

**UNIVERSITY OF TECHNOLOGY, SYDNEY
UNIVERSITY GRADUATE SCHOOL BOARD**

Confirmed minutes of Meeting 07/04 of the University Graduate School Board held on Tuesday, 13 November 2007, in the Harry Heath Room, Level 3 Building 1, City Campus at 9:30 am.

Present: Prof D Boud (Chair), Dr P Allatson, A/Prof C Chappell, Prof D Elliott, A/Prof P Hamilton, Dr J McKenzie, Prof P McNeil, A/Prof C Mitchell, Ms N Muckle, Prof Hung Nguyen, Dr S Palassis, Prof I Palmer, Dr K Schlunke, Prof A Simpson, A/Prof D Zowghi

Apologies: Dr Kees Dorst, Ms S Ng

In attendance: Ms F Zhu (Meeting Secretary), Mr S Housego

1. WELCOME/APOLOGIES

The Chair welcomed new members.
The above apologies were received and noted

2. MINUTES

The minutes of meeting 07/03 (14/08/2007) were confirmed and signed as a true record.

3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

There was no business arising from previous meetings.

4. DEAN'S REPORT

4.1 Carrick Award for e-Grad School

The Board noted that the 2007 Carrick Awards for Programs that Enhance Learning has been granted to The 'Learning Employment Aptitudes Program' for research students (ATN LEAP).

4.2 Scholarship extra offers

The Board noted that extra funding was available to be given to students as scholarships in 2007. The following types of students were granted the extra scholarships –

- .1 Scholarship applicants who missed out in the first round of consideration at the beginning of the year
- .2 Students who applied for admission during the mid-year intake
- .3 Students who were not granted any previous scholarships but will be completing their thesis on time this year – for a short term scholarship only

4.3 Development of a KPI

For Action: Boud and Muckle

The Dean advised that the current measurement of KPI for research students is not the most desirable one. The proper measurement should be linked to the completion of EFLSL units.

However the current CASS system is not able to facilitate this requirement and UGS expects some improvements in the new CASS system. Also given the small proportion of Masters students, Doctoral completions will be considered as the first priority at this stage.

The Board also noted the application numbers for the Autumn 2008 Semester is 175, which is a slight increase on the same time last year, which was 165.

It was requested that a table, with detailed information on the amount of money that each Faculty has received in relation to RTS load in previous years, be provided to Faculties.

4.4 Cross Faculty Supervision

The Dean advised that a small pilot program will be run for those who under cross Faculty supervision.

4.5 Report from UGS Working Party on Programs

The Working Party has conducted a survey within some Faculties. Teena Clarke will follow up with the Faculties with further information.

The Dean also advised that according to the Working Party's report, Australia is one of the few nations that doesn't have substantial requirements for doctoral programs in addition to the completion of a thesis.

More detailed information will be submitted to the Board in mid- December.

4.6 Approval of editorial amendments to the UTS Code of Practice

The Board agreed the following changes to be made on the UTS Code of Practice.

- .1 that 'candidate' to be changed to 'student'
- .2 that the sentence 'This advisor will be known as the 'Alternate Supervisor'.' to be added to clause 1.2 on page 1
- .3 that 'Australian Vice –Chancellors' Committee' to be changed to 'Universities Australia'
- .4 that 'Research and Development Office' to be changed to 'Research and Innovation Office'.

4.7 Australian Code for the Responsible Conduct of Research

The Board noted that the document titled 'Australian Code for the Responsible Conduct of Research' is available on the web link below:

<http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>

4.8 Using Turnitin for thesis checking

For action: Boud and Housego

Mr Simon Housego presented a paper in regard to using Turnitin, a software system for thesis checking and submission. The Board discussed this proposal and agreed that from the educational point of view, option 3, which is '*provide a UGS- based centralised service available to all research students*', is more suitable.

The Dean will have further discussion with Mr Housego on this option.

5. POLICY AND PROCEDURE MATTERS

5.1 Research Supervision Feedback Survey

The Dean advised that this is a UTS initiative, and feedback / suggestions are welcome.

RESOLVED AGS/07/16

The Board noted the survey form is now available for trial in 2008.

5.2 EIPRS and UTSP Scholarships (discussion and ranking)

For Action: Hamilton, Mitchell

The Dean outlined that ranking process for the EIPRS and UTSP. The following points were noted:

50 international applications have been received for the EIPRS / UTSP Scholarships. The applications were assessed and ranked by the Faculties and then independently audited to ensure consistency across the scores. The independent auditor also assessed and ranked them against the Scholarship Scoring System used to rank APA and UTSD applicants.

The Board discussed the above process and agreed that it was generally appropriate. It was however suggested that for the next round, the details of each scoring be presented to the members as well.

A/Prof P Hamilton and Dr C Mitchell agreed to form a working group to look into amending the scoring system to incorporate the points raised at the meeting.

RESOLVED AGS/07/17

That the list for EIPRS places for 2008, as detailed in Document 5.2, be endorsed.

5.3 Chancellor's Award and List

Document 5.3 on the confidential report from the Chancellor's Award and List was tabled.

RESOLVED AGS/07/18

.1 that the tabled confidential report of recommended Chancellor's Award and List, as detailed in Document 5.3, be noted

.2 to recommend to Academic Board that the nominees for Chancellor's Award and List, as per document 5.3, be approved.

5.4 Admitting research students who will not regularly attend the University

The Dean advised the changes in the 'Faculty Recommendation on Application for Admission to a Higher Degree by Research' Form.

The Board noted that if a student resides outside the Sydney metropolitan area, either overseas or elsewhere in Australia, and/or is unable to attend UTS regularly to meet supervisors face to face, use the non-electronic resources of the library and engage in events and activities of research groups held on campus, the Faculty / Institute will then need to complete a checklist, which is on page 4 of the above recommendation form, to provide the relevant information for admitting research students who will not regularly attend the University.

The Board generally agreed that this change will incorporate the process of admitting research students, who will not regularly attend the university, into the normal procedure.

RESOLVED AGS/07/19

That a check list for admitting research students who will not regularly attend the university be added onto the 'Faculty Recommendation on Application for Admission to a Higher Degree by Research' Form.

5.5 Doctoral and Masters Assessment Proposed Changes

The Faculty of Humanities and Social Science agreed to defer discussion of this item, pending clarification on whether the item had been fully considered by the Faculty.

5.6 Consideration for students with disabilities

The Board noted this request from the Academic Board and agreed to consider the potential impact on students with disabilities whenever they review or consider policy, procedure or rule changes.

6. COURSE MATTERS

7. OTHER BUSINESS

There being no further business the meeting closed at 11.30 am

SIGNED AS A TRUE RECORD

CHAIR

DATE