GRADUATE STUDIES COMMITTEE

2:00 pm, Wednesday 27th April 2016
Senate Room, Quadrangle (A14)

Members Present: The Chair (Associate Professor K McKenzie), Dr R Codd, Associate Professor D Hamer, Associate Professor D Hirsh, Mr C Jones, Associate Professor P Jones, Ms P Kamvounias (for Associate Professor G Frost), Associate Professor P Kelly, Associate Professor T Masters, Associate Professor L MacKenzie, Associate Professor K Nelson, Dr T Newsome, Associate Professor G Ramia, Associate Professor M Valix and Dr M Xaymardan.

Attendees: Professor L Davies, Mr S French, Professor J Hanrahan, Dr R Jenkin, Associate Professor A Katelaris and Associate Professor P McCallum.

Apologies: Professor J-A Brien, Associate Professor R Coleman, Associate Professor G Frost, Associate Professor M Kertesz, Dr A McCloughen, Associate Professor S McCrystal, Associate Professor S Park, Mr J Trendall and Mr M Try.

MINUTES

1 WELCOME AND APOLOGIES
The Chair welcomed members to the meeting and noted the apologies.

2 PROCEDURAL MATTERS
2.1 Minutes of Meeting 2016/1, 16 March 2016
Members confirmed the minutes of the last meeting held on 16 March 2016.

ASPC16/2-1
The Graduate Studies Committee resolved that the minutes of meeting 2016/1, held on 16 March 2016, be confirmed as a true record.

2.2 Matters Arising
There were no matters arising from the previous meeting.

3 STANDING ITEMS
3.1 Report of the Chair
The Chair advised she had nothing to add to her report in the agenda.

ASPC16/2-2
The Graduate Studies Committee noted the report of the Chair.

3.2 Report of the Academic Board meeting held 30 March 2016
Associate Professor Masters advised he had nothing to add to the report in the agenda.

ASPC16/2-3
The Graduate Studies Committee noted the report of the Academic Board meeting held on 30 March 2016.

The Chair advised members that, as Associate Professor McCallum could only stay for the first hour of the meeting, the agenda would be re-ordered to bring forward items 5.1 and 5.2.

4 ITEMS FOR APPROVAL
Major Course Proposals
4.1 Faculty of Medicine: Master of Medicine, Master of Science in Medicine – Internal Medicine Stream
Professor Davies advised members that the Faculty of Medicine is adding a new stream in Internal Medicine to the existing suite of Master of Medicine degrees. He provided some background to the development of these degrees, but noted that this stream is slightly different as it will be a collaborative program with the University of Melbourne, and potentially involving other Australian
universities. He stressed that the current proposal could be taught by either the University of Sydney or the University of Melbourne on their own and the introduction of the course at Sydney could proceed with or without a final agreement with Melbourne.

Professor Masters supported the collaborative approach but advised that the academic governance needs to be better outlined, particularly to clarify how this University's students will access special consideration, student appeals and other support systems with respect to the other university’s units of study. The proposal also needs to provide an assurance that if the collaboration is dissolved any units of study offered by other institutions can be offered at Sydney. Associate Professor Katelaris advised that the memorandum of understanding with Melbourne is still under development but will cover these issues, adding that the faculty is more than capable of covering any of the units of study to be offered by the University of Melbourne. Professor Davies further added that there will be a governance committee with members from both universities and that each unit in the course will have an academic from the partner institution attached to it. Associate Professor Kelly pointed out that the faculty has been offering the Master of Biostatistics in collaboration with multiple institutions for over ten years and has developed processes to deal with these issues. Professor Masters acknowledged this, but pointed out the proposal states that student support will be provided by the enrolling institution which may not be the case. Professor Kelly agreed that this should be corrected.

Professor Katelaris advised that the faculty is keen to offer the stream from next year, with or without a finalised collaboration agreement with Melbourne. Professor Masters asked that the issues discussed be included in a revised version of the proposal. He suggested the revised proposal could be circulated to the committee, rather than relisting it on the agenda of the next meeting. He added that the AQF statement of compliance should be expanded to provide information on the specific learning outcomes for the stream. Members agreed to the proposal being revised and circulated.

ASPC16/2-4

The Graduate Studies Committee noted that a revised version of the proposal to amend the Master of Medicine, Master of Medicine (Advanced), Master of Science in Medicine, Master of Science in Medicine (Advanced), Graduate Diploma in Medicine, Graduate Diploma in Science in Medicine, Graduate Certificate in Medicine and Graduate Certificate in Science in Medicine to introduce a stream in Internal Medicine would be provided by the Faculty of Medicine.

4.2 Faculty of Pharmacy: Master of Pharmacy (amendment of course)

Professor Hanrahan introduced the proposal, advising that there has been an external review of the Master of Pharmacy, an accreditation review and the faculty was recently reviewed by SEG and the Academic Board. These reviews, and wide internal and external consultation, have fed into the restructuring of the degree which now includes a new capstone requirement. Dr Codd asked if Pharmacology had been consulted, and Professor Hanrahan advised that Professor Lloyd had been involved and was present at the relevant faculty board discussions. Associate Professor MacKenzie queried the use of 3 credit point units of study, but Professor Hanrahan pointed out that these units are only available to students in the degree and so did not have to be the standard 6 credit points. Members endorsed the proposal.

ASPC16/2-5

The Graduate Studies Committee recommends the Academic Board approve:

1. the proposal from the Faculty of Pharmacy to amend the Master of Pharmacy; and
2. the amendment of the course resolutions arising from the proposal with effect from 1 January 2017.

Minor Course Proposals

4.3 Faculty of Engineering and Information Technologies: Master of Engineering, Master of Professional Engineering (units of study)

Associate Professor Valix advised that the Faculty of Engineering and Information Technologies is amending some units of study in the Master of Engineering and the Master of Professional Engineering as outlined in the proposals. Professor Masters asked that the notes related to ENGG5102 Entrepreneurship for Engineers in the tables of units of study be amended to read “not
essential” rather than “not a must”. Members endorsed the proposal subject to this amendment.

ASPC16/2-6
The Graduate Studies Committee recommends the Academic Board approve:
1. the proposal from the Faculty of Engineering and Information Technologies to amend the Master of Engineering and Master of Professional Engineering; and
2. the amendment of the table of units of study arising from the proposal with effect from 1 January 2017.

4.4 Faculty of Engineering and Information Technologies: Master of Information Technology, Master of Information Technology/Master of Information Technology Management (change to major)
Professor Valix advised the committee that the faculty is seeking to replace an existing major in Telecommunications with a new major. Some existing units will be used and some new units introduced to cover the new study area. Members endorsed the proposal.

ASPC16/2-7
The Graduate Studies Committee recommends the Academic Board approve:
1. the proposal from the Faculty of Engineering and Information Technologies to amend the Master of Information Technology and the Master of Information Technology/Master of Information Technology Management; and
2. the amendment of the course resolutions and tables of units of study arising from the proposal with effect from 1 January 2017.

4.5 Faculty of Medicine: Doctor of Medicine (progression requirements)
Dr Jenkin provided background on this proposal, advising that the faculty had developed a local policy on progression requirements, but had been advised by OGC that the contents should live within the relevant course resolutions. The information does not constitute a change to course progression requirements, but provides more detailed information to students, and in the case of the Doctor of Medicine adds information on progression through Stage 3 (she pointed out that students are commencing this stage for the first time this year). Similar changes for the Bachelor of Medicine/Bachelor of Surgery were considered by the Undergraduate Studies Committee that morning, and it had been agreed that the faculty would revise the amendments to make them briefer and to consolidate the common elements across the stages. The revised resolutions will be circulated to that committee prior to the next Academic Board meeting. She suggested doing the same thing with the Doctor of Medicine resolutions, but added it was urgent these be approved to ensure the new Stage 3 students are covered by the resolutions.

Dr Newsome supported amending the resolutions to reduce their complexity and added that terms such as “will not normally” and “may be permitted” made some statements unnecessarily ambiguous. Dr Jenkin acknowledged the resolutions were complex, and advised that the curriculum is currently under review, with plans to introduce a revised curriculum by 2020. It was also noted that Associate Professor Kertesz had provided some comments by email which will be provided to the faculty. Members agreed that the revised resolutions should be circulated to the committee prior to the Academic Board meeting on 18th May 2016.

ASPC16/2-8
The Graduate Studies Committee noted the proposal from the Faculty of Medicine to amend the course progression requirements for the Doctor of Medicine, and further noted that revised resolutions will be circulated to the Committee prior to the Academic Board meeting on 18th May 2016.

4.6 Faculty of Medicine: Units of Study
Professor Kelly provided further information on the proposal to introduce new units of study to some postgraduate courses in the Faculty of Medicine. He advised that the unit “Surgical Oncology” is a new elective unit, while “Writing and Reviewing Medical Papers” is an amendment to an existing unit. The remaining unit “Introduction to Clinical Reviews”, will require an amendment to the course
resolutions which will come to the next meeting. Members endorsed the proposal.

ASPC16/2-9
The Graduate Studies Committee recommends the Academic Board approve:
1. the proposal from the Faculty of Medicine to insert new elective units of study; and
2. the amendment of the tables of units of study arising from the proposal with effect from 1 January 2017.

4.7 Faculty of Dentistry: Doctor of Dental Medicine (admission requirements)
Dr Xaymardan explained that the Faculty of Dentistry is amending the admission requirements in the course resolutions for the Doctor of Dental Medicine to remove a reference to a pathway for students who have graduated with a higher degree by research. The pathway has been difficult to administer, particularly for international students, and the Faculty of Medicine has also ceased using the pathway. Members endorsed the proposal.

ASPC16/2-10
The Graduate Studies Committee recommends the Academic Board approve:
1. the proposal from the Faculty of Dentistry to amend the progression requirements for the Doctor of Dental Medicine; and
2. the amendment of the course resolutions arising from the proposal with immediate effect.

5 ITEMS FOR NOTING
5.1 Learning and Teaching Procedures 2016
Associate Professor McCallum pointed out that the draft Learning and Teaching Procedures have been developed to accompany the new policy, with some sections of the policy moved across into the procedures. An amended version of the policy will be submitted to accompany the final version of the procedures. One of the main issues covered by the draft procedures is the course approvals process, which has been revised to include the restructure Board of Interdisciplinary Studies which will manage the interdisciplinary features of the new undergraduate curriculum framework. Most of these features will relate to the Open Learning Environment, and its possible some will be available to postgraduate students. He invited members to comment on the draft document.

Dr Newsome queried the sections outlining information to be included on the LMS website and in the unit of study outline. Professor McCallum agreed that this advice needs to be tightened up to clarify these requirements and ensure the emphasis is on the unit of study outline. Dr Newsome further noted that there was no advice on limits to modifying the outline once it has been distributed, and Professor McCallum advised that this is covered in the policy.

Professor Kelly queried the reference to a single, named unit of study co-ordinator per unit, adding that Medicine often has more than one academic involved in each unit of study. Professor McCallum advised that the development of the new Academic Honesty in Coursework Policy (and the related procedures) had highlighted the need to ensure that one person is identified who has responsibility for and oversight of any specific unit of study. He advised that some aspects of coordinating a unit could be shared or split between two or more academics, but one would need to be the main co-ordinator. Professor Kelly pointed out that the role of unit of study co-ordinator needs to be better defined and that the responsibilities of this role continue to increase, making it more and more likely that large units will be looked after by teams, rather than a single co-ordinator. Professor McCallum advised that students could be asked to contact different members of such a team with respect to specific unit of stud issues, but one team member would need to have oversight of the unit in general.

Members noted the draft procedures.

ASPC16/2-11
The Graduate Studies Committee noted and provided comments on the proposed Learning and Teaching Procedures 2016.
5.2 Academic Honesty Procedures 2016

Professor McCallum reminded members that the new Academic Honesty in Coursework Policy was approved by the Academic Board at the end of 2015, and that the draft procedures were intended to accompany the new policy. The procedures also contained a section dealing with students in higher degrees by research (HDR), which was a recommendation from the report of the Taskforce on Academic Misconduct and Plagiarism. He pointed out that HDR students are bound by the Research Code of Conduct, but will also fall under the Academic Honesty in Coursework Policy for any coursework elements of their degree. However not all issues related to HDR students and academic honesty are covered by these documents, and the Taskforce had identified a lack of information on the processes to be followed when dealing with HDR students. Some issues will be dealt with at the faculty level, while others will be referred to the Research Office for investigation. He asked members to review the procedures in the context of their faculties and provide feedback.

Professor Masters queried whether the related policy should be renamed to also cover HDR students, and Professor McCallum agreed to consider this, adding that he will be meeting with the University Policy Manager to discuss this and other issues. Associate Professor Nelson noted that the HDR Administration Centre will be the “administrative unit” for the procedures and asked how they would do the submission check referred to in the procedures. Professor McCallum advised they would use Turnitin for the time being and have identified a group of people to vet the reports and consult with the Research Office as necessary. He stressed this group would not be making any academic decisions. Dr Newsome asked if training would be available to HDR students on how to submit work via Turnitin, and Professor McCallum advised this will be the responsibility of supervisors for continuing students, with Mr French adding that training on academic honesty issues has been a supervisor responsibility for some years.

Dr Codd queried the impact on students who have had work published, and Mr French advised that so long as students advised they had publications based on their thesis then there should not be many false positives. Professor McCallum added that the other issue might be when students submit to a journal after having submitted work from their thesis at the University. Most journals use CrossCheck or similar software which does not store to a global database but only checks against published material. Again, so long as the student is properly identified as the author it will not be a problem.

Members noted the draft procedures.

ASPC16/2-12

The Graduate Studies Committee considered and provided comment on the Academic Honesty Procedures 2016.

At this point the meeting moved back to the standard agenda order, starting with item 4.1.

5.3 Reports of PhD Award Sub-Committee meetings, 22 March 2016 and 4\textsuperscript{th} quarter and 2015 annual statistics

Associate Professor Nelson presented the report of the March meeting of the PhD Award Sub-Committee and drew members’ attention to the item under other matters. She advised that the Sub-Committee has expressed concern that there is no faculty or department oversight of who is included on the supervisor register, adding that inclusion is automatic once a staff member has successfully completed the relevant training with the Institute for Teaching and Learning. Mr French advised that a differentiation should be made between inclusion on the register and appointing a supervisor for a particular candidate, adding that this decision is definitely made by the relevant faculty. He stressed that inclusion on the supervisor register simply means the person meets the requirements to be a supervisor.

Members noted the report and statistics.

ASPC16/2-13

The Graduate Studies Committee:
1. noted the report of the PhD Award Sub-Committee meeting held on 22\textsuperscript{nd} March 2016; and
2. noted the 4\textsuperscript{th} Quarter and Annual 2015 PhD Statistics.
5.2 **Report of Postgraduate Awards Sub-Committee meeting, 7 April 2016**

In the absence of Associate Professor McCrystal, the new Chair of the Postgraduate Awards Sub-Committee, the Chair asked members to note the report.

**ASPC16/1-14**

The Graduate Studies Committee noted the report from the Postgraduate Awards Sub-Committee meeting held on 7th April 2016.

6 **OTHER BUSINESS**

6.1 **Any Other Business**

There were no other items of business.

6.2 **Next meeting 15th June 2016**

Remaining Meeting Dates for 2016
2:00 pm Wednesday, 15th June 2016
2:00 pm Wednesday, 27th July 2016
2:00 pm Wednesday, 31st August 2016
2:00 pm Wednesday, 19th October 2016
2:00 pm Wednesday, 16th November 2016

A full copy of the Graduate Studies Committee papers is available at: