

A meeting of the Research Education and Development Committee will be held in the ARI Board Room, Level 14, 115 Grenfell Street, from 2.30 pm on 31 March 2008.

AGENDA

FORMAL MATTERS

1. * **Apologies**
 2. * **Conflicts of interest**
For declaration by Committee members
 3. * **Starring of items**
Recommendation: that the Research Education and Development Committee adopt any recommendations contained in the unstarred items.
 4. * **Minutes**
Minutes of the meeting held on 18 February 2008
Recommendation: that the Research Education and Development Committee approve the minutes of the meeting held on 18 February 2008.
 5. * **Business arising from the minutes** (not otherwise listed on this agenda)
(Item 5)
- MAJOR REPORTS or ITEMS FOR DISCUSSION AND/OR APPROVAL**
6. * **Proposal to introduce more flexible entry pathways to the PhD for international students**
Professor Russell will report
 7. * **DDoGS meeting in Auckland**
Professor Russell will report
 8. * **Higher Degree by Research Completions**
Professor Russell will report
 9. * **Generic University Master of Philosophy**
Professor Russell will report
 10. * **Engaging undergraduate students in the research environment**
Professor Russell will report

11. * **China scholarships**
Professor Russell will report

**REPORTS FROM RESEARCH EDUCATION & DEVELOPMENT
COMMITTEE WORKING PARTIES**

12. **Student Matters**
A meeting was held on 14 March 2008. Professor Russell has not yet approved the circulation of these minutes, which will be included in the next REDC agenda.

13. **Doctoral Education**
No further meetings have been held

14. **Quality Issues Working Party**
No further meetings have been held

UNSTARRED ITEMS FOR APPROVAL OR NOTING

15. **ORBIT – for noting**
ORBIT (Operational Research Business Information Tool) is a web-based system which provides users with a detailed view of the research activities of the University.

The Student Profiles module provides information about HDR applications, candidature details, critical dates (e.g. leave and milestone dates), supervision and completions. The module will go live firstly in the Adelaide Graduate Centre, on 2 April 2008.

Postgraduate Co-ordinators will have received an e-mail from Professor Russell about ORBIT and the Student Profiles module, which is scheduled to be released to Postgraduate Co-ordinators and Supervisors on 14 April 2008. The e-mail provides information about the system and the training sessions required in order for Postgraduate Co-ordinators to obtain access to the Student Profiles module.

16. * **Other Business**
Scholarship ranking in Earth & Environmental Sciences
Dr Ostendorf will report

17. **Next Meeting**
The next scheduled meeting will be held from 2.30 pm to 4.30 pm on 21 April 2008 in the Finance Board Room, Level 1, 115 Grenfell Street.

FOR APPROVAL

MINUTES OF MEETING 1/08

A meeting of the Research Education and Development Committee was held in the ARI Board Room, Level 7, 115 Grenfell Street, from 2.30 pm on 18 February 2008.

Present: Professor Richard Russell (Convenor) Professor John Williams, Mr Simon Brennan, Dr Kate Cadman, Dr Kimi Coaldrake, Dr Chris Ford, Professor Ted Nettelbeck, Dr Bertram Ostendorf, Mr Morteza Mohammad Zaheri (for Ms Felicity Rai)

Professor Russell was unable to attend from the start of the meeting, so during his absence Professor Williams convened the meeting for Items 1-6, 8, 11-15 and 18. Professor Russell convened the meeting for Items 7, 9, 10, 16 and 17.

In attendance: Miss Rosanna Scarsella, Mrs Anne Witt, Mrs Diana Hill, Ms Rachel Harvey

FORMAL MATTERS

1. Apologies/Announcements

Apologies were noted from the following: Dr Anthony Zander; Professor John Taplin; Ms Felicity Rai

2. Conflict of Interest

No conflicts were declared.

3. Starring of Items

The Committee resolved:

to adopt the recommendations contained in the unstarred items.

Item 16 was starred at the start of the meeting.

4. Minutes of Meeting

The Committee resolved:

to approve the minutes of the meeting held on 12 November 2007.

5. Business arising from the minutes

Members noted the status of actions arising from previous meetings of REDC, as detailed in Item 5.

Professor Nettelbeck advised that progress was being made with regard to Item 10 from Meeting 4/07.

MAJOR REPORTS and ITEMS FOR APPROVAL

6. Examination Outcomes (“Item 6 – Strategies for increasing HDR completions and meeting recruitment targets – undertake projects as follows: (1) compare the proportion of (d) or worse examination results during the past five years with proportions during five years in the past; (2) compare the examination results of students with Honours I and Honours IIA; and (3) compare the examination outcomes of students who completed within four years and students who took five or more years to complete” from Meeting 7/07)

Item 6 was noted.

Mrs Hill was congratulated for producing such a clear and helpful report. It was suggested that the data contained therein be made available on an annual basis.

Mrs Hill advised that the report, which described trends in examination outcomes over the last five years, had been produced by extracting the two primary examiner recommendations for each thesis submission from 2003 to 2007. This excluded about 50 submissions from 2007, where one or both examiners’ reports were yet to be returned.

Over the last five years the percentage of AA, AB and BB recommendations had declined slightly. Despite fluctuations from year to year, there had been little overall change in the percentage of AC, BC and CC recommendations. There had been an overall increase in the percentages of BD and CD recommendations.

The category of thesis submissions which involved at least one D recommendation or worse had grown over the last five years. However, this increase should be viewed in the context of more pressure to submit. The percentage of submissions with DD recommendations had decreased over the same period. The numbers of DD or worse were so low as to be considered trivial.

The study showed that there was no difference in outcomes with respect to PhDs done by students with Honours I and those done by students with Honours IIA.

A shorter candidature led to more favourable outcomes. It was suggested that supervisors should be made aware of this finding and that it be built into inductions.

In response to a query about tracking the student life from the start of candidature to examination outcome in cases of a D result, it was noted that such tracking would be a manual process by means of the Annual Reviews of Progress. The importance, therefore, of providing honest information in annual reviews, was stressed again.

7. Proposal to introduce more flexible entry pathways to the PhD for international students [“Item 6 Strategies for increasing HDR completions and meeting recruitment targets – bring a paper about the difficulties in interfacing with international educational institutions (prepared for Executive Deans) to REDC in 2008” from Meeting 7/07).

Items 7a and 7b were noted.

Professor Russell reported that many international applicants did not have the same traditional research training background as most Australian students (i.e. the Honours degree) and thus had difficulty gaining admittance directly to the Doctor of Philosophy. Many international sponsors, however, were unwilling to sponsor students unless the Doctor of Philosophy formed part of the program into which the student was initially enrolled.

In order to increase its cohort of international higher degree by research students and as Masters' degrees had currency overseas, it was proposed that a double-degree program for international students (Master of Research Studies/Doctor of Philosophy) be introduced. The Master of Research Studies (into which could be incorporated advanced coursework and generic skills and research training) would be the "Honours equivalent", satisfactory completion of which (at a prescribed standard) would be required before a student would be permitted to proceed to the Doctor of Philosophy.

In the ensuing discussion, the following points were made:

- there had to be a clear understanding of how the assessment would work;
- academic staff were already heavily involved in summer semester teaching and it would be unrealistic to increase workloads during this semester;
- it was important that there be exit points which resulted in award of degree(s);
- it was vital that the requirement for satisfactory progress before being permitted to continue with the doctorate be understood and adhered to;
- would there be separate coursework for these students or would existing parts of the Honours and/or coursework Masters' programs be used for the coursework component of the double-degree program?

The proposal was endorsed in principle.

Action	Responsible
Refine the proposal and re-present to the next REDC meeting	Professor Russell

8. Procedure in response to students' queries about progress of theses examination

While more transparency in the process was desirable, REDC believed that providing too much information might be counter-productive. It was suggested that a "three-stage indicator" (with each stage incorporating the relevant steps in the examination process) might be more helpful. Students' queries would then be answered by indicating the stage at which the thesis examination was currently, without divulging the relevant step(s) or particulars thereof.

If a change in the process was made, particulars of the change should be incorporated in the Research Student Handbook.

Action	Responsible
Prepare a draft document for consideration by a working party comprising Professors Williams and Nettelbeck and Dr Coaldrake Presentation of the draft to REDC for approval	Miss Scarsella

9. Marketing and Recruitment of PhD students

Professor Russell advised that the number of enrolments this year was lower than for the same time last year.

In response to a suggestion that Faculties should encourage enrolments, it was pointed out that this issue was not limited to Faculties but was a University-wide one and that the University needed to have relevant policies, infrastructure and funding in order to attract students.

It was pointed out that other Australian universities had generous top-ups of scholarships in order to attract students.

The majority of students who wanted scholarships applied for them in the Major Round. It was suggested that outside of the Major Round, the University build up a priority list of students and that negotiations take place between Faculties and the Dean of Graduate Studies, in an effort to identify applicants who could be offered scholarships outside of the Major Round. This could be tried for a year and then re-assessed.

10. Completions for 2007

Professor Russell reported that the number of completions for 2007 – 270 – was 30 below the required number, but that progress was being made in achieving targets.

11. Master of Ophthalmology Specific Academic Program Rules

The academic standing required for acceptance as a candidate for a Master degree by research in the University was a relevant Honours degree of Bachelor or a relevant degree of Master of the University or the equivalent thereof. The Master's degree had to contain a research component deemed appropriate by REDC.

It was noted that the proposed change to the specific "admission" rule for the Master of Ophthalmology made no mention of Honours or Honours equivalence.

Action	Responsible
Invite the Discipline to present a fuller proposal, which incorporated a case for Honours equivalence, for consideration by REDC at a future meeting	Miss Scarsella

REPORTS FROM RESEARCH EDUCATION & DEVELOPMENT COMMITTEE WORKING PARTIES

12. Student Matters

The reports of the meetings held on 28 November 2007 and 29 January 2008 (confirmed and unconfirmed respectively) were noted.

13. Doctoral Education

There was nothing to report.

14. Quality Issues Working Party

There was nothing to report.

UNSTARRED ITEMS FOR APPROVAL OR NOTING

15. Mechanical Engineering expectations/milestones proforma

The information was noted.

16. 2008 Research Student Handbook

Some members could not recall approval having been given for the inclusion of submitted papers in theses by publication. Professor Russell advised that the University had decided to allow more flexibility in thesis format and that the thesis by publication format could therefore incorporate papers which had been published and/or papers which had been accepted and/or papers which had been submitted and/or text in manuscripts.

Action	Responsible
(Re-)advise students of the changes regarding thesis format via an entry in the <i>AGCNews</i>	Miss Scarsella

17. Other Business

Problems with Assignment of Supervisors

In response to Professor Nettelbeck's query about how the funding associated with a student's enrolment could be directed to particular area(s), it was pointed out that it was up to the School to insert the desired "course description" in the "Research Studies" section of the enrolment form. If none of the available course descriptions accurately reflected the appropriate EFTSL split, the "New Research Studies Code" form, available from the web at http://www.adelaide.edu.au/graduatecentre/forms/new_research_studies_code.pdf needed to be completed and lodged with the Graduate Centre.

It was the course description, and not the supervisory percentage split, which determined where and how the EFTSL was directed.

Action	Responsible
Speak with Mr Shane McGregor, the Chief Financial Officer, about how the course description translated to monies reaching the School/Discipline	Professor Russell/Mrs Witt

The meeting concluded at 1615.

18. Next Meeting

The next meeting is scheduled for 31 March 2008 in the ARI Board Room, Level 14, 115 Grenfell Street.

ROSANNA SCARSELLA
Acting Secretary

CONFIRMED:
Day/Month/Year
Date

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CONVENOR

FOR NOTING

ITEM 5

BUSINESS ARISING FROM THE MINUTES

MEETING 1/08

ACTION	RESPONSIBILITY	STATUS
<p>7. Proposal to introduce more flexible entry pathways to the PhD for international students (Item 6 Strategies for increasing HDR completions and meeting recruitment targets – from Meeting 7/07)</p> <p>Bring a paper about the difficulties in interfacing with international educational institutions (prepared for Executive Deans) to REDC in 2008</p>	<p>Professor Russell</p>	<p>In progress (see Item 6)</p>
<p>8. Procedure in response to students' queries about progress of theses examination</p> <p>Prepare draft document for consideration by Professors Williams and Nettelbeck and Dr Coaldrake</p>	<p>Miss Scarsella</p>	<p>In progress</p>
<p>11. Master of Ophthalmology Specific Academic Program Rules</p> <p>Invite the Discipline to present a fuller proposal, which incorporated a background paper and a case for Honours equivalence, for consideration by REDC at a future meeting</p>	<p>Miss Scarsella</p>	<p>In progress</p>
<p>16. 2008 Research Student Handbook</p> <p>(Re-)advise students of the changes regarding thesis format via an entry in the <i>AGCNews</i></p>	<p>Miss Scarsella</p>	<p>Completed</p>
<p>17. Other Business Problems with Assignment of Supervisors</p> <p>Speak with Mr Shane McGregor, the Chief Financial Officer, about how the course description related to monies reaching the School/Discipline</p>	<p>Professor Russell/Mrs Witt</p>	<p>In progress</p>

MEETING 7/07

ACTION	RESPONSIBILITY	STATUS
<p>6. Strategies for increasing HDR completions and meeting recruitment targets (Item 7 from Meeting 5/07 and Item 6 from Meeting 6/07)</p> <p><u>Generic Research Proposal template</u></p> <p>Send copy of final version of Faculty proforma to Miss Scarsella</p>	All REDC members	In progress
<p>8. DDoGS meeting in Auckland</p> <p>Undertake a survey, of relevant University stakeholders, regarding perceptions about what constitutes a PhD</p>	Professor Russell	In progress (see Item 7)

MEETING 6/07

ACTION	RESPONSIBILITY	STATUS
<p>6. Strategies for increasing HDR completions and meeting recruitment targets</p> <p>Liaise with Professor Turnbull of Psychology with regard to a University-wide survey of supervisory staff (early next year) to ascertain expectations/perceptions about constitution of PhD</p>	Professor Russell	In progress
<p>7. HDR Student Accommodation</p> <p>Refer Recommendation 6 of the "Principles of Research Space Management" paper to Dr McMaster, Secretary, URC, for re-consideration</p>	Professor Russell	In progress

MEETING 5/07

7. Strategies for increasing HDR completions and meeting recruitment targets Obtain data, regarding HDR completions and meeting recruitment targets, on PhD students in the UK	Professor Russell	Pending
15.1. HDR Student Accommodation Investigate the issue of provision of space to postgraduate research students, in the context of the "Minimum Resources Proforma"	Professor Russell	In progress

MEETING 4/07

ACTION	RESPONSIBILITY	STATUS
10. Proposal to make the combined MPpsych(Clin)/PhD a double degree Confirm with Ms Jessica Raeburn of the Office of the Deputy Vice-Chancellor and Vice-President (Academic) that the proposal meets all the requirements of the University policy on double degrees Once above confirmation received, refer proposed change to Academic Board (via URC)	Professor Nettelbeck Miss Scarsella	In progress Pending

MEETING 1/07

ACTION	RESPONSIBILITY	STATUS
15. Management of extended leave of absence on medical grounds Further investigate the possibility of fixing a maximum period of LOA on medical grounds	Professor Russell	Pending

MEETING 8/06

ACTION	RESPONSIBILITY	STATUS
7. Higher Degree by Research Completions Consider the introduction of financial incentives for submission within 3.5 years FTE from commencement.	Professor Russell/Mrs Witt	Pending (see Item 8)
10. The Core Component of the Structured Program and Plagiarism Assess the feasibility of making completion of the REP online module in plagiarism a compulsory part of the Core Component of the Structured Program	Professor Russell	Pending

MEETING 4/06

ACTION	RESPONSIBILITY	STATUS
7. Towards an English Language Policy for the University Prepare a draft English language policy for postgraduate research students for review by REDC.	Ms Frost	In progress

ROSANNA SCARSELLA
Acting Secretary