most important incentives to change has been the changing pattern of enrolments in the university, illustrated in Figure 1. Two trends in this figure are important: the rapid growth in postgraduate coursework and the rather static position in research student enrolments.

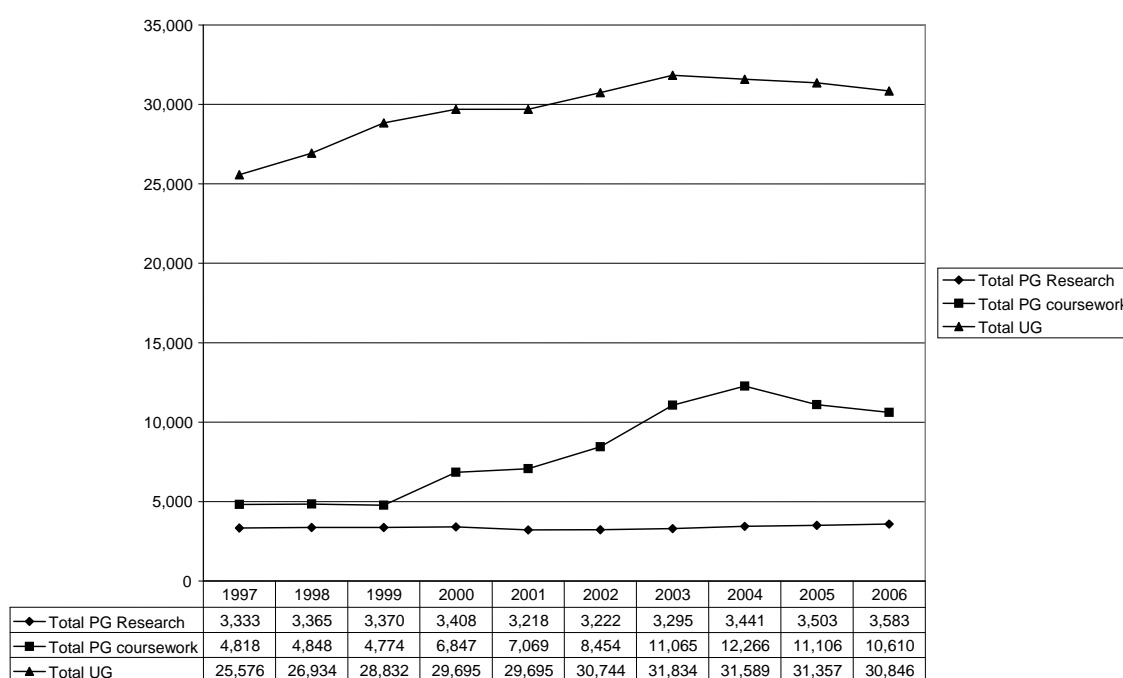


Figure 1. Growth in PG research, PG coursework and UG enrolments in the last decade (Source: Review of Postgraduate Coursework, Interim report 18 September, 2006)

A second important incentive is the need for the University to be able to respond to market, social and institutional requirements for change in a responsible and timely manner. Course approvals are a major responsibility of the Academic Board and we need to have structures and processes that allow us to discharge this responsibility efficiently.

The time of each academic is valuable and there is growing recognition of the need to direct this to quality research and teaching. However there is also a recognition that we each need to contribute to the administration and management at the University, in a variety of ways, one of which is the voluntary contribution you and your colleagues make to the work of the Academic Board, its committees and working parties. One of the goals of our review has been to ensure that the time required of academics in Board activities is highly valued and used as efficiently as possible.

The proposed structure of the Board is shown in Figure 2. This is a simpler and somewhat flatter structure than currently exists. The majority of Board business is done in five Standing Committees, providing a single layer of process, particularly in the case of course approvals.

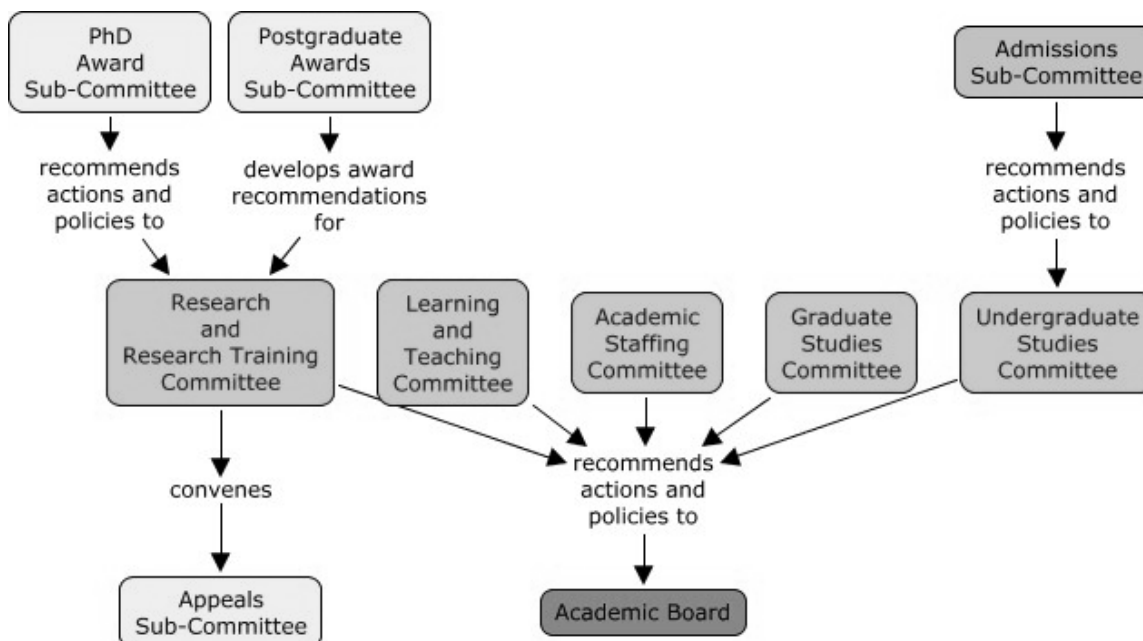


Figure 2 Proposed committee structure for the Academic Board

The draft terms of reference and membership of each Standing Committee or subcommittee are provided as Appendix 1. A brief description of each is given here.

What's missing?

Library Sub-Committee. The relationship between the Library, the Academic Board and individual academics has evolved, with the Board, for instance, no longer taking a management role in the Library. We believe that the Academic Board's current responsibilities with regards to the Library are best met by assigning oversight on library-related issues to the Standing Committees. Accordingly, we see no purpose in retaining a separate Library Sub-Committee.

Postgraduate Coursework Sub-Committee. The work of this subcommittee has been transferred to the Graduate Studies Committee.

Research Training Sub-Committee. The work of this subcommittee has been included in the new Research and Research Training committee.

Standing Committees

The activities of the Learning and Teaching Committee and the Undergraduate Studies Committee are essentially unchanged.

The Graduate Studies Committee will now be responsible for course approvals, policies and other issues associated with postgraduate coursework. In this respect, it will mirror the undergraduate focus of the Undergraduate Studies Committee. Both of these Standing Committees align with the *University of Sydney (Coursework) Rule 2000 (as amended)*.

We expect that the major workload of the Undergraduate and Graduate Studies Committees will, in the future be comparable. Also, we hope to reduce the approval timeline for graduate

coursework proposals submitted to the Academic Board from about seven weeks to three weeks.

The combination of research and research training responsibilities in one Research and Research Training Committee recognises the constructive relationships between research at the University and research students which have significant intellectual, professional and financial impacts on the University, its staff and students. It is clear that the University has to nurture both research and research training to maintain its status as a research-intensive university. Elevating research training to a Standing Committee will provide this responsibility with the prominence it deserves.

The Academic Staffing Committee remains structurally unchanged, but we expect it to take a broader and more active role in debate and policy development within the university, recognizing the crucial dependence of the university's standing on its academic staff.

The Admissions Sub-Committee is unchanged and continues to develop policy for, and monitor, undergraduate admissions.

Three procedural subcommittees, Postgraduate Awards, Ph.D. Awards and Postgraduate (i.e. Research) Appeals, also continue as before, but because of their relevance to research students, now report through the Research and Research Training Committee.

Remaining Issues

The University is a whole cloth and the division of the Board's work among committees is a workload management device which applies rational demarcation principles to assign responsibilities to the committees. However, this does not naturally handle university activities that cross boundaries between committees. The key examples of this are first, degree programs that combine undergraduate and postgraduate components and second postgraduate programs that combine research and coursework. We intend to manage these issues by ensuring cross representation on the relevant committees, regular discussion between committees and their chairs and development of conventions and advice to guide faculties through the best path for course approval in each case.

Ideally, the structures of the Academic Board and the faculties should provide a reasonable reflection of each other. This would make the issue of defining representation on the Board's committees relatively straightforward. However, in some important respects, this is not the case. Differences in workloads at Board and faculty levels have led to different organisation of responsibility in the areas of postgraduate coursework and research students and research. We have framed the membership of the relevant committees to allow faculties wide discretion in choosing the most relevant representatives on these committees.

Appendix 1 – Terms of Reference

Academic Staffing Committee

Purpose

The Academic Staffing Committee advises the Academic Board about resolutions, policy and procedures relating to academic staffing at the University.

Terms of Reference

1. To advise the Academic Board and the Deputy Vice-Chancellor (Infrastructure) on academic staffing policies which will support the attraction, retention and promotion of outstanding academic staff.
2. To develop, recommend to the Academic Board and regularly review resolutions, policy and procedures supporting the University's strategic objectives in relation to academic staff.
3. To develop, oversee and monitor processes for the effective implementation of academic staffing resolutions, policy, procedures and good practice.
4. To monitor issues relating to quality in relation to academic staffing, and to make recommendations to the Academic Board as appropriate.
5. To investigate strategic, operational and resource issues in relation to academic staffing policies, and to provide advice to the Deputy Vice-Chancellor (Infrastructure) and/or Academic Board as appropriate.
6. To obtain information or reports from any Faculty, School or Department, or other academic unit on academic matters relating to academic staff.
7. To refer to other committees, as appropriate, comments or recommendations about matters concerning academic staff.
8. To receive regular reports from, and provide advice to the Deputy Vice-Chancellor (Infrastructure) on the development of resolutions, policy and procedures relating to academic staffing.
9. To provide regular reports on its activities under its terms of reference to the Academic Board.
10. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Deputy Vice-Chancellor (Infrastructure).

Constitution

Ex Officio Members

1. the Chair of the Committee, appointed biennially by the Academic Board;
2. the Chair of the Academic Board, or nominee;
3. the Deputy Vice-Chancellor (Infrastructure), or nominee;
4. the Provost and Deputy Vice-Chancellor, or nominee;
5. the Director, SydneyPeople;

Appointed Members

6. three Deans appointed biennially by the Chair of the Academic Board on the nomination of the Chair of the Academic Staffing Committee; and
7. six academic staff members appointed biennially by the Chair of the Academic Board on the nomination of the Chair of the Academic Staffing Committee.

Co-opted Members

8. The Committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Frequency of meetings

The Committee shall meet at least five (5) times a year.

Quorum

A quorum for a meeting of the Committee shall be four (4) members.

Approved/Revised

Academic Board, 16 October 2002

Last revised 15 November 2006

Committee secretary

Nominee of the Director, SydneyPeople

Admissions Sub-Committee

Purpose

The Admissions Sub-Committee advises the Undergraduate Studies Committee about resolutions, policy and procedures relating to admissions to undergraduate award courses at the University of Sydney.

Terms of Reference

1. To advise the Undergraduate Studies Committee on:
 - (1) resolutions, policy and procedures relating to all undergraduate admissions to the University;
 - (2) the maintenance of accurate and complete information relating to admissions resolutions, policy and procedures; and
 - (3) issues relating to admissions not based solely on the Universities Admissions Index (UAI).
2. To make recommendations to the Undergraduate Studies Committee regarding:
 - (1) English language requirements for admission to undergraduate award courses;
 - (2) recognition of institutions, programs and courses for the purposes of admission;
 - (3) approval of admissions criteria in addition to the UAI;
 - (4) approval of preparatory programs of study in prior learning;
 - (5) approval of special admission schemes;
 - (6) confirmation of academic selection criteria for international students set by Deans; and
 - (7) University-wide Credit Transfer Policy for undergraduate courses.
3. To oversee and approve the publication of admissions advice.
4. To monitor issues relating to quality in relation to admission to undergraduate award courses, and to make recommendations to the Undergraduate Studies Committee as appropriate.
5. To provide an annual report on its activities under its terms of reference to the Undergraduate Studies Committee.
6. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor, the Undergraduate Studies Committee or the Chair of the Academic Board.

Constitution

Ex Officio Members

1. the Chair of the Academic Board, who shall be chairperson;
2. the Chair of the Undergraduate Studies Committee;
3. the University Registrar, or nominee;
4. the Director, Student Centre, or nominee;
5. the Managing Director, International Office, or nominee;
6. the Deputy Vice-Chancellor (Community), or nominee;

Appointed Members

7. one member appointed annually by and from the Undergraduate Studies Committee; and
8. three Deans appointed annually by the Chair of the Academic Board.

Co-opted Members

9. The Sub-Committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Sub-Committee, but must have an

interest and/or experience in issues considered by the Sub-Committee. The term of office of members co-opted by the Sub-Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Frequency of meetings

The Sub-Committee shall meet at least three (3) times a year.

Quorum

A quorum for a meeting of the Sub-Committee shall be three (3) members.

Approved/Revised

Academic Board, 16 October 2002

Last revised 15 November 2006

Committee secretary

Ms Megan Kemmis, Secretariat

Appeals Committee of the Research and Research Training Committee

Purpose

The Appeals Committee of the Research and Research Training Committee determines matters relating to appeals from postgraduate research candidates in accordance with the resolutions of the Senate relating to *Student appeals against academic decisions* and the *Delegations of Authority: Academic Functions* and is formed as required.

Terms of Reference

1. To take final decisions on postgraduate research appeals, subject to the student right to appeal to the Student Academic Appeals Committee of the Senate.

Constitution

Ex Officio Members

1. the Chair of the Research and Research Training Committee, or nominee, who shall be chairperson;
2. the Dean of Graduate Studies;

Appointed Members

3. three academic staff members appointed by and from the Research and Research Training Committee (not involved in the candidature); and
4. one postgraduate research student member of the Research and Research Training Committee appointed by the Chair of the Research and Research Training Committee

Frequency of meetings

The Committee shall meet as required.

Quorum

Any four (4) members constitute a quorum.

Approved/Revised

Academic Board, 16 October 2002

Last revised 15 November 2006

Committee secretary

Mr. Mark Smith, Secretariat

Graduate Studies Committee

Purpose

The Graduate Studies Committee advises the Academic Board about resolutions, policy and procedures relating to postgraduate coursework at the University.

Terms of Reference

1. To advise the Academic Board on resolutions, policy and procedures relating to all postgraduate coursework courses in the University, including but not limited to:
 - the pattern of postgraduate courses in the University;
 - admission of postgraduate coursework students and the recognition of prior learning, exemption, credit, credit transfer and advanced standing;
 - attraction and recruitment of students to postgraduate coursework courses;
 - equity and access initiatives; and
 - provision of facilities and services.
2. To develop, oversee and monitor processes for the effective implementation of resolutions, policy, procedures that support the University's strategic objectives in relation to postgraduate studies and good practice.
3. To monitor issues relating to quality in relation to postgraduate coursework courses, and to make recommendations to the Academic Board as appropriate.
4. To make recommendations to the Academic Board regarding:
 - the introduction; amendment or deletion of postgraduate coursework courses;
 - English language requirements for postgraduate coursework courses;
 - requirements to be satisfied by candidates for the award of a postgraduate coursework degree, diploma or certificate.
5. To consider and report on any matter referred to it by:
 - the Academic Board or its committees;
 - the Vice Chancellor;
 - the Chair of the Academic Board; and/or
 - the Dean of Graduate Studies.
6. To receive regular reports from, and provide advice to:
 - the Academic Board or its committees;
 - the Dean of Graduate Studies;
 - the Faculties and
 - the Libraryon the development of resolutions, policy and procedures relating to postgraduate coursework courses.
7. To obtain information or reports from any academic unit on academic matters relating to postgraduate coursework courses.
8. To act for the Academic Board in recognising institutions, programs and courses for the purposes of admission to postgraduate coursework courses.
9. To promote and foster initiatives relating to postgraduate coursework courses for Indigenous students in accordance with the objectives of the University of Indigenous Education Strategic Plan.
10. To make recommendations to the Academic Board regarding effective management practices for postgraduate coursework courses.
11. To refer to other committees, as appropriate, comments or recommendations about matters concerning postgraduate coursework students.
12. To provide regular reports on its activities under its terms of reference to the Academic Board.

Constitution

Ex Officio Members

1. the Chair of the Committee, appointed biennially by the Academic Board;
2. the Chair of the Academic Board, or nominee;
3. the Chair of the Research and Research Training Committee, or nominee;
4. the Dean of Graduate Studies;
5. the President of the Sydney University Postgraduate Representative Association, or nominee;

Appointed Members

6. the Chairs of Faculty Graduate Studies Committees or nominees from those Committees, or relevant Associate Deans, appointed on the advice of the Dean for two years;
7. one postgraduate coursework student member of the Academic Board, appointed annually, by and from the postgraduate coursework student members of the Academic Board; and
8. up to five members appointed for a period of up to two years by the Chair of the Academic Board on the nomination of the Chair of the Graduate Studies Committee

Co-opted Members

9. The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Frequency of meetings

The Committee shall meet at least five (5) times a year.

Quorum

A quorum for a meeting of the Committee shall be six (6) members.

Approved/Revised

Academic Board, 15 November 2006

Committee secretary

Mr. Mark Smith, Secretariat.

Learning and Teaching Committee

Purpose

The Learning and Teaching Committee advises the Academic Board about resolutions, policy and procedures relating to the effective learning, teaching, examination and assessment processes within the University and works with the faculties and other organisational units in fostering a strong and dynamic learning and teaching culture across the University's spectrum of undergraduate, postgraduate and continuing education courses.

Terms of Reference

1. To develop, recommend to the Academic Board and regularly review resolutions, policy and procedures that support the University's strategic objectives in relation to learning and teaching and assessment and examination for coursework students.
2. To develop, oversee and monitor processes for the effective implementation of learning and teaching and assessment and examination resolutions, policy and procedures and advise the Academic Board about ways of improving the quality and effectiveness of such processes within the University.
3. To advise the Academic Board about implications of changes in technology on learning and teaching.
4. To advise the Academic Board about measures needed to encourage and assist staff to develop skills in learning and teaching.
5. To monitor issues relating to quality in relation to learning and teaching and assessment and examination, and to make recommendations to the Academic Board as appropriate.
6. To provide advice to, and obtain information or reports from any faculty, school or department or other academic unit on matters relating to learning and teaching.
7. To refer to other committees, as appropriate, comments or recommendations about matters concerning students learning.
8. To receive regular reports from, and provide advice to the Pro Vice-Chancellor (Learning and Teaching) on the development of resolutions, policy and procedures relating to learning and teaching, including the development of policy and initiatives as they relate to the recognition and reward of teaching.
9. To receive regular reports from the Learning Centre, University Library, Centre for Continuing Education and the Institute for Teaching and Learning and advise the Academic Board on the activities of bodies established to support learning and teaching.
10. To provide regular reports on its activities under its terms of reference to the Academic Board.
11. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Pro Vice-Chancellor (Learning and Teaching).
12. To promote collaboration/cooperation across the Faculties and other organisation units in the enhancement of quality learning and teaching.
13. To facilitate informed debate on topics/issues relevant to the role of the L&T Committee in the University's pursuit of its strategic objectives.

Constitution

Ex Officio Members

1. the Chair of the Committee, appointed biennially by the Academic Board;
2. the Chair of the Academic Board, or nominee;
3. the Pro Vice-Chancellor (Learning and Teaching);
4. the Chief Information Officer, or nominee;
5. the University Librarian, or nominee;
6. the Director, Institute for Teaching and Learning;
7. the Director, Student Services;

8. the Head of the Learning Centre;
9. the Director, Centre for Continuing Education;
10. the Chair of the Graduate Studies Committee, or nominee;
11. the Chair of the Undergraduate Studies Committee, or nominee;
12. the Associate Dean (Learning and Teaching), or equivalent, of each faculty;
13. the President of the Students' Representative Council, or nominee; and
14. the President of the Sydney University Postgraduate Representative Association, or nominee.

Co-opted Members

15. The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Frequency of meetings

The Committee shall meet at least five (5) times a year.

Quorum

A quorum for a meeting of the Committee shall be seven (7) members.

Approved/Revised

Academic Board, 13 November 2002

Last revised 15 November 2006

Committee Secretary

Ms Megan Kemmis, Secretariat

Postgraduate Awards Sub-Committee

Purpose

The Postgraduate Awards Sub-Committee advises the Research and Research Training Committee about policy and procedures relating to the award of Australian Postgraduate Awards and University of Sydney Postgraduate Awards and takes decisions in accordance with the resolutions of the Senate: *Delegations of Authority: Academic Functions*.

Terms of Reference

1. To act for the Academic Board in awarding specific postgraduate scholarships and advise the Research and Research Training Committee on policy, procedures and selection criteria relating to the award of specific postgraduate scholarships:
 - (1) funded by Commonwealth (e.g. APA, UPA, IPRS); or
 - (2) by Academic Board as specified in scholarship/prize conditions (e.g. travelling scholarships).
2. To act for the Academic Board in determining University nominations for postgraduate scholarships required by external organisations.
3. To develop, oversee and monitor processes for the effective implementation of policy and good practice relating to the award of specific postgraduate scholarships.
4. To provide regular reports on its activities under its terms of reference to the Research and Research Training Committee.
5. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor, the Deputy Vice-Chancellor (Research), the Research and Research Training Committee or the Chair of the Academic Board.

Constitution

Ex Officio Members

1. the Chair of the Research and Research Training Committee, or nominee, who shall be chairperson;
2. the Dean of Graduate Studies; and

Appointed Members

3. six academic staff members appointed biennially by the Chair of the Academic Board on the nomination of the Chair of the Research and Research Training Committee.

Co-opted Members

4. The Sub-Committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Sub-Committee, but must have an interest and/or experience in issues considered by the Sub-Committee. The term of office of members co-opted by the Sub-Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Frequency of meetings

The Sub-Committee shall meet at the direction of the Research and Research Training Committee.

Quorum

A quorum for a meeting of the Committee shall be three (3) members.

Approved/Revised

Academic Board, 16 October 2002 – Last revised 15 November 2006

Committee secretary

Nominee of the Director, Research Office

PhD Award Sub-Committee

Purpose

The PhD Award Sub-Committee advises the Research and Research Training Committee about resolutions, policy and procedures relating to the award of the degree of Doctor of Philosophy and takes decisions in accordance with the resolutions of the Senate and the Academic Board relating to the Examination Process for the degree of Doctor of Philosophy.

Terms of Reference

1. To advise the Research and Research Training Committee on resolutions, policy and procedures relating to the award of the degree of Doctor of Philosophy and other higher degrees including professorial degrees.
2. To take decisions in accordance with the Resolutions of the Senate and the Academic Board relating to the examination and award of the degree of Doctor of Philosophy and other higher degrees including, but not restricted to, the Doctor of Education and Doctor of Juridical Studies.
3. To advise on the development of processes for the effective implementation of resolutions, policy and procedures relating to the examination and award of the degree of Doctor of Philosophy and other higher degrees.
4. To provide regular reports on its activities under its terms of reference to the Research and Research Training Committee.
5. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Research and Research Training Committee.

Constitution

Ex Officio Members

1. the nominee of the Chair of the Research and Research Training Committee, who shall be chairperson;
2. the Chair of the Research and Research Training Committee or nominee; and

Appointed Members

3. six academic staff members appointed biennially by the Chair of the Academic Board on the nomination of the Chair of the Research and Research Training Committee.

Co-opted Members

5. The Sub-Committee may co-opt up to two members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Sub-Committee, but must have an interest and/or experience in issues considered by the Sub-Committee. The term of office of members co-opted by the Sub-Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Frequency of meetings

The Sub-Committee shall meet monthly.

Quorum

A quorum for a meeting of the Sub-Committee shall be three (3) members.

Approved/Revised

Academic Board, 16 October 2002 – Last revised 15 November 2006

Committee secretary

Ms Sally Paynter, Secretariat

Research and Research Training Committee

Purpose

The Research and Research Training Committee advises the Academic Board about resolutions, policy and procedures relating to research and research training at the University.

Terms of Reference

1. To advise the Academic Board about resolutions, policy and procedures relating to research and research training in the University, including but not limited to:
 - the pattern of postgraduate research in the University;
 - admission of research students and the recognition of prior learning, exemption, credit, credit transfer and advanced standing;
 - fostering excellence in research;
 - equity and access initiatives; and
 - provision of facilities and services.
2. To develop, oversee and monitor processes for the effective implementation of resolutions, policy, procedures that support the University's strategic objectives in relation to research and research training and good practice.
3. To monitor issues relating to quality in research, research-related activities and research training and to make recommendations to the Academic Board as appropriate.
4. To consider and report on any matter referred to it by:
 - the Academic Board;
 - the Vice Chancellor;
 - the Deputy Vice Chancellor (Research);
 - the Chair of the Academic Board;
 - the Dean of Graduate Studies and/or
 - the Graduate Studies Committee.
5. To receive regular reports from, and provide advice to:
 - the Academic Board;
 - the Deputy Vice-Chancellor (Research);
 - the Dean of Graduate Studies;
 - the Research Office;and as required from:
 - the Business Liaison Office;
 - the Faculties and
 - the Libraryon the development of resolutions, policy and procedures relating to research and research training.
6. To obtain information or reports from academic units on academic matters relating to research and research training.
7. To make recommendations to the Academic Board regarding:
 - the introduction, amendment or deletion of postgraduate research award courses and any higher degrees including higher doctorates;
 - English language requirements for postgraduate research courses; and
 - any other requirements to be satisfied by candidates for the award of a research degree.
8. To advise the Academic Board on the academic aspects of bodies established to support research and research training.
9. To make recommendations to the Academic Board regarding procedures for examination for higher degrees including higher doctorates and matters relating to the award of the degrees.
10. To make recommendations to the Academic Board regarding the establishment of effective and high quality supervisory practices for postgraduate research candidates.

11. To make recommendations to the Academic Board regarding effective management practices for postgraduate research.
12. To consider and decide appeals, where it has the appropriate authority under the relevant University legislation.
13. To develop, oversee and monitor processes for the effective implementation of policy and good practice relating to the award of specific postgraduate scholarships.
14. To refer to other committees, as appropriate, comments or recommendations about matters concerning research and research training.
15. To provide regular reports on its activities under its terms of reference to the Academic Board.

Constitution

Ex Officio Members

1. the Chair of the Committee, appointed biennially by the Academic Board;
2. the Chair of the Academic Board, or nominee;
3. the Deputy Vice-Chancellor (Research);
4. the Pro Vice-Chancellor (Research);
5. the Dean of Graduate Studies;
6. the Chair of the Graduate Studies Committee;
7. the Chair of the PhD Award Sub-Committee;
8. the Director, Research Office, or nominee;
9. the Director, Business Liaison Office, or nominee;
10. the President of the Sydney University Postgraduate Representative Association, or nominee;

Appointed Members

11. the Chairs of Faculty Research or Research Training Committees or nominees from either of those Committees, or relevant Associate Deans, appointed on the advice of the Dean for two years;
12. up to five members appointed for a period of up to two years by the Chair of the Academic Board on the nomination of the Chair of the Research and Research Training Committee; and
13. one postgraduate research student member of the Academic Board appointed annually by and from the postgraduate research student members of the Academic Board.

Co-opted Members

14. The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Frequency of meetings

The Committee shall meet at least five (5) times a year.

Quorum

A quorum for a meeting of the Committee shall be six (6) members.

Approved/Revised

Academic Board, 15 November 2006

Committee secretary

Registrar or his nominee

Undergraduate Studies Committee

Purpose

The Undergraduate Studies Committee advises the Academic Board about resolutions, policy and procedures relating to undergraduate study at the University and acts as the Academic Board's agent in determining undergraduate matters in accordance with the resolutions of the Senate: *Delegations of Authority: Academic Functions*.

Terms of Reference

1. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate studies in the University, including:
 - (1) the pattern of undergraduate courses in the University;
 - (2) admission of undergraduate students and the recognition of prior learning, exemption, credit, credit transfer and advanced standing;
 - (3) equity and access initiatives;
 - (4) approval of new undergraduate award courses amendments to existing undergraduate award courses.
2. To make recommendations to the Academic Board in relation to proposals to introduce new undergraduate award courses and amendments to existing undergraduate award courses.
3. To make recommendations to the Academic Board regarding English language requirements and requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
4. To act for the Academic Board in:
 - (1) recognising institutions, programs and courses for the purposes of admission;
 - (2) approving additional procedures relating to the Universities Admissions Index (UAI) as set by the Deans, and as used as a basis for admissions;
 - (3) approving preparatory programs of study in prior learning;
 - (4) approving special admission schemes;
 - (5) confirming academic selection criteria for international students set by Deans;
 - (6) determining procedures for the consideration, and deadline for submission of proposals for new and amended award programs and courses.
5. To develop, recommend to the Academic Board, and regularly review resolutions, policy and procedures supporting the University's strategic objectives in relation to undergraduate studies.
6. To develop, oversee and monitor processes for the effective implementation of undergraduate resolutions, policy, procedures and good practice.
7. To promote and foster initiatives relating to undergraduate studies for indigenous students in accordance with the objectives of the University of Sydney Indigenous Education Strategic Plan.
8. To monitor issues relating to quality in relation to undergraduate award courses, and to make recommendations to the Academic Board as appropriate.
9. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to undergraduate studies.
10. To refer to other committees, as appropriate, comments or recommendations about matters concerning undergraduate students.
11. To provide regular reports on its activities under its terms of reference to the Academic Board.
12. To consider and report on any matter referred to it by the Academic Board or its committees or the Vice-Chancellor.

Constitution

Ex Officio Members

1. the Chair of the Committee, appointed biennially by the Academic Board;
2. the Chair of the Academic Board, or nominee;

3. the Pro Vice-Chancellor (Learning and Teaching);
4. the University Librarian, or nominee;
5. the Registrar, or nominee;
6. an Associate Dean (Undergraduate), or equivalent, of each faculty;
7. the President of the Students' Representative Council, or nominee; and

Appointed Members

8. one undergraduate student member of the Academic Board appointed annually by and from the undergraduate student members of the Academic Board.

Co-opted Members

9. The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Deputy Chair

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

Sub-Committees

Admissions Sub-Committee

Frequency of meetings

The Committee shall meet at least five (5) times a year.

Quorum

A quorum for a meeting of the Committee shall be six (6) members.

Approved/Revised

Academic Board, 16 October 2002

Last revised, Academic Board 15 November 2006

Committee secretary

Ms Megan Kemmis, Secretariat

Summary of Consequent Amendments to Senate and Academic Board Policies and resolutions

Academic Board

Degree of Doctor of Philosophy

5. Revision and re-examination

Process of Examination

(5) Except where the ~~Graduate Studies~~ Research and Research Training Committee on the recommendation of the faculty or college board permits otherwise, the recommendation that a candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form for re-examination shall not be available to examiners of a thesis that has itself been submitted for re-examination.

8. Cotutelle agreements

(2) Where a candidature has been conducted under an approved cotutelle agreement with other than a French university the examination arrangements must be approved by the ~~Graduate Studies~~ Research and Research Training Committee.

Higher Degree Theses

Public Availability

2. The dean of the faculty or chairperson of the board of studies concerned may, if satisfied that such a deferment is necessary to protect the interests of the applicant:

(b) recommend to the Research and Research Training Committee ~~for Graduate Studies of the Academic Board~~ that a longer period of deferment, or an extension of the original deferment, be approved provided that, except in exceptional circumstances, the total period shall not exceed 18 months.

Parallel teaching of postgraduate and undergraduate students

Addition of the following sentence at the end of paragraph 1 ("Policy"): While having primary application to postgraduate coursework students, there may be occasions when postgraduate research students undertake coursework units, and in such cases this policy will apply to postgraduate research students."

Postgraduate English Language Requirements

5 Dean's ability to waive English language requirements in certain circumstances

5.5 The Graduate Studies Committee (in the case of postgraduate coursework courses) and the Research and Research Training Committee (in the case of postgraduate research courses) may approve exceptions to the limits for 5.3 in exceptional circumstances.

Postgraduate Research Higher Degree Training Supervision at the University of Sydney

6. Postgraduate Research Higher Degree Training Supervisor Register

(5) Review of Register

(b) The Dean of Graduate Studies shall report annually to the ~~Graduate Studies~~ Research and Research Training Committee on issues relating to the Register, including a summary of actions taken in respect of the Register and any recommendations relating to the Register.

7. Authority

(1) Development/consultation

The ~~Postgraduate Research Training Sub-Committee, Faculties, Graduate Studies~~ Research and Research Training Committee, Academic Board.

(3) Implementation and monitoring

Dean of Graduate Studies with advice to the ~~Postgraduate~~ Research and Research Training ~~Sub-Committee of the Graduate Studies~~ Committee.

Research Fellows: Conditions

1. Policy

1.4 The list of fellows should be reviewed periodically by the Research and Research Training Committee which ~~may should have the authority to~~ add or remove categories of fellows whenever it is deemed appropriate, after consultation with the Deputy Vice-Chancellor (Research ~~and Innovation~~).

Senate

University of Sydney (Amendment Act) Rule 1999 (as amended)

PART 10 - AWARDING DEGREES, DIPLOMAS AND CERTIFICATES

Divison 5: Higher degree theses

90. Use of confidential material

(2) The faculty or board of studies may, if it thinks fit, recommend to the ~~Graduate Studies~~ Research and Research Training Committee of the Academic Board that the candidate be granted:

- (a) permission to include in an appendix to the thesis such material as is essential to the thesis but which, for a limited period, may not be available for general inspection; and
- (b) exemption, in respect of such an appendix, from the requirement to give the undertaking specified in Rule 89(5).

(3) Subject to the provisions of Rule 91, if the ~~Graduate Studies~~ Research and Research Training Committee of the Academic Board resolves to grant such permission and exemption, the University Librarian shall restrict access, for a period to be specified by the ~~Graduate Studies~~ Research and Research Training Committee of the Academic Board, to any appendix referred to in Rule 90(2)(b). This period of restriction shall not exceed five years unless there are exceptional reasons for an extension of the period.

92. Public availability of theses

(3) In a case where a candidate or potential candidate is to be associated with a project in collaboration with industry that has potential for concern over exploitation of intellectual property, the Dean, if satisfied that the circumstances warrant it, may recommend to the ~~Graduate Studies~~ Research and Research Training Committee of the Academic Board that:

- (a) the candidate or prospective candidate be granted exemption from the requirement to give the undertaking specified in Rules 89(3) and 89(5); and
- (b) authorisation be given to the Registrar to delay lodgment of the thesis in the Library for a period that, except in exceptional circumstances, shall not exceed 18 months from the date of the award of the degree.

(4) The Senate authorises the Chair of the ~~Graduate Studies~~ Research and Research Training Committee to approve such applications where the Chair is satisfied that they are appropriate.

(6) The dean, if satisfied that such a deferment is necessary to protect the interests of the candidate, may:....

(b) recommend to the ~~Graduate Studies~~ Research and Research Training Committee of the Academic Board that a longer period of deferment, or an extension of the original deferment, be approved provided that, except in exceptional circumstances, the total period shall not exceed 18 months.

University of Sydney (Intellectual Property) Rule 2002

Division 7 - Miscellaneous

20 Review Committee

- (1) There shall be an Intellectual Property committee of the University comprising:
 - (a) the Vice-Chancellor or his or her nominee (who shall act as Chair);
 - (b) the ~~Pro-Deputy~~ Vice-Chancellor (Research);
 - (c) the Chair of the Research and Research Training Committee of the Academic Board;
 - (d) one academic staff member nominated by the Provost;

- (e) one non-academic staff member of the University nominated by the Registrar; and
- (f) one postgraduate student nominated by the President of the Sydney University Postgraduate Representative Association.

University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

Part 5 – Submission of thesis

13. Earliest date for submission

- (4) Notwithstanding (1), (2) and (3) above, the Chair of the Academic Board may, on the recommendation of the dean of the faculty in which the candidate is enrolled, permit a candidate to submit a thesis for examination earlier than prescribed if, in the opinion of the Chair of the Academic Board, evidence has been produced that the candidate has made exceptional progress in his or her candidature. The Chair of the Academic Board may take advice from the Chair of the Graduate Studies Research and Research Training Committee and shall report any applications under this provision and the action taken to the next meeting of the Academic Board.

Delegations of Authority: Academic Functions

Section 2 - How to interpret this document

2.2 Definitions/Abbreviations

Add “**RRTC** the Research and Research Training Committee of the Academic Board”

PART A (Approved by Senate on 6 September 1999 and amended by Senate on 3 November 2003)

English Language Requirements

Function: “Determine English language requirements.”

Delegate: “Academic Board on recommendation of USC/GSC/RRTC”

Postgraduate candidatures

Function: “Admit candidates for higher doctorates who are not graduates of the University of Sydney.”

Agent: “GSC RRTC”

Function: “Establish effective supervisory practices for postgraduate research students.”

Delegate: “GSC RRTC”

Function: “Prescribe procedures for PhD examination.”

Delegate: “Academic Board (on the recommendation of GSC RRTC)”

Function: “Determine matters relating to the award of the degree of Doctor of Philosophy.”

Delegate: “GSC RRTC”

Function: “Determine whether or not a Higher Doctorate be awarded.”

Agent: “GSC RRTC”

Senate/SUPRA Liaison Committee

Constitution

Ex-officio:

The Chancellor

The Deputy Chancellor

The Vice-Chancellor and Principal

The Dean of Graduate Studies

The Chair of the Academic Board’s Graduate Studies Committee

The Chair of the Academic Board’s Research and Research Training Committee

Four other Fellows (by convention including the Postgraduate Student Fellow of Senate) elected by Senate for two years.

~~Three~~ One members from each of the Graduate Studies Committee and Research and Research Training Committee (nominated by the Chair of the Graduate Studies Committee and the Chair of the Research and Research Training Committee), appointed by Senate for two years

Four SUPRA nominees (varies each meeting)



The University of Sydney

Guidelines for Phase 3 Academic Board Faculty Reviews

Approved by Academic Board on:
Date of effect:

1. Purpose

The purpose of Academic Board Reviews is to assist the University to encourage the maintenance and development of high standards of teaching, scholarship and research. Reviews are intended:

- To ensure the effectiveness and sustainability of faculty quality enhancement arrangements, through peer review of strategies, outcomes and the evidence that demonstrates their effectiveness;
- To assist faculties to focus on their strategic direction;
- To support faculties in maintaining a systematic and continuous cycle of planning, monitoring and improvement;
- To promote best practice and innovation throughout the University;
- To assist faculties to evaluate achievements in relation to University and faculty academic goals;
- To promote ownership of a performance culture across the University; and
- To fulfil the University's requirements for both internal and external accountability.

2. Principles

- Excellence in teaching, learning, and research is a core value that is essential to the University's mission, goals and activities. The University's quality assurance processes are intrinsic to the work of all staff undertaking or supporting teaching, learning and research.
- The University evaluates its achievements against appropriate national and international benchmarks. Its quality assurance methods are evidence-based. Outcomes and feedback from stakeholders (including students, staff, employers and the community) provide the basis for analyses and conclusions on which improvements are planned.
- The University's procedures reflect the principles of rigorous peer review. We aim to identify areas for improvement, foster collaboration and exchange of best practice, and encourage an ethos of critical self-evaluation.
- The University's quality assurance activities are part of normal and continuous cycle of planning, monitoring and improvement. Although the results from them will be useful for purposes of external review, they are not created with the prime purpose of meeting external requirements.
- The University's quality assurance processes are designed to be efficient and to work within the principles of equity and natural justice.
 - The University's quality assurance activities will themselves be the subject of continuous review and improvement.

3. Coverage

Each Faculty will normally undergo an Academic Board Review every five years, although a shorter cycle is discretionary.

Academic Board Reviews evaluate both the faculty's internal quality assurance processes (the processes that the faculty uses to assure itself of the quality of its academic activities in relation to teaching, learning, research and research training) and the outcomes that reflect the success of the quality assurance processes.

Academic Board Reviews focus on faculty academic activities, with particular reference to their contribution to the University and faculty strategic plans. They cover the following:

- Research and Innovation
- Learning and Teaching
- The Student Experience
- Community Engagement and Outreach

The Academic Board's five-yearly Review process complements each faculty's internal quality assurance processes, including accreditation in the professional faculties, ensuring that they are robust and provide the necessary continuity in the cycle of planning, monitoring and improvement.

The Chair of the Academic Board has responsibility for scheduling the Reviews.

4. The Review Process

(1) **Level of Review.** Three months prior to the review the Review Team Secretary contacts the Dean and asks whether a faculty or school/s review is required. The Dean is also asked whether an external member of the Review Team would be appropriate.

(2) **Faculty supplied with Information Package.** The Information Package includes Guidelines for Academic Board Reviews, Guidelines for preparing the Self-Evaluation Report, a schedule and timetable for the Review and a statistical package comprising KPI in time series and comparison with relevant members of the GO8. Faculties are also supplied with an information sheet for students involved in the Review.

(3) **Submission of the Self-Evaluation Report (SER).** The faculty submits a SER four weeks in advance of the review date. In addition, the faculty provides copies of its strategic plans dealing with University goals, including a faculty Teaching and Learning Plan and Research Plan.

Faculties provide the Review Team Secretary with their SER as a soft copy. The SER will contain all relevant material for the Review. It will have a Table of Contents, section numbers throughout, page numbers throughout, and be cross-referenced where appropriate. As far as possible, documents should be Microsoft Word documents.

(4) **Review Team Preliminary Meeting.** The Review Team will meet one week in advance of the faculty/school visit to identify issues and appropriate questions for the Review Visit.

(5) **Review meeting.** The Review Team visits the faculty and meets with the dean, senior staff, other staff and students (including undergraduate,

postgraduate research and postgraduate coursework students). The duration of the meeting is dependent on size of the faculty, but is usually a day or a day and a half (this may be extended if multiple schools are being reviewed). The visit will conclude with the Chair providing an oral summary of the main findings of the Review Team to the Dean.

- (6) **Report of Review Meeting.** The Review Report is prepared by the Review Team Secretary in consultation with the Review Team Chair. The Review Report includes Commendations, Recommendations for Improvement, and examples of best practice relevant to other areas of the University.

The Report is forwarded to the Dean generally within four to six weeks of the visit to alert the Review Team Secretary of any factual errors. In consultation with the Chair, the Review Team Secretary corrects errors of fact in the Report.

- (7) **Report forwarded to the Learning and Teaching Committee and the Research and Research Training Committee.** The Review Team Secretary forwards the Report to the Committees for noting.

At the end of the Review cycle, an aggregated Report is forwarded to the Academic Board. It includes areas of best practice and areas for improvement across the whole University.

- (8) **Report forwarded to the Academic Board.** The Learning and Teaching Committee and the Research and Research Training Committee forward the Report of the Review to the Academic Board. The Report now becomes a public document and is made available through the University's Quality website.

- (9) **Faculty submits Progress Report.** The faculty supplies a progress report within one year of receiving the Report or as part of the next Academic Board Review (whichever is the closer). This progress report is provided as part of the package of information to members of the subsequent Review Team.

5. Definitions, Roles and Responsibilities

Faculties/Schools are the educational and organisational groupings responsible for award courses, and the object of the review process.

Review Report will usually contain the following information:

- Introductory section containing list of Review Team, names of senior faculty interviewed and numbers of students and staff who participated in the interview process
- Background section containing faculty context, achievements, and any recent changes
- Sections for the relevant University and faculty academic goals (in the areas of research and innovation, learning and teaching, the student experience and community engagement and outreach) containing main findings cross-referenced to Conclusion
- List of Commendations and Recommendations
- Appendices containing visit agenda, list of documentation considered by the Review Team and the faculty's Self-Evaluation Report

Review Teams comprise:

- Chair: Chair of the Academic Board or nominee;

- Two members from a pool of reviewers of academic staff trained or experienced in quality enhancement processes established by the Academic Board;
- The Pro-Vice-Chancellor (Learning and Teaching) or nominee;
- The Deputy Vice-Chancellor (Research and Innovation) or nominee

If requested by the Dean, Review Teams may contain an external, either from a relevant professional body, an employing body or an academic expert in the discipline.

Review Teams may be accompanied by an observer. Observers have no role in the interview process. Their function is to:

- Observe the interview process and report its effectiveness to the Chair
- Make suggestions for process improvement.

N.B. all team members must be from outside the Faculty undergoing review. Panel members will disclose any potential conflict of interest.

In addition to visiting the faculty on the day(s) of the visit, members of the Review Team are required to:

- read all review documentation
- attend a pre-visit meeting at which the procedure for the visit will be discussed, issues noted and the questions compiled
- sign off a draft report of the review

Review Team Chair will:

- chair the pre-visit meeting
- approve the resulting list of questions
- chair the visit meeting, monitor time and ensure all appropriate questions have been asked
- provide an oral report, at the end of the interviews, to the Dean on the main findings
- review and edit the draft report
- signoff the report

Review Team Secretary will:

- compile and organise an appropriate list of questions
- take minutes of the proceedings of the interviews
- write a draft report of findings of the review, including draft Commendations and Recommendations
- liaise with Review Team Chair and members of the Review Team to achieve signoff for the report
- liaise with Dean of faculty to eliminate factual errors from the report
- send the final report to the Learning and Teaching Committee and Research and Research Training Committee of Academic Board

Self-Evaluation Report (SER) is supplied to the Review Team by the faculty or school and is included in the Review Report. The SER will be organized around:

- Research and Innovation
- Learning and Teaching
- The Student Experience
- Community Engagement and Outreach

For each of these sections faculties or schools will respond to the following questions:

Strategic Direction

- In the light of 1:5:40 where are you heading?
- How will you know that you have got there?
- Where are you now?
- What are you doing to fill the gap?

Benchmarking and Quality Enhancement

- Who are your competitors?
- Who do you benchmark with and against?
- Does your faculty engage in professional accreditation?
- What are the performance measures on which you are judged?

6. Authority

(1) Development

These Guidelines replace the separate Guidelines for Phases I and II of the Academic Board Reviews.

(2) Management responsibility

The Chair of the Academic Board has management responsibility for the Guidelines.

(3) Implementation and monitoring

The Chair of the Academic Board has responsibility for implementing and monitoring the Guidelines.

(4) Review

The Chair of the Academic Board will initiate a review of these Guidelines as part of the five-yearly Academic Board faculty review process.

(5) Communication

The Chair of the Academic Board has responsibility for communicating the Guidelines and authorising updates.

(6) Contact

For information contact:

Barb McLean
Executive Officer (Learning and Teaching)
Ph: 9351 5200
Fax: 9351 2433
Email: bmclean@usyd.edu.au

7. Related information

(1) *Related University legislation, resolutions, policies and procedures include:*

Quality Assurance and Continuous Improvement Policy at http://www.usyd.edu.au/quality/about/docs/quality_assurance_improvement_policy.pdf

(2) University policies superseded or replaced by this policy:

(a) Guidelines for Academic Board Faculty Reviews, March 2004 at http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&-RecID=33966&-find

Academic Board Phase 3 Reviews

Draft Timetable

Proposed Date	Faculty
March 2007	Veterinary Science
April 2007	Law
May 2007	Engineering ¹
July 2007	Architecture
August 2007	Agriculture, Food and Natural Resources
September 2007	Sydney Conservatorium of Music
November 2007	Science ¹
March 2008	Economics and Business
April 2008	Dentistry
May 2008	Medicine
July 2008	Pharmacy
August 2008	Nursing and Midwifery
September 2008	Sydney College of the Arts
November 2008	Arts ¹
March 2009	Education and Social Work
April 2009	Health Sciences
May 2009	Continuing Education
July 2009	Institute for Teaching and Learning (ITL)
August 2009	Koori Centre

¹ Deans may elect to focus on specific schools rather than the faculty as a whole

Academic Board Reviews Phase 3 – similarities and differences from Phase 1 and 2 Reviews

Area	Phases 1 and 2	Phase 3
Aim of Reviews	Development of a 'quality' culture across the University	Development of a 'performance' culture across the University
Focus of Reviews	Focus on past and present performance	Focus on future direction
Review coverage	Phase 1 – Learning and Teaching and Research Phase 2 – the seven goals of the University's Strategic Plan	<ul style="list-style-type: none"> • Research & Innovation • Learning & Teaching • The Student Experience • Community Engagement and Outreach
Unit of Review	Faculty reviews	Deans may elect to have a faculty-wide or review of specific school/s
Composition of Review Panel	Internal panel consisting of: <ul style="list-style-type: none"> • Chair: Chair of Academic Board • PVC (Learning & Teaching) • DVC (Research & Innovation) • 2 academic staff representatives • An Observer may attend and comment on process 	Deans may elect to include an external expert on the panel
Basis of Review	Faculty-compiled Self-Evaluation Report	Faculty-compiled Self-Evaluation Report and a limited number of relevant KPI's (as determined by the KPI Taskforce)
Review visit interviews	Based on triangulation – issues are identified and verified with different faculty stakeholders. Panel interviewed Dean and Senior Staff, academic and general staff, undergraduate students, postgraduate coursework students and postgraduate research students	Based on triangulation – issues are identified and verified with different faculty stakeholders. Panel will interview Dean and Senior Staff, academic and general staff, undergraduate students, postgraduate coursework students and postgraduate research students

Draft Report	Draft Report includes Commendations and Recommendations, with verbal report given to the Dean on the day of the Review visit. Accuracy of Draft Report confirmed with Dean. Draft Report sent to Academic Board via Learning and Teaching Committee.	Draft Report to include Commendations and Recommendations, with verbal report given to the Dean on the day of the Review visit. Accuracy of Draft Report confirmed with Dean. Draft Report will be sent to Academic Board via Learning and Teaching Committee and Research Committee.
Transparency	All Reports available on the web at: http://sydney.edu.au/ab/faculty_review/abr_phase1.shtml and http://sydney.edu.au/ab/faculty_review/abr_phase2.shtml	All Reports will be available on the web.
Progress Reporting	Phase 1 – Annual Progress Reports via a separate report or included in the Phase 2 Self-Evaluation Report Phase 2 – Two Annual Progress Reports submitted to Learning and Teaching Committee	Progress Reports via Learning and Teaching Committee and Research Committee

2007 Academic Board meeting schedule

The 2007 meeting dates for the Academic Board are set out below.

Also included in the schedule are the dates by which material must be presented to the Academic Board Office in order for it to be included in the agenda for the next meeting and the dates when it is expected that the agenda will be mailed and available on the Web.

Close-off for receipt of reports	Agenda mailed and available on Web	Academic Board meeting date	<i>provision for deferred meeting of Academic Board</i>
		Professorial Board Room, 2 pm	Professorial Board Room, 2 pm
<i>Wednesday</i>	<i>Wednesday</i>	<i>Wednesday</i>	<i>Wednesday</i>
14 February	21 February	28 February	7 March
4 April	11 April	18 April	2 May
16 May	23 May	30 May	6 June
27 June	4 July	11 July	18 July
15 August	22 August	29 August	5 September
26 September	3 October	10 October	17 October
7 November	14 November	21 November	28 November
28 November	5 December	12 December	19 December
	<i>Easter</i>	Friday 6 April to Monday 9 April inclusive	
	<i>Anzac Day</i>	<i>Monday 25 April</i>	
	<i>Queen's Birthday</i>	<i>Monday 11 June</i>	
	<i>Labour Day</i>	<i>Monday 1 October</i>	
	<i>AVCC Common Weeks / non-teaching periods</i>	<i>Friday 6 April to Friday 13 April inclusive; Monday 2 July to Friday 6 July inclusive; Monday 24 September to Friday 28 September inclusive.</i>	

AGENDA ITEM 9
Reports of Faculties and Boards

9.1 Faculty of Education and Social Work – Semester and Vacation Dates 2007 **45**

The Dean on behalf of the Faculty of Education and Social Work recommends variation of the semester and vacation dates for 2007 as follows in respect of this Faculty. These variations are mainly to allow for fulfilment of practicum requirements.

Recommendation

That the Academic Board approve the semester and vacation dates for the Faculty of Education and Social Work for the year 2007, as set out in the report presented.

9.2 Sydney Conservatorium of Music – Semester and Vacation Dates 2007 **46-47**

The Dean on behalf of the Sydney Conservatorium of Music recommends that the semester and vacation dates for 2007 be varied as per the attached table. All variations are to allow for fulfilment of professional experience requirements.

Recommendation

That the Academic Board approve the semester and vacation dates for the Sydney Conservatorium of Music for the year 2007, as set out in the report presented.

2007 Semester Dates – Faculty of Education and Social Work

Semester 1

Course	Year	Start Date	End Date
BTeach/MTeach	1 st year	5 March	15 June
	2 nd year	5 March	15 June
	2 nd year Honours	26 February	15 June
BEd Secondary	4 th year	5 March	29 June
BEd Primary	4 th year	5 March	18 June
BEd HMHE	2 nd year	5 March	29 June
	3 rd year	5 March	29 June
	4 th year	5 March	29 June
BEd D&T	4 th year	5 March	29 June
BSW	3 rd year	2 March	18 June
	4 th year	19 February	21 July

Semester 2

Course	Year	Start Date	End Date
BTeach/MTeach	1 st year	23 July	9 November
	2 nd year	16 July	26 October
	2 nd year Honours	16 July	26 October
BEd Secondary	3 rd year	23 July	16 November
BEd Psychology	4 th year	16 July	26 October
BEd Primary	2 nd year	23 July	9 November
	3 rd year	23 July	9 November
	4 th year	23 July	23 November
BEd D&T	4 th year	23 July	16 November

Conservatorium Calendar 2007

Semester 1 2007

Week beginning	Sydney Conservatorium of Music	Conservatorium Open Academy	Conservatorium High School
8 Jan	<i>Non-teaching period</i>		<i>School holidays</i>
15 Jan	<i>Non-teaching period</i>	Summer Festival	<i>School holidays</i>
22 Jan 26 Jan: Australia Day	<i>Non-teaching period</i>		<i>School holidays</i>
29 Jan	<i>Non-teaching period</i>		29 Jan: Term 1 starts
5 Feb	<i>Non-teaching period</i>	Intro Music starts	
12 Feb	<i>Non-teaching period</i>	Community Academy Term 1 starts	
19 Feb	<i>O-Week</i>	Jnr/Snr Schools Sem 1 starts	
1 26 Feb	21 Feb: Annual Teaching Day Individual lessons start ** 26 Feb: 1st Year Orientation Day		
2 5 Mar	Academic & ensemble lessons start ** 5 Mar: USyd Semester 1 starts		
3 12 Mar			
4 19 Mar		Jnr/Snr Schools break	
5 26 Mar	31 Mar: HECS census deadline	Intro Music breaks	
6 2 April 6 Apr: Good Friday		Community Academy Term 1 ends	5 Apr: Term 1 ends
- 9 April 9 April: Easter Monday	<i>AVCC Common Week: no teaching</i>		<i>School holidays</i>
7 16 April	Teaching resumes		<i>School holidays</i>
8 23 April 25 April: Anzac Day		Intro Music starts Jnr/Snr Schools resume	Term 2 starts
9 30 April	Special Projects Week (SPW) 1* Week of Special Chamber Music lunch hour concerts following SPW 1	Vocal School starts	
10 7 May		Community Academy Term 2 starts	
11 14 May		Intro Music ends	
12 21 May			
13 28 May			
14 4 June	8 Jun: Academic & ensemble lessons end		
15 11 June 11 Jun: Queen's Birthday	<i>Study Week</i> Individual/makeup lessons end Honours & Postgraduate Recitals 2nd Year Exams 1st & 2nd Year Jury Exams	Jnr/Snr Schools Sem 1 ends	
16 18 June	Written examinations Postgraduate recitals		
17 25 June	<i>Non-teaching period</i> 29 June: USyd Semester 1 ends	Community Academy Term 2 ends Vocal School ends	29 Jun: Term 2 ends
2 July	<i>Non-teaching period</i>		<i>School holidays</i>
9 July	<i>Non-teaching period</i>	Winter Festival 8 weeks <i>Vocal School</i> 12 weeks <i>Intro Music</i> 13 weeks <i>Jnr/Snr School</i> 8 weeks <i>Community Academy</i>	<i>School holidays</i> 16 weeks <i>practical lessons</i>

* During each Special Projects Week there will be a cessation of normal lessons and classes for tertiary students.

** 12 weeks of academic lessons and ensemble activities start from this week; 12 weeks individual lessons or equivalent (Minor level) start from this week; 14 weeks individual lessons or equivalent (Major level) start from this week.

Deferral of recitals is subject to written approval. See Rule 5.4 in Chapter 4 of the *Conservatorium Handbook*.

Note: Subject to approval by Academic Board.

Semester 2 2007

Week beginning	Sydney Conservatorium of Music	Conservatorium Open Academy	Conservatorium High School
1 16 July	Individual lessons start ** Academic classes start for BMus (MusEd) 3 & 4 (double delivery) Academic & Ensemble lessons start **	Intro Music starts Jnr/Snr Schools Sem 2 starts Vocal School starts	Term 3 starts
2 23 July	23 July: USyd Semester 2 starts		
3 30 July			
4 6 Aug	BMus (MusEd) 3 & 4: 7-week Practicum starts Term 3 starts	Community Academy	
5 13 Aug	BMus (MusEd) 2: Monday Practicum starts		
6 20 Aug	25 Aug: Sydney Uni Live		
7 27 Aug			
8 3 Sept	Special Projects Week (SPW) 2 Fri 7-Sun 9 Sept: APEC Conference	Vocal School ends	
9 10 Sept	Week of Special Chamber Music lunch hour concerts following SPW 2		
10 17 Sept			
- 24 Sept	<i>AVCC Common Week: non teaching period</i>	Intro Music break Jnr/Snr Schools break Community Academy Term 3 ends	28 Sept: Term 3 ends
11 1 Oct 1 Oct: Labour Day	Tues 2 October: teaching resumes		School holidays
12 8 Oct			School holidays
13 15 Oct			Term 4 starts
14 22 Oct	26 Oct: Academic & ensemble lessons end. BMus (MusEd) 2: Monday Practicum ends		
15 29 Oct	<i>Study Week</i> Individual/ makeup lessons end 2nd Year Exams 1st & 2nd Year Jury exams Honours recitals	Intro Music ends Community Academy Term 4 starts	
16 5 Nov	Written examinations Postgraduate recitals		
17 12 Nov	Years 3 & 4 recitals BMus (MusEd) 2: Block Practicum starts 17 Nov: USyd Semester 2 ends	Jnr/Snr Schools Sem 2 ends	
18 19 Nov	Years 3 & 4 recitals BMus (MusEd) 2: Block Practicum ends	Community Academy Term 4 ends	
19 26 Nov	Deferred recitals Auditions		
3 Dec	Auditions		
10 Dec	<i>Non-teaching period</i>		
17 Dec	<i>Non-teaching period</i>		21 Dec: Term 4 ends
		8 weeks Vocal School 12 weeks Intro Music 13 weeks Jnr/Snr School 5-8 weeks Community Academy	16 weeks practical lessons

* During each Special Projects Week there will be a cessation of normal lessons and classes for tertiary students. ** 12 weeks of academic lessons and ensemble activities start from this week; 12 weeks individual lessons or equivalent (Minor level) start from this week; 14 weeks individual lessons or equivalent (Major level) start from this week. # Deferral of recitals is subject to written approval. See Rule 5.4 in Chapter 4 of the Conservatorium Handbook.

Note: Subject to approval by Academic Board.

AGENDA ITEM 10

Report of the Undergraduate Studies Committee

NB: The Senate and Faculty resolutions referred to in this report are included in the agenda attachment.

10.2 Report of the meeting held on 31 October 2006

The Committee met on 31 October when there were present: The Chair (Associate Professor S Kable) presiding, Professors C Areni, D Grant, J Sachs and B Sutton, Associate Professor J Hodgson, Drs D Auld, C Collyer, S Cumming, R Gibson, J Hanrahan, E Howe, S Robertson, G Ryan, J Shaw and W Vervoort, and Ms L Brown, Mr S Lojewski, Mr C Riley and Mr N Wood. Ms M Kemmis was in attendance.

10.2.1 Faculty resolutions

10.2.1.1 Faculty of Education and Social Work: Bachelor of Education

page 65 in separate attachment

The Faculty of Education and Social Work has amended the Faculty resolutions for the Bachelor of Education to clarify the progression requirements with regard to professional experience units.

Recommendation

That the Academic Board:

- (1) *note the amendments to the resolutions of the Faculty relating to the Bachelor of Education degree in the Faculty of Education and Social Work, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
- (2) *approve the faculty requirements relating to the requirements of the degree,*
with effect from 1 January 2007, as set out in the report presented.

10.2.1.2 Faculty of Health Sciences

(1) Bachelor of Behavioural Health Science

pages 66-67 in separate attachment

The Faculty of Health Sciences has made minor amendments to the table of electives for this course to compensate for the removal of one unit of study. This course is in the process of being phased out, and there will be minimal impact on existing students.

Recommendation

That the Academic Board approve the amendments to the table of units of study for the Bachelor of Behavioural Health Science degree in the Faculty of Health Sciences, with effect from 1 January 2007, as set out in the report presented.

(2) Bachelor of Health Science (Physiotherapy)

page 68 in separate attachment

The Faculty of Health Sciences is proposing to re-activate the on-shore Singapore Conversion Course, Bachelor of Health Science (Physiotherapy) in a changed format. The course was last offered in 2005 as 30 credit points over nine months from January to September. It was not offered in 2006, nor will it be offered in 2007, due to curriculum changes in the Bachelor of Applied Science (Physiotherapy). The revised course will be offered in 2008 as a 24 credit point course (this is the same as the Singapore-based course). The existing faculty resolutions for the Singapore-based course will apply to this course.

Recommendation

That the Academic Board approve the reintroduction of the on-shore offering of the Bachelor of Health Science (Physiotherapy), with effect from 1 January 2008, as set out in the report presented.

10.2.2 Proceedings of the Committee

(1) Honours Working Party

The Committee noted the report of the last meeting of the Honours Working Party together with a draft discussion paper. It was noted that the discussion paper would be further amended before presentation to the Academic Board's meeting in December.

(2) Other Items

The Committee also noted a report from the Chair of the Academic Board regarding the Academic Board's meeting of 4 October 2006 and approved the terms of reference for a Course Approvals Working Party.

AGENDA ITEM 11

Report of the Graduate Studies Committee

NB: The Senate and Faculty resolutions referred to in this report are included in the agenda attachment.

11.2 Report of the meeting held on 30 October 2006

The Committee met on Monday, 30 October 2006 when there were present: Professors M Behnia, J Christodoulou, B Sutton, N Weber, Associate Professors B Buckley, J Kril, M Thompson, Drs J Bobis and M Boughton, and Ms J Leong. Ms S Paynter was in attendance.

11.2.1 Academic Board – 2006 Self Review – Realignment of Graduate Studies Committee and Research Committee *(refer to item 5.3.3)*

The Committee noted the documents relating to the draft terms of reference for Graduate Studies Committee and Research and Research Training Committee, the draft membership of new Graduate Studies Committee and the draft membership of new Research and Research Training Standing Committee. These documents had been circulated to members for comment and the feedback received had been considered and relevant changes incorporated.

The SUPRA President, Ms Leong, tabled a memorandum detailing comments and proposed recommendations to the new Standing Committees of the Academic Board. The Chair asked Ms Leong to speak to the recommendations so that the Committee could discuss them.

The recommendations from SUPRA were as follows:

- that the membership of the Research and Research Training Committee retain faculty representatives that have direct relationships with research students and research training in their faculty;
- in addition to the SUPRA President being a members of the Research and Research Training Committee that one postgraduate research student members of the Academic Board be appointed annually by and from the postgraduate research student member of the Academic Board;
- two early career researchers be appointed to membership of the Research and Research Training Committee by the Chair of the Academic Board on the nomination of the Chair of Research and Research Training Committee;
- that the Research and Research Training Committee meet at least seven times a year; and
- that additional meetings of the Research and Research Training Committee be scheduled to ensure adequate time for discussion and review of new course proposals.

Ms Leong had requested that further information be provided regarding the first recommendation concerning whether faculties would have the flexibility to send a representative other than an Associate Dean or Chair of a Faculty Research Committee if this person had a greater involvement with research students and research training in their faculty.

The Chair of the Academic Board advised that he had not been aware that the provision for a postgraduate student from the Academic Board to be a member of Research and Research Training Committee had been removed. He agreed that this should be added to the new membership.

The Committee noted that the recommendation on early career researchers was a matter for the Research and Research Training Committee.

The recommendation for at least seven meetings of the Research and Research Training Committee per year was taken on notice but the Chair of the Academic Board assured the Committee that the Academic Board had no intention of reducing the scrutiny and level of review of new and existing course proposals but that the aim was to reduce the time staff had to spend at Committee meetings.

Subject to consideration of the SUPRA recommendations, the Graduate Studies Committee expressed its support for the proposed new structure of the Standing Committees of the Academic Board and the new terms of reference and membership of the Graduate Studies Committee and the Research and Research Training Committee.

Recommendation

That the Academic Board approve the new structure of the Standing Committees of the Academic Board and the new terms of reference and membership of the Graduate Studies Committee and the Research and Research Training Committee.

11.2.2 Proposals for new and amended postgraduate courses - Faculty of Economics and Business – Graduate Certificate in Innovation & Enterprise

pages 69-72 in separate attachment

The Graduate Studies Committee, on the recommendation of the Postgraduate Coursework Sub-Committee, had reviewed a proposal from the Faculty of Economics and Business to introduce the new Graduate Certificate in Innovation & Enterprise.

The purpose of the proposal was to introduce a new award course, the Graduate Certificate in Innovation and Enterprise which would be able to enrol students eligible for funding under DEST's new Commercialisation Training Scheme to be introduced in 2007. The course was designed to equip technology and science researchers with the skills, knowledge and experience necessary to bring research-based ideas and inventions to market.

The Graduate Studies Committee recommends the Academic Board approve and recommends Senate endorse the introduction of the degrees, with effect from Semester 1, 2007.

Recommendation

That the Academic Board:

- (i) approve the proposal from the Faculty of Economics and Business to introduce the Graduate Certificate in Innovation & Enterprise*
- (ii) recommend that Senate:*
 - (a) endorse the Academic Board's approval of the proposal; and*
 - (b) approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Economics and Business and relating to the course; and*
- (iii) approve the faculty requirements relating to the degree; with effect from Semester 1, 2007, as set out in the report presented.*

11.2.3 Proposals for deletion of postgraduate courses - Faculty of Arts – Master of Arts in Early Christian Studies

pages 73-75 in separate attachment

The Graduate Studies Committee, on the recommendation of the Postgraduate Coursework Sub-Committee, had reviewed a proposal from the Faculty of Arts to delete the Master of Arts in Early Christian Studies.

The purpose of the proposal was to delete the current Master of Arts in Early Christian Studies based on a Review of Postgraduate Coursework programs undertaken by the Faculty.

The Graduate Studies Committee recommends the Academic Board approve and recommends Senate endorse the deletion of the degrees, with effect from Semester 1, 2007.

Recommendation

That the Academic Board:

- (i) *approve the proposal from the Faculty of Arts to delete the Master of Arts in Early Christian Studies*
- (ii) *recommend that Senate:*
 - (a) *endorse the Academic Board's approval of the proposal; and*
 - (b) *approve the amendment of the Senate Resolutions relating to the Degrees, Diplomas and Certificates in the Faculty of Arts and relating to the course*

with effect from Semester 1, 2007, as set out in the report presented.

11.2.4 Amendment of the Resolutions of the Senate and Faculty - Faculty of Law

pages 76-78 in separate attachment

The Graduate Studies Committee, on the recommendation of the Faculty of Law, reviewed the amendments to the Resolutions of the Senate and the Faculty. The amendments included revising the Resolutions of the Senate and Faculty relating to the Faculty's postgraduate courses to bring them in line with Academic Board and Senate requirements.

The Graduate Studies Committee recommends the Academic Board approve and recommends Senate approve the amendments to the Resolutions of the Senate and Faculty, with effect from Semester 1, 2007.

Recommendation

That the Academic Board:

- (1) *recommend that Senate approve:*
 - (a) *the rescission of the Resolutions of the Senate relating to the degrees and diplomas, and*
 - (b) *the adoption of new Resolutions of the Senate relating to this courses, made pursuant to the University of Sydney (Coursework) Rule 2000, with effect from Semester 1, 2007 and*
- (2) *note the Resolutions of the Faculty relating to this courses, made pursuant to the University of Sydney (Coursework) Rule 2000; and*
- (3) *approve the faculty requirements relating to admission, units of study, the pass degree, combined degrees, specially designated streams and award of the degree,*
as set out in the report presented.

11.2.5 Report from Faculties - Faculty of Arts – English Language Requirements

pages 79-84 in separate attachment

The Graduate Studies Committee recommends that the Academic Board approve the amendment of Appendix One of the policy *Postgraduate English Language Requirements* to provide for requirements above the University minimum for admission to postgraduate award courses in the Faculty of Arts for the Master, Graduate Diploma and Graduate Certificate in Media Practice.

The Faculty recommended changes the TOEFL and IELTS to read:

- TOEFL – 600 or better plus TWE at 4.5+
- IELTS – Overall band score of 6.5 or better with a result of not less than 7.0 in *either* the Speaking or Writing band and not less than 6.0 in *both* the Listening and Reading bands.

Recommendation

That the Academic Board amend Appendix 1 of the policy "Postgraduate English Language Requirements", as set out in the report presented.

11.2.6 Report of the Dean of Graduate Studies *pages 85-87 in separate attachment*

The Dean of Graduate Studies (DoGS) tabled a Summary Report on the Student Research Experience Questionnaire (SREQ) Action Plans which had been sent to all Deans for circulation to relevant staff within faculties. Forums had been held to discuss the results of the SREQ and to discuss ideas for best practice. As a result, action plans for the faculties of the former colleges of Sciences and Technology and Humanities and Social Sciences had been developed. The DoGS advised that the former College of Health Sciences were to conduct their own forum to develop a similar action plan. The DoGS added that once finalised, the three action plans would be submitted to the Deputy Vice-Chancellor (Infrastructure) to aid discussions about resources for infrastructure in faculties.

The Committee noted that SUPRA was currently conducting a survey of minimum resource expectations the results of which would be used to inform future policy development regarding infrastructure. Ms Leong told members that a web based survey had been developed and approximately 500 responses had been received.

The Chair recommended that the SREQ action plans be reported through to the Academic Board so that the issues identified, particularly those relating to infrastructure, could be noted by the Academic Board and, where appropriate, the Deputy Vice-Chancellor (Infrastructure).

Recommendation

That the Academic Board note the Summary Report on the Student Research Experience Questionnaire (SREQ) Action Plans, as set out in the report presented.

11.2.7 Proceedings of the Committee

(1) Review of Postgraduate Coursework Programs

The Graduate Studies Committee was advised that the Provost and Deputy Vice-Chancellor's working group to review the postgraduate courses offered at the University had collected statistical information on the programmes currently on offer and received feedback from faculties, completed a literature search, and sought university wide input from all postgraduate students and staff. Focus groups with postgraduate students would take place in November 2006.

The Review expects to deliver its report in February 2007 under the following broad headings:

- A distinctive vision for postgraduate coursework at the University of Sydney
- A Coherent framework for postgraduate coursework
- Managing the life-cycle of degree programmes
- The student learning experience
- International compatibility and competitiveness

(2) Report of the Chair of the PhD Award Sub-Committee

The Chair of the PhD Award Sub-Committee advised that the working party on PhD examinations had met for the first time on 26 October 2006. The working party had circulated a discussion paper on PhD examinations to Deans, Associate Deans (Postgraduate) and to relevant administrative staff for feedback. The Committee noted that there would be a Forum on this issue on

17 November 2006 where two guest speakers (Dr Margaret Kiley and Professor Sid Burke) would discuss alternative PhD models.

The Graduate Studies Committee noted that this Forum would replace the Academic Board Forum which had been scheduled for early November.

(3) Coursework reviews

The Dean of Graduate Studies advised that he had written to the Deans advising them of the need to review all new courses that had been introduced since 2002. There had been few responses to the advice and the Dean of Graduate Studies was concerned that faculties send through a list of those courses which were being looked at and that they use the course review template when conducting the reviews.

The Committee noted that the Undergraduate Studies Committee had formed a working party to review the *University of Sydney (Coursework) Rule 2000 (as amended)* and that it was important that faculties develop a culture of regular review of courses and in doing so bore in mind that each course had a definite life cycle.

The Chair reported that the office of strategic planning, in particular Dr Florian Salzgeber, had completed work on the costing of coursework units of study at the University. He believed that the results would work to encourage faculties to review their coursework units to eliminate unviable courses that were an unnecessary financial drain on their resources.

(4) Amendment to the University of Sydney (Doctor of Philosophy (PhD)) Rule 2004

The Graduate Studies Committee noted that in response to discussions with the Chair of the Academic Board the Postgraduate Research Training Sub-Committee was proposing to amend the *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004*, in relation to two areas, namely credit for previous study and early submission of thesis.

The Sub-Committee had agreed that the limitation of one year's credit in the current PhD rule ought to be removed, as long as the credit was on the basis of research training of a comparable standard to that at the University of Sydney. The amount of credit given ought to reflect the Faculty's view of the status of the candidate's progress when compared with what would have been expected in a comparable case from a University of Sydney candidate. It was also proposed that the Chair of the Academic Board be granted addition discretion in the case of requests for early submission.

The Chair tabled a new rule *University of Sydney (Doctor of Philosophy (PhD) – Early Submission of Thesis) Rule 2006* which had been drafted by the Office of General Counsel and approved by the Vice-Chancellor. Members noted that the rule granted the Chair of the Academic Board the discretion to

...grant a candidate's application to submit a PhD thesis for examination earlier than the end of the sixth semester of candidature where refusal by the University to allow such early submission may cause undue disadvantage to the candidate.

The Chair added that the rule was a temporary provision and that it would be reviewed along side all other resolutions relating to PhD early next year.

The Chair of the Academic Board clarified for members that the early submission rule covered the issue of credit for previous study and early submission of thesis.

Members raised the following issues in relation to the new rule:

- the rule only stated that a candidate may not submit a PhD thesis for examination earlier than the end of the sixth semester of candidature but does not provide for part-time candidates;
- concern was expressed that the statement “may cause undue disadvantage” may be interpreted as covering non-academic issues which would be inappropriate; and
- the new rule may provide conflicting provisions for the Chair of the Academic Board as the current *University of Sydney (Doctor of Philosophy (PhD)) Rule 2004* still states that the Chair may grant early submission of PhD thesis if “*evidence has been produced that the candidate has made exceptional progress in his or her candidature*” and gives no other grounds for early submission.

The Chair recommended that the Graduate Studies Committee take these concerns on notice and that they be re-visited when the PhD rule is reviewed in early 2007.

AGENDA ITEM 12

Report of the Learning and Teaching Committee

12.2 Report of the meeting held on 31 October 2006

The Committee met on 31 October 2006 when there were present: The Chair (Associate Professor R Ewing) presiding, Professors J Sachs and K Trigwell, Associate Professors D Airey, M Freeman, L Harris, J Hodgson, P McCallum and G Ryan, Drs M Boughton, C Collyer, M Edmond, T Gerzina, I Maxwell, D O'Connor, C Taylor and W Vervoort, Ms S Hanfling, Ms J Jones, Ms J Leong, Mr S Lojewski and Mr N Wood. Professor N Jarkey and Ms M Kemmis were in attendance.

12.2.1 Academic Board Faculty Reviews: Faculty Progress Report

pages 88-101 in separate attachment

The Board is asked to note that the Committee received and noted the progress reports from the Faculty of Dentistry and Faculty of Law in response to recommendations from the Academic Board Phase Two Faculty Reviews.

Recommendation

That the Academic Board note the Faculty Progress Reports from the Faculty of Dentistry and Faculty of Law, as set out in the report presented.

12.2.2 Faculty Reports on Cases of Academic Dishonesty

pages 102-104 in separate attachment

The Committee noted reports on cases of academic dishonesty from the Engineering. A consolidated report and overview of all the faculty reports was also received (the full set of faculty reports is available from the Learning and Teaching Committee's website at:

http://sydney.edu.au/ab/committees/oldcom/learn_teach/2006_agendas.shtml.

The Committee endorses the recommendations of the report as follows:

Recommendation 1

That the Academic Board, in consultation with faculties and student groups, develop a uniform set of protocols for dealing with cases of plagiarism.

Recommendation 2

That the Academic Board, in consultation with faculties and student groups, develop guidelines for the treatment of proven cases of plagiarism.

Recommendation 3

That the Academic Board further revise the reporting template for cases of academic dishonesty and associated instructions for its completion.

Recommendation

That the Academic Board note the report on cases of academic dishonesty in 2005 and its recommendations, as set out in the report presented.

12.2.3 Research Enhanced Learning and Teaching *pages 105-107 in separate attachment*

The Research-enhanced Learning and Teaching Working Group has developed a new policy which is intended to replace the existing document on research-led teaching and scholarship of teaching. The Committee particularly thanks Associate Professor Angela Brew from the Institute for Teaching and Learning for her work in developing the new policy.

Recommendation

That the Academic Board approve the policy on Research-enhanced Learning and Teaching, as set out in the report presented.

12.2.4 Annual Reports of the Learning Centre and Mathematics Learning Centre

pages 108-116 in separate attachment

The Committee received the 2005 Annual Report of the Learning Centre and noted that the Centre had, yet again, provided a large range of services with minimal financial support from consolidated funds. Members agreed that the need for a significant increase in funding for these services should, once again, be highlighted to the Academic Board.

With regard to the report from the Mathematics Learning Centre (MLC) the main point discussed by members was whether or not there was a need for the MLC to provide services to postgraduate students. At present the Faculty of Economics and Business receives services from the MLC on a fee-paying basis, but other faculties and SUPRA expressed concern that there was a wider need beyond this one faculty. The President of SUPRA asked for information on how many queries and requests for assistance the MLC received from postgraduate students.

Recommendation

That the Academic Board:

- (1) note the need for a significant increase in funding student support services, in particular those services provided by the Learning Centre and the Mathematics Learning Centre; and*
 - (2) note the executive summaries from the 2005 annual reports of the Learning Centre and the Mathematics Learning Centre*
- as set out in the report presented.*

12.2.5 Proceedings of the Committee

(1) Assessment Working Party

The Committee discussed and endorsed draft terms of reference for the proposed Assessment Working Party.

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

The Pro Vice-Chancellor (Teaching and Learning) reported on the following issues:

- the Indigenous Education Working Party had been reconstituted as the Indigenous Education Advisory Committee, and its terms of reference, membership and priorities were circulated with the Committee's agenda;
- the University's Learning and Teaching Plan 2007-2010 had been published online at:
http://www.usyd.edu.au/learning/planning/uni_plan.shtml (no longer available);
- an Integrated Learning Strategy was currently being developed and would be submitted to the Committee's November meeting – members noted that the term "integrated learning" was replacing the term "e-learning";
- the draft Diversity Plan and Self-Reflection Guide was tabled for distribution to faculties for comment;
- Dr Lee-Anne Piggott (Faculty of Economics and Business) and Dr Jennifer Milam (Faculty of Arts) had received the Premiers and ACE Award for Excellence in Teaching; and
- the Curriculum Reform and Renewal Forum to be held on 3 November 2006.

AGENDA ITEM 13

Report of the Research Committee

13.2 Report of the meeting held on 20 September 2006

The Committee met on 20 September 2006 when there were present: The Chair (Associate Professor R Overall) presiding, Professors C Armour, D Cook, T Hambley, M Harris, S Simpson and B Sutton, Associate Professors D Ivison, P Jones and P McCallum, Drs A Black, J Mackay and I Shariv, Ms J Leong, A McLaren, M Robb and Y Sandiran.

13.2.1 Proceedings of the Committee

(1) Report of the Chair of the Academic Board

Professor Sutton reported that the Academic Board is in the process of re-organising the committee structure. The terms of reference for the committees of the Academic Board are currently being rewritten around a Research and Research Training Committee that deals with research matters and postgraduate research degrees and a Graduate Studies Committee focusing on postgraduate coursework degrees. Some care is required in establishing lines of responsibility in the case of hybrid versions of research degrees. To facilitate communication between the Research and Research Training Committee and the faculties, the membership of the Research and Research Training Committee is proposed to include Associate Deans of Research or Associate Deans for Postgraduate Studies. Associate Professor Jones noted that there are varying mandates for staff depending on their faculty, and it is not always readily apparent as to who is responsible for research and postgraduate research students. Professor Hambley mentioned that further information is required on the faculty clusters before an accurate representation can be achieved. Professor Sutton suggested that these difficulties could be overcome by asking Deans from each faculty to nominate the appropriate representative to the Research and Research Training Committee. Faculty clusters could have more than one representative. Where there was difficulty in providing appropriate representation from faculties, this could be addressed through appointment of additional members to the committee by the Chair.

Professor David Cook asked how the Research and Research Training Committee of the Academic Board differed from the Research Strategy Group recently established by the DVC Research. Professor Sutton replied that the Academic Board is an independent source of advice and is charged with maintaining academic standards. The Board must also develop mechanisms for awarding postgraduate awards and assessing courses. He added that the Academic Board will be a forum for communication and innovation.

The point was raised by Professor Hambley that the PhD is a University degree while Masters are governed by the auspices of the faculties. If a Masters of Philosophy degree was to be introduced it would be overseen by the Research and Research Training Committee. Professor Sutton responded that he had raised the idea of a University Master of Philosophy degree with the Provost and the VC and both were comfortable with the idea. The idea has also been floated at the Committee of Deans and has received a range of responses. Professor Sutton has agreed to prepare a position paper for later this year or early 2007. The Research Masters degrees sit in the same position as PhDs and faculties tend to treat them similarly. It might be useful to expand the PhD rule and make it a Research rule to allow it to encompass both the PhD and the Masters by Research. Associate Professor Overall suggested that this rule would be one of the first things that the Research and Research Training Committee would look at.

Professor Sutton concluded that the Research and Research Training Committee would help stress the importance of the relationship between the research student and the supervising researcher. The restructuring of the Academic Board committees is an ongoing attempt to reduce the number of committees, some of which few people are aware of. This is being encouraged by the Provost.

(2) Report of the Associate Dean (Research), Faculty of Arts

The Committee noted that the Faculty of Arts is doing well in research and is the leading research group in Humanities and Social Sciences and exceeding the average research indicators in absolute terms across Humanities in GO8 universities.

The Faculty of Arts must accelerate its rate of improvement to keep up with other GO8 universities and this may be hindered by the Research Office interpreting the DEST guidelines for publications more strictly than some other institutions. The inclusion of the indicators from the research schools at ANU is also having an impact.

A great deal of support is being given at the school and faculty levels to encourage research and the submission of research funding applications, including peer support groups and appointment of Research Project Managers. The Faculty of Arts has been successful in using internal schemes to assist in making researchers ARC competitive. The existing Research and Development scheme allows staff to generate outcomes and publications. However, this success may not be able to be maintained under the new funding formula.

According to SREQ data, postgraduate research is improving across all indicators. Lack of space and computing for PhD students is impacting on the University's ability to attract students. This was demonstrated recently when three students offered places could not be guaranteed space and, as a result, are now studying with ANU.

The Committee noted that there were three Research Manager positions, one for each School, in the Faculty of Arts and that this may result in conflicting advice on grant applications. The Committee discussed whether this advice should come from the Research Office only

The Faculty of Arts were attracting strong researchers through the University of Sydney Fellowship schemes but that Faculty staff were facing problems with space and infrastructure and achieving a balance between teaching loads and research is also a problem.

The Faculty of Arts provides the underpinnings for much of the research throughout the University and there are hopes that the Social Science Review will recognise this. 1-5-40 for the University cannot be achieved if the Faculty of Arts is left behind. There have been a reform of teaching practices and efficiency has been gained particularly at an undergraduate level.

The Faculty of Arts is focusing on establishing best practice and reducing lengthy candidature to assist postgraduate completions.

The Committee noted that to attract strong students the continuation of the College Scholarship scheme is important. The devolving the R&D awards arose because it was felt that the Deans would be in a better position to decide who the best candidates are.

(3) Report of the Pro Vice-Chancellor (Research)

The Committee noted that the Acting Deputy Vice-Chancellor Research, Professor Crossley, has in conjunction with the Research Office, collected data on University's research performance with the following conclusions:

- the University is currently leading in Industry Rural funding and is second in NHMRC;
- the University is not doing as well with State funding; and
- there are research infrastructure issues across the University that these appear to be without solution.

The ARC Centres of Excellence are currently being reviewed, particularly in relation to the longevity of funding for them.

Human Ethics now has a second committee which will assist with the load.

Other innovations include:

1. introduction of a training scheme for Honours students, the pilot for which will be run in Pharmacy
2. devolving responsibility to the faculties for low risk human ethics applications
3. training of the new committee with the aim of going live in December

(4) Report of the Director, Research and Development

Extensive work is being done on the ARC Federation Fellowship applications and feedback from the recent ARC grant writing seminars hosted by the Director, Research and Development and the Research Office is currently being assessed. More targeted and intense training sessions are being developed in response to this feedback.

(5) Report of the Director, Research Office

A summary of applicant feedback from the most recent ARC and NHMRC rounds were circulated and the comments and feedback about the RO and the support offered by the Director, Research and Development and the RO were very positive.

The Research Office's new structure was greatly appreciated in the recent grant rounds and the Director of Research Development and the Director, Project Development are attempting to host increased numbers of seminars to provide advice on the specifics of the application process.

The University's R&D scheme had closed and assessment of applications was currently underway.

The breakdown is as follows:

- Science and Technology did not offer an R&D category, they had 32 applications;
- Humanities and Social Sciences had 95 applications, half of which were in the R&D category;
- Health Sciences had 80 applications with the majority falling into the ECR category; and
- concerns were raised about the ineligibility of levels D and E to apply.

The University's Post Doctoral Fellowship scheme has recently closed with 140 applications lodged for the 15 places available. The Deputy Vice-Chancellor Research is finalising the budget for this scheme.