

A meeting of the Research Education and Development Committee will be held in the ARI Board Room, Level 7, 115 Grenfell Street, from 2.30 pm on 2 March 2009.

AGENDA

FORMAL MATTERS

1. **Apologies**
Professor John Taplin, Ms Anne Witt
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 1 December 2008
Recommendation: that the Research Education and Development Committee approve the minutes of the meeting held on 1 December 2008.
5. **Business Arising from the Minutes** (not otherwise listed on this agenda)
(Item 5)
6. * **MAJOR REPORTS or ITEMS FOR DISCUSSION AND/OR APPROVAL**
Examples of Good Practice in Research Education
Professor Williams to present. To note the 2009 Schedule of Good Practice Presentations.
7. **Recognition of Outstanding Higher Degree by Research Theses**
Professor Russell to report.
8. * **Postdoctoral Education**
Professor Russell and Faculty representatives to report.
9. * **Towards a Master of Philosophy**
Faculty representatives to report.
10. * **ERA: FOR and SEO Codes for Research Students**
Professor Russell to report.

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

11. **Student Matters**
To note the reports of Student Matters meeting SM 09/1 and (unconfirmed) SM 09/2.
 12. **Doctoral Education**
No further meetings have been held.
 13. **Quality Issues Working Party**
No further meetings have been held.
- UNSTARRED ITEMS FOR APPROVAL OR NOTING**
14. **REDC Membership**
To welcome Dr Michelle Picard, Director of Researcher Education, Adelaide Graduate Centre as a member of REDC (Revised membership list is attached).
 15. **REDC Meeting Dates for 2009**
To note the revised schedule of REDC meeting dates for 2009 (Attached).
 16. **Higher Degree by Research Induction Program**
To note that the AGC Induction Program held on 20 February 2009 was attended by 156 students. The next Induction will be held on the 27 March 2009. Further information and online registration is available on the web at: <http://www.adelaide.edu.au/graduatecentre/induction/>
 17. **Applicability of Higher Degree by Research Program Rules and Specifications for Thesis**
To note that all HDR students will be required to decide which program rules will apply to them at submission when completing their [notification of intention to submit](#). Further information and current/historical program rules for HDR programs are available on the Graduate Centre web site at: http://www.adelaide.edu.au/graduatecentre/program_rules/
 18. **Expediting the Lifting of HDR Students' Thesis Embargos**
To note that from 1/5/2009, student embargos will be automatically lifted on conclusion of their (normally) 12 month term providing that no request for continuance has been received from ARI.
 19. **Research Proposal Proforma**
To note the information received from the Faculty of Sciences on the proposed generic research proposal proforma (Item 19). The response from the Faculty of Professions is pending.

20. **Project to Develop Good Practice Principles for English Language Competence**

To note that in April 2008, DEEWR initiated a project to develop good practice principles for English language proficiency in academic studies, focusing on international students studying onshore in Australian universities. The final report will be made available for REDC's consideration in due course.

21. **Other Business**

22. **Next Meeting**

The next scheduled meeting will be held from 2.30 pm to 4.30 pm on 23 March 2009 in the ARI Board Room, Level 7, 115 Grenfell Street.

DONNA FROST
Secretary
F: 2009/356

FOR APPROVAL

MINUTES OF MEETING 9/08

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 1 December 2008.

Present: Professor Richard Russell (Convenor), Dr Kimi Coaldrake, Dr Chris Ford, Mr Morteza Mohammedzeri, Dr Bertram Ostendorf, Professor John Williams, Dr Anthony Zander.

In attendance: Ms Donna Frost, Mrs Anne Witt

FORMAL MATTERS

1. Apologies/Announcements

Apologies were noted from the following: Mr Simon Brennan, Professor Ted Nettelbeck, Professor John Taplin.

2. Conflict of Interest

No conflicts were declared.

3. Starring of Items

The Committee resolved:

to adopt the recommendations contained in the unstarred items.

Items 17 and 19 were starred at the start of the meeting.

4. Minutes of Meeting

The Committee resolved:

to approve the minutes of the meeting held on 27 October 2008.

5. Business arising from the minutes

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

MAJOR REPORTS and ITEMS FOR APPROVAL

6. Examples of Good Practice in Research Education

Dr Zander tabled a letter template he had prepared for contacting lapsed students in the School of Mechanical Engineering. The purpose of the letter was to facilitate the completion of out of candidature students by actively reviewing their progress with a view to understanding the issues preventing completion of the research and thesis submission. Dr Zander described how out of

candidature students were asked in the letter to complete a short proforma before attending a closed progress review meeting with their supervisors, Head of School, Postgraduate Coordinator and two academic staff. The outcome of the meeting was the production of a plan to completion, including timelines.

Members noted that the initiative had already proved successful in assisting two students to achieve thesis submission. Additional benefits included:

- Serving as a communication tool for conveying hitherto unknown student issues to the School; and
- Assisting students to define the scope of the thesis to prevent additional research or writing being needlessly undertaken.

It was agreed that other Postgraduate Coordinators could benefit from employing similar practices within their respective Schools and accordingly, it was agreed that the letter template be distributed to all.

Action	Responsible
Forward an electronic copy of the template letter to lapsed students to Ms Frost for circulation to all Postgraduate Coordinators.	Dr Zander

7. English Language Proficiency and Academic Outcomes for International Studies

Members noted that Professor Russell would be a member of the Committee charged with reviewing English language across the University and that he would provide updates to REDC on the Committee's progress when available. Given the timeframes for publication of English Language Proficiency requirements in the international prospectus, it was not expected that any changes to the IELTS admission scores would be possible before 2011.

The survey designed by the RED unit of the Adelaide Graduate Centre (Item 8) to determine the impact of English language proficiency at admission on supervisory load was considered. On further reflection, the Committee agreed that a survey instrument would be unable to provide the depth of information required to facilitate a meaningful analysis. It was considered preferable to target individual supervisors with experience supervising both domestic and international students for short interviews about the relative performance of students they had supervised. This data could then be collated with pre-assembled information about the English language proficiency of their students at admission to establish whether any trends emerged.

Action	Responsible
Assemble data on the students of potential interview candidates for Professor Russell.	Ms Frost
Interview 1-2 supervisors from each Faculty who have supervised significant numbers of both international and domestic students about the impact of English proficiency on supervisory work load.	Professor Russell

8. Recognition of Outstanding Higher Degree by Research Theses

Members noted that Professor Russell had composed a letter to the Vice-Chancellor and President seeking the authority to initiate the "*Vice-Chancellor's Medal for Doctoral Research*" to recognise the most outstanding two doctoral theses in each Faculty. Since it was possible for a recipient of the proposed Medal to also win the Postgraduate Alumni Medal, Professor Russell indicated that he would first contact the Director, Development and Alumni to ensure that she was amenable to the idea.

Action	Responsible
Contact Ms Robyn Brown, Director, Development and Alumni re: the proposed Vice-Chancellor's Medal for Doctoral Research.	Professor Russell
Advise REDC of the outcome of planned discussions with the Director, Development and Alumni and the Vice-Chancellor and President.	Professor Russell

9. Postdoctoral Education

Suggestions from Faculty representatives on modules that could be of benefit to Early Career Researchers (ECR) included:

- An Early Career Research Mentoring Scheme focussing on applications to the ARC future fellowships scheme; and
- Workshops on career progression.

In terms of Faculty funding contributions available to support central ECR initiatives, ECMS indicated that no funding was available, Health Sciences [in a communication received prior to the meeting] that funds should be top-sliced from RTS income prior to its distribution to Faculties and Humanities and Social Sciences that it was likely that funds could be procured from the strategic initiatives budget. Responses from Sciences and the Professions were not yet available.

Action	Responsible
Forward information on the School of Wine and Horticulture's ECR mentoring Scheme to Professor Russell.	Dr Ford
Forward information on the ECMS career progression workshops to Professor Russell.	Dr Zander
Provide information to Professor Russell about Faculties' planned financial contributions to centrally run ECR initiatives.	Dr Ford and Professor Williams
Request assistance from Mr Glen Harrison to identify the University's Early Career Researchers through ORBIT.	Professor Russell

10. Towards a Master of Philosophy

Members noted that Professor Russell had been formally directed by the DVC(A) to compose a set of program rules for the Master of Philosophy (intended to be the sole RTS funded Master by Research degree in the University) from 2011. The rules would be largely based on the existing General Rules for Masters by Research degrees, amended to incorporate the allowable specialisations recommended by Faculties.

On a related subject, Professor Russell reported that the University was planning to review all coursework programs in 2009. One of the intentions of the review was to ensure that coursework programs incorporated a 'research' option, which by completing, would qualify graduates for direct entry into the University's HDR programs.

It was suggested that REDC should formulate a position on:

1. the duration of research (e.g. 12, 18 or 24 units) that coursework students would be required to complete, both to guarantee eligibility for HDR admission and to facilitate the determination of Honours equivalence for scholarship selection purposes; and
2. what constitutes "research" for the purpose of defining the duration of "research" completed.

It was agreed that consultation at Faculty level was required before further discussion about point 1 took place. However, members concurred with respect to point 2; the definition of research articulated by the OECD and accepted by DEEWR would provide an acceptable definition [Secretary's note: the OECD definition may be viewed at:

http://www.heimshelp.deewr.gov.au/2_Glossary/R/RESEARCH.htm].

Action	Responsible
Discuss at Faculty level the number of research units that coursework students would need to complete to gain admission to a HDR program and equivalence to Honours for scholarship selection purposes.	All Faculty representatives

11. Report from the November Meeting of the Deans and Directors of Graduate Studies

Professor Russell reported on discussions from a recent meeting of the Group of Eight (GO8) Deans and Directors of Graduate Studies (DDOGS), in which members had expressed the intention to distinguish themselves as a group from other institutions. REDC noted that the GO8 were working to define a set of minimum standards for doctoral study, including a more stringent confirmation review and the introduction of a pre-submission seminar. Other discussions resulted in the agreement to formulate a common set of statistics, e.g. completion rates, to facilitate benchmarking amongst the GO8. As an initial step, Professor Russell, had accepted the responsibility of reviewing the University of Adelaide's HDR data to determine which statistics could be collected and usefully shared. The GO8 would be sending representatives to Adelaide for further discussion in early 2009.

On a related subject, the future of the biannual Quality in Postgraduate Research (QPR) Conference was discussed. The DDOGS decided that the QPR Conference would remain a three day event, but that the program would be amended to incorporate more DDOG discussions and (with their agreement) Australasian Research Training Administrators (ARTA) discussions.

12. Confirmation of Candidature Practices

Copies of the revised Major Review of Progress form were tabled for discussion. The form had been amended following previous REDC discussions about the need to strengthen candidature confirmation practices at the University. Key elements of the new form included:

- The use of a Candidature Confirmation Committee normally chaired by the Postgraduate Coordinator to review each candidate's progress and the scope of the project to be undertaken;
- Progress to be reviewed both qualitatively and quantitatively against the required timeframe for the degree;
- The inclusion of a GANTT chart setting out the candidate's research plan from candidature commencement to thesis submission.

Members endorsed the revised form in principle with the following amendments:

- Deletion of dot points 3.6 and 3.8;
- Modification of dot point 3.5 to "An adequate knowledge of the field of study";
- Modification of dot point 3.4 to "The goals and expectations of the student and supervisors are well matched"; and
- Separation of the assessment measures into three categories: student capabilities, project measures and supervision; with only unsatisfactory progress or satisfactory progress with reservations on the student capability measures to lead to result in termination or extension of provisional status.

Action	Responsible
Revise the Major Review of Progress form as requested by the Committee for the Executive approval of the Dean of Graduate Studies.	Ms Frost

REPORTS FROM RESEARCH EDUCATION & DEVELOPMENT COMMITTEE WORKING PARTIES

13. Student Matters

There was nothing to report.

14. Doctoral Education

There was nothing to report.

15. Quality Issues Working Party

There was nothing to report.

UNSTARRED ITEMS FOR APPROVAL OR NOTING

16. Applicability of Higher Degree by Research Program Rules and Specifications for Thesis

Members noted that the new AGC web site for hosting current and historical program rules and specifications for thesis documents would be available shortly. The site would be advertised in the next edition of *AGC News*.

17. Higher Degree by Research Induction Program

Members noted that the 2009 AGC Induction Programs would be held on 20 February, 24 July and a date in late March that was still to be confirmed [Secretary's note, in 2009, the March induction will be held on Thursday 26 March]. Further information about the Induction is available on the web at: <http://www.adelaide.edu.au/graduatecentre/induction/>

18. REDC Meeting Dates for 2009

Members noted the REDC meeting schedule for 2009 (Item 18). It was requested that another date be found for the first meeting of the year as it clashed with a meeting of the University Research Committee.

Action	Responsible
Reschedule the first REDC meeting of the year and provide the updated schedule to REDC.	Ms Frost

19. Other Business

Outstanding Master of Science thesis

Professor Russell was delighted to report that the examiners of a recent Master of Science thesis (in Physics) were so impressed with the quality of the work that they recommended the student be awarded a PhD. As no mechanism currently exists to authorise such an action, Professor Russell proposed that:

1. an executive action recommending the award of a PhD (following the correction of minor typographical errors), be forwarded to the Faculty Higher Degree Committee accompanied by the examiners reports; and
2. following the approval of the Faculty Higher Degree Committee approval, that the candidate be advised of the result and permitted to graduate with a PhD.

The Committee endorsed Professor Russell's proposal.

Action	Responsible
Organise the modifications required to PeopleSoft to enable the Master of Science student to graduate with a PhD.	Ms Frost

Thanks

Professor Russell thanked all members for their valuable contributions to the Research Education and Development Committee during 2008.

20 Next Meeting

The next scheduled meeting will be held from 2:30pm to 4:30pm on 2 March 2009 in the ARI Board Room, Level 7, 115 Grenfell Street.

DONNA FROST
Secretary

CONFIRMED:
Day/Month/Year

Date CONVENOR

FOR NOTING

ITEM 5

BUSINESS ARISING FROM THE MINUTES

MEETING 9/08

ACTION	RESPONSIBILITY	STATUS
<p>6. Examples of Good Practice in Research Education</p> <p>Forward an electronic copy of the template letter to lapsed students to Ms Frost for circulation to all PGCs.</p> <p>Present an example of Good Practice within the Faculty.</p>	<p>Dr Zander</p> <p>Professor Williams</p>	<p>Pending</p> <p>See Item 6</p>
<p>7. English Language Proficiency and Academic Outcomes for International Students</p> <p>Assemble data on the students of potential interview candidates for Professor Russell.</p> <p>Interview 1-2 supervisors from each Faculty who have supervised significant numbers of both international and domestic students about the impact of English proficiency on supervisory work load.</p>	<p>Ms Frost</p> <p>Professor Russell</p>	<p>In progress</p> <p>Pending</p>
<p>8. Recognition of Outstanding Higher Degree by Research Theses</p> <p>Contact Ms Robyn Brown, Director, Development and Alumni re: the proposed Vice-Chancellor's Medal for Doctoral Research.</p> <p>Advise REDC of the outcome of planned discussions with the Director, Development and Alumni and the Vice-Chancellor and President.</p>	<p>Professor Russell</p> <p>Professor Russell</p>	<p>Completed</p> <p>Completed</p>
<p>9. Postdoctoral Education</p> <p>Forward information on the School of Wine and Horticulture's ECR Mentoring Scheme to Professor Russell.</p> <p>Forward information on the ECMS career progression workshops to Professor Russell.</p> <p>Provide information to Professor Russell about Faculties' planned financial contributions to centrally run ECR initiatives.</p> <p>Request assistance from Mr Glen Harrison to identify the University's Early Career Researchers through ORBIT.</p>	<p>Dr Ford</p> <p>Dr Zander</p> <p>Dr Ford and Professor Williams</p> <p>Professor Russell</p>	<p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p>

10. Towards a Master of Philosophy		
Discuss at Faculty level the number of research units that coursework students would need to complete to gain admission to a HDR program and equivalence to Honours for scholarship selection purposes.	All Faculty representatives	In progress See Item 9.
12. Confirmation of Candidature Practices		
Revise the Major Review of Progress form as requested by the Committee for the Executive approval of the Dean of Graduate Studies.	Ms Frost	Completed.
18. RECDC Meeting Dates for 2009		
Reschedule the first REDC meeting of the year and provide an updated schedule to REDC.	Ms Frost	Completed. See Item 15.
19. Other Business		
<u>Outstanding Master of Science Thesis</u> Organise the modifications required to PeopleSoft to enable the Master of Science student to graduate with a PhD.	Ms Frost	In progress

MEETING 8/08

ACTION	RESPONSIBILITY	STATUS
7. IELTS Requirements for International Students		
Provide members with information about the progress of the review of English Language Standards as available.	Professor Russell	Pending
9. ERA: FOR and SEO Codes for Research Students		
Discuss the capture of FOR and SEO codes for research students with the Vice-Chancellor and President	Professor Russell	See Item 10.
11. Postdoctoral Education		
Provide feedback on modules that could be of benefit to Early Career Researchers and on Faculty's planned financial contributions.	Faculty representatives	In progress.
13. Towards a Master of Philosophy		
Define allowable specialisations for the Master of Philosophy by Faculty and forward to Ms Frost by 16 February 2009.	Faculty representatives	See Item 9.

MEETING 7/08

ACTION	RESPONSIBILITY	STATUS
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10. The Annual Review of Progress		
Convey the change in process for lifting thesis embargos to AGC and ARI staff.	Ms Frost	Completed

ACTION	RESPONSIBILITY	STATUS
12. Proposed Revision to the Master of Architecture and the Master of Landscape Architecture Programs		
Review Honours equivalence for the purpose of scholarship ranking and report back to REDC.	Graduate Scholarships Committee	Pending

MEETING 6/08

ACTION	RESPONSIBILITY	STATUS
25. Other Business		
<u>Research Proposal Proforma</u> Provide Ms Frost with a copy of the finalised Faculty Research Proposal Proforma.	Dr Ford, Professor Williams	See Item 19

MEETING 5/08

ACTION	RESPONSIBILITY	STATUS
6. The Core Component of the Structured Program and Plagiarism		
Advise the Committee of further progress towards the development of a summative version of the online plagiarism module when available.	Professor Russell	In progress
8. Confirmation of Candidature Practices		
Prepare a paper for the Vice-Chancellor's Committee detailing recommendations for the strengthening of candidature confirmation practices at the University.	Professor Russell	Completed. To be considered by VCC on 11 March.
9. Identifying Opportunities for Improving Research Student Support		
Prepare a paper for the Vice-Chancellor's Committee detailing recommendations for the strengthening of candidature confirmation practices at the University.	Professor Russell	In progress

MEETING 4/08

ACTION	RESPONSIBILITY	STATUS
<p>6. The Core Component of the Structured Program and Plagiarism</p> <p>Discuss the options for the ongoing support of students identified as requiring remedial assistance in avoiding plagiarism and report back to REDC.</p>	Professor Russell	In progress

MEETING 3/08

ACTION	RESPONSIBILITY	STATUS
<p>6. Proposal to Introduce more Flexible Entry Pathways to the PhD for International Students through a Master of Research Studies</p> <p>Bring PAC proposal for the creation of the Master of Research Studies/PhD double degree program to a future REDC meeting for consideration.</p>	Professor Russell	Pending

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>Obtain data, regarding HDR completions and meeting recruitment targets, on PhD students in the UK.</p>	Professor Russell	In progress

MEETING 8/06

ACTION	RESPONSIBILITY	STATUS
<p>7. Higher Degree by Research Completions</p> <p>Consider the introduction of financial incentives for submission within 3.5 years FTE from commencement.</p>	Professor Russell/Mrs Witt	Insufficient funds available to implement in 2009. Reconsider in 2010/2011.

DONNA FROST
Secretary

RESEARCH EDUCATION & DEVELOPMENT COMMITTEE
MEETING 1 – 2009



FOR NOTING

Examples of Good Practice in Higher Degree by Research Policy and Practice: Schedule for 2009

Date of Meeting	Presenter	Faculty/Division
2 March 2009	Professor John Williams	Professions
23 March 2009	Dr Chris Ford	Sciences
27 April 2009	Dr Kimi Coaldrake	Humanities and Social Sciences
1 June 2009	Professor Ted Nettelbeck	Health Sciences
6 July 2009	Dr Anthony Zander	Engineering, Computer and Mathematical Sciences
10 August 2009	Professor John Williams	Professions
21 September 2009	Dr Chris Ford	Sciences
26 October 2009	Dr Kimi Coaldrake	Humanities and Social Sciences
30 November 2009	Professor Ted Nettelbeck	Health Sciences
1 st Meeting 2010	Dr Anthony Zander	Engineering, Computer and Mathematical Sciences

STUDENT MATTERS SUB-COMMITTEE
MEETING 09/2 – 12 FEBURARY 2009



FOR APPROVAL

MINUTES OF MEETING 09/1

A meeting of the Student Matters Sub-committee (SMS) was held from 10.00 am on 19 January 2009 in the ARI Board Room, Level 7, 115 Grenfell Street.

Present: Professor Richard Russell (Convenor); Dr Liz Cousins;
Dr Chris Ford; and Mr Morteza Mohammadzaheri (in place of Ms Felicity Rai)

In attendance: Miss Rosanna Scarsella

FORMAL MATTERS

1. **Apologies/Announcements**

Apologies were received from Ms Felicity Rai.

Items 9 and 10 were added, for noting, under "Any Other Business".

2. **Conflict of Interest**

No conflicts were declared. Members did not participate in discussion of cases from their Faculties.

3. **Minutes of Meeting**

The minutes
of the meeting held on 26 November 2008
were approved.

MAJOR ITEMS FOR DISCUSSION/APPROVAL

All members reviewed all documentation and the fact that a particular issue was not mentioned explicitly in these minutes did not mean that it was not reviewed in depth and at length.

4. **PhD examination case 09_1_1**

Examiner 2 [who had recommended (d)] had not objected to the methodology, ideology, the way in which the experimentation was carried out, or the conclusion. Her concerns seemed to be more a matter of writing style than of academic content. While much work was required, the corrections were not so great as to require re-examination of the thesis.

SMS decided (c) but with the following additional conditions:

(1) the student was required to lodge a list of all the amendments made (signed by the Principal supervisor and either Head of School/Discipline or delegated Postgraduate Co-ordinator) and a special "Thesis Lodgement for ADTP Confirmation of Amendments to Thesis" form. Professor Russell, on behalf of SMS, would review these and determine whether or not the student was academically qualified for the award of the degree, or if the matter should be referred back to SMS.

5. **PhD examination case 09_1_2**

After consideration of all the documentation, SMS decided (c).

6. **PhD examination case 09_1_3**

Given the wide discrepancy in examiners' comments and after consideration of all the documentation, it was decided that the thesis be sent to a third examiner.

Other Business

7. **PhD examination case 06_3_1 (considered by SMS at its meeting on 27 March 2006)**

The information was noted.

8. **PhD examination case 08_4_2 (considered by SMS at the meeting held on 9 July 2008)**

The information was noted.

9. **Item 12 under "Any Other Business" at the SMS meeting held on 26 November 2008**

Professor Russell advised that the student had lodged a formal appeal with Dr Peter Backhouse, Co-ordinator of Student Policy and Appeals.

As a result, SMS members were not at liberty to speak about the matter other than to the Appeals Committee.

10. **PhD case 08_5_2 first considered by SMS at its meeting on 16 September 2008 and again (as 08_7_1) at the meeting held on 26 November 2008**

The student had been given two options: (d) revise and re-submit or (f) not be awarded the PhD but be awarded the appropriate Master upon making suitable amendments to the thesis.

Members were advised that the student had recently advised that she would take up the first option: she would revise the thesis for re-submission and re-examination.

11. **Next Meeting**

The next meeting would be scheduled as required.

The meeting concluded at 10.30 am.

ROSANNA SCARSELLA
Secretary

CONFIRMED:

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CONVENOR

STUDENT MATTERS SUB-COMMITTEE
MEETING 09/3 – DATE



FOR APPROVAL

MINUTES OF MEETING 09/2

A meeting of the Student Matters Sub-committee (SMS) was held from 11.00 am on 12 February 2009 in Meeting Room 905, Level 9, 115 Grenfell Street.

Present: Professor Richard Russell (Convenor); Dr Kimi Coaldrake; Dr Liz Cousins; Dr Chris Ford; and Ms Felicity Rai

In attendance: Miss Rosanna Scarsella; Miss Jade Wildy

FORMAL MATTERS

1. **Apologies/Announcements**

Item 8 was added, for noting, under "Any Other Business".

2. **Conflict of Interest**

No conflicts were declared. Members did not participate in discussion of cases from their Faculties.

3. **Minutes of Meeting**

The minutes
of the meeting held on 19 January 2009
were approved.

MAJOR ITEMS FOR DISCUSSION/APPROVAL

All members reviewed all documentation and the fact that a particular issue was not mentioned explicitly in these minutes did not mean that it was not reviewed in depth and at length.

4. **PhD examination case 09_2_1**

It was evident from both examiners' reports that there were major problems with the thesis. As it was currently presented, the thesis was "very badly-written and organized" and was not "sufficiently crafted into a coherent piece of research" which met the standard for PhD and which made "a sufficient contribution to knowledge".

SMS was concerned that the thesis had been certified as being ready for examination when it evidently was not worthy of examination.

SMS decided (d). Normally a revised thesis was sent to the original examiner(s) who had recommended (d) or below which meant that, in this case, the revised thesis should be sent to both original examiners. However, as Examiner 1 had indicated he did not wish to re-examine, the revised thesis would be sent to Examiner 2 and a replacement Examiner 1, to be supplied by the School.

Professor Russell would write to the Head of School to:

- (1) express SMS's deep concern about the supervision provided thus far;
- (2) ascertain why the thesis was certified ready for examination;
- (3) ascertain who, within the School/Discipline, had the most appropriate academic background to undertake a supervisory role, should the student decide to revise and re-submit the thesis;
- (4) ascertain if, in the opinion of the School/Discipline, the thesis could be revised and the student capable of undertaking the revision; and
- (5) request details of an examiner to replace Examiner 1.

5. PhD examination case 09_2_2

Examiner 2, who had recommended (d), had provided a very thorough report. While he had expressed concerns, he found the research to be sound and the results provided had been well-presented and well-structured. The extent of the research was not in question and the level of content was suitable.

SMS decided that the required amendments could be accommodated within a (c) recommendation, but with the following special conditions:

- (1) while both examiners' reports were to be taken into consideration when making the amendments, great attention was to be paid to Examiner 2's report; and
- (2) the student was required to lodge a list of all the amendments made (signed by the Principal supervisor and the Head of School/Discipline) and a special "Thesis Lodgement for ADTP Confirmation of Amendments to Thesis" form. Professor Russell, on behalf of SMS, would review these and determine whether or not the student was academically qualified for the award of the degree, or if the matter should be referred back to SMS.

Any Other Business

6. PhD examination case 08_7_3 (considered by SMS at its meeting on 26 November 2008)

The information was noted.

7. PhD examination case 08_7_4 (considered by SMS at the meeting held on 26 November 2008)

The information was noted.

8. Item 9 under "Any Other Business" at the SMS meeting held on 19 January 2009

The student had lodged a formal appeal regarding the outcome of his PhD thesis examination with Dr Peter Backhouse, Co-ordinator of Student Policy and Appeals.

Professor Russell advised that the student's appeal submission had been found to contain "no eligible procedural grounds for a student appeal" and had been dismissed.

9. Next Meeting

The next meeting would be scheduled as required.

The meeting concluded at 11.40 am.

ROSANNA SCARSELLA

Secretary

CONFIRMED:

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CONVENOR



THE UNIVERSITY OF ADELAIDE
OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH)
RESEARCH EDUCATION AND DEVELOPMENT COMMITTEE

Membership as at 1 March 2009

CONVENOR: Professor Richard Russell, Dean of Graduate Studies

EX OFFICIO MEMBERS:

Professor Michael Brooks Deputy Vice-Chancellor (Research)

Mr Simon Brennan Director, Research Services

Professor John Taplin Pro Vice-Chancellor (International)

NOMINEE OF THE EXECUTIVE DEAN (usually the Convenor of Higher Degrees Committees)

Dr Anthony Zander Faculty Higher Degrees Committee Convenor, ECMS

Professor Ted Nettelbeck Faculty Higher Degrees Committee Convenor, Health Sciences

Dr Kimi Coaldrake Faculty Higher Degrees Committee Convenor, Humanities and Social Sciences

Professor John Williams Faculty Higher Degrees Committee Convenor, The Professions

Dr Chris Ford Faculty Higher Degrees Committee Convenor, Sciences

THREE MEMBERS OF ACADEMIC STAFF (including at least one member of Academic Board, appointed by the Convenor, Research Education and Development Committee)

Vacant (Member of Academic Board)

Dr Bertram Ostendorf Academic staff member, Earth & Environmental Sciences (Soil & Land Systems)

Dr Michelle Picard Academic staff member, Director of Researcher Education, Adelaide Graduate Centre

ONE CURRENTLY-ENROLLED POSTGRADUATE RESEARCH STUDENT REPRESENTATIVE

Mr Morteza Mohammadzaheri Representative from Postgraduate Students' Association (PGSA)

SECRETARY:

Ms Donna Frost Deputy Manager, Graduate Administration and Scholarships, Adelaide Graduate Centre

IN ATTENDANCE:

Ms Anne Witt Manager, Graduate Administration and Scholarships, Adelaide Graduate Centre



THE UNIVERSITY OF ADELAIDE
OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH)
RESEARCH EDUCATION AND DEVELOPMENT COMMITTEE

Meeting Dates for 2009

All meetings will be held on Monday afternoon from 2:30pm to 4:30pm. Venues are as indicated.

DATE	VENUE
▪ Monday, 2 March 2009	ARI Board Room, Level 7, 115 Grenfell Street
▪ Monday, 23 March 2009	ARI Board Room, Level 7, 115 Grenfell Street
▪ Monday, 27 April 2009	ARI Board Room, Level 7, 115 Grenfell Street
▪ Monday, 1 June 2009	ARI Board Room, Level 7, 115 Grenfell Street
▪ Monday, 6 July 2009	ARI Board Room, Level 7, 115 Grenfell Street
▪ Monday, 10 August 2009	ARI Board Room, Level 7, 115 Grenfell Street
▪ Monday, 21 September 2009	ARI Board Room, Level 7, 115 Grenfell Street
▪ Monday, 26 October 2009	ARI Board Room, Level 7, 115 Grenfell Street
▪ Monday, 30 November 2009	Finance Board Room, Level 1, 115 Grenfell Street

Faculty of Sciences – Generic Research Proposal Pro Forma for the Core Component of the Structured Program

Postgraduate coordinators from 4 Schools within the Faculty were consulted, and asked to provide feedback to the document produced by REDC in 2007. There was general agreement that as presented, the RP pro forma provides a comprehensive mechanism by which the progress of Higher Degree Candidature can be monitored at the early stages. Although the Generic Pro Forma was accepted by all PGC's canvassed, there were a number of suggested modifications felt to be of value for particular Disciplines or Schools. These are outlined in brief below:

1. School of Molecular and Biomedical Science – Discipline of Physiology. Assoc. Prof. Mike Nordstrom reported that their Discipline has developed an RP pro forma largely based on the old ARC Small Grants Scheme application form. The Discipline proposes to retain this format, and will incorporate appropriate questions to provide complete coverage under the headings and sub-headings from the generic RP pro forma.
2. John Jennings on behalf of the School of Earth and Environmental Sciences (EES) suggests that within section 3.1, Introductory Background, the School will expect students to identify 'gaps in our knowledge' of the topics under consideration. He further reported that 3.4 will be re-worded for use in the School to 'Significance, Innovation and Contribution to the discipline'. A further sub-heading, Section 3.6 will be added to RPs from EES, 'Communication of Results'. Within the section dealing with Budget, EES will have a sub-section 4.3, Justification.
3. Representatives of the School of Chemistry and Physics (C&P) felt that Section 3 could contain more discipline-specific focus. RPs from C&P may therefore contain additional sub-sections.
4. Representatives of the School of Agriculture, Food and Wine (AFW) wish to modify the generic Pro Forma according to the following outline:

3 Project (research topic) Details

3.1 Intro Background

Literature review

3.2 Research Questions

Define Gaps in Literature that the research will address

3.3 Aims/Objectives of the Project

Brief statement of aims

3.4 Theoretical Framework & Methods

To explain Approach & Methods

Provide an outline of experiments to be conducted

3.5 Significance/Contribution to Discipline

4 Budget

5 Research Timeline

6 Skills Training & Professional Development

Add Conference attendance and participation

7 Other Requirements

8 Cited References

A bibliography of planned reading seemed unnecessary, as necessary sources would be cited in the literature review.

School PGC's will present this format of the pro forma to all commencing HDR students, and it will also be introduced at each School induction (3/year) and in the School Research Student Handbook.

Chris Ford
Convenor, HDR Committee
Faculty of Sciences