

**Extracts of Confidential minutes of a meeting of the  
Board of Graduate Research held on Friday 9 February 2007,  
in the TAFI Board Room, Nubeena Cres, Tarooma  
incorporating the Annual Retreat**

Members are also invited to attend a presentation of the 2006 Supervision Awards and Deans Commendation Awards to be held in the Council Room, Sandy Campus at 4.00pm

**Present:** Professor Carey Denholm, Dean of Graduate Research  
Professor Allan Canty, Pro Vice-Chancellor (Research)  
Dr Kate Crowley, Elected Member  
Associate Professor Natalie Moltschaniwskyj, Elected Member  
Associate Professor Diane Nicol, Elected Member  
Dr Elaine Stratford, Elected Member  
Dr Frances Martin, Elected Member  
Prof Frank Vanclay, Elected by Senate  
Prof Jonathan Holmes, Elected by Senate  
Mr Michael Christie, TUPA Representative in place of Kevin Redd

Prof Canty was not present for items 10.1 – 10.5

Dr Martin was present for items 19, 20, 23, 24, 26 and 28

Prof Holmes was present for items 24, 26 and 28

**Secretary:** Ms Sara Franz, Student Centre

**In attendance:** Laura Denholm, Manager Office of Research Services for items 19 and 23  
Prof Douglas Knehans, Head of School, Conservatorium of Music for item 20  
Dr Katherine Nesbitt as an observer

## **1 Apologies**

The Dean welcomed Members to the meeting and noted apologies from Prof Judi Walker, Assoc Prof Margaret Barrett, Mr Kevin Redd, Chris Carstens for Item 4 and Dr Frances Martin and Prof Jonathan Holmes for the morning session.

The Dean informed Members that Prof Jonathan Holmes had been appointed as the second representative of the Academic Senate on the Board of Graduate Research.

## **2 Minutes of the meeting held on 1 December 2006 and Extracts of the meeting held on 1 December 2006**

The minutes of the meeting held on 1 December 2006, having been previously circulated, were taken as read and confirmed. The extracts of the minutes were approved for distribution.

### **3. Business Arising from Previous Minutes**

**4.1** The Dean sought clarification as to the progress of the Legislation Reference Group being established by the Academic Registrar.

**10** The Dean asked for a progress report on the dissemination of the TUPA pastoral care questionnaire. The questionnaire had not been finalised or disseminated.

### **4 Academic Registrar's Report**

The Registrar was unavailable to attend for this section of the meeting.

### **5 Dean's Report**

#### **5.1 *Dean's Commendation List 2006***

The Board approved the nominations.

#### **5.2 *Presentations at 4.00pm in the Council Room***

The Board noted the awards ceremonies to be held in the Council Room at 4pm.

#### **5.3 *Graduate Research Activity Report***

The Dean advised that the Reports were currently with the printers.

#### **5.4 *Board Papers***

The Board confirmed that papers were to be received in hard copy in future.

#### **5.5 *Clarification on requirements of the Graduate Certificate Learning and Teaching***

An agreement in relation to new academic staff who are candidates and who are expected to undertake a teaching and learning unit during their first year was presented.

### **6 Load Activity Report**

A summary of the current load position and the 2007 load targets was tabled. The Dean noted that four year scholarships are currently under consideration by DEST.

### **7 Pro Vice-Chancellor (Research) Report**

Prof Canty informed the Board that a number of uncertainties remained in relation to the RQF. He informed the Board that it is anticipated that all of the IGS and half of the RTS funding will move to the RQF.

### **8 Graduate Research Unit Report**

The Board accepted the Graduate Research Unit report.

#### **8.1 *2007 Scholarship Round Report***

The Board noted the low number of applications and the high acceptance rate on offers.

#### ***Changes and Implications of 2007 EIPRS guidelines***

Flexible funding arrangements for the EIPRS now mean that funding would not be handed back to the Commonwealth as unexpended funds could be reallocated.

#### **8.2 *Update on recommended changes to research degrees***

The Board supported a change in nomenclature for research Masters degrees to ensure they are designated “Research” in their official title and abbreviation.

### **8.3 *Changes to forms to incorporate rule changes and involvement of Graduate Research Coordinators on forms***

The Board accepted the report.

## **9 Tasmania Postgraduate Association Report**

Michael Christie indicated that TUPA is actively seeking School representatives in order to have effective graduate research representation. This issue will be raised with Graduate Research Coordinators in *UCoordinate*. The Board was also informed of the workshops, poster competition and conference night to run in September.

*Item 18 was then taken.*

## **10 Procedural amendments**

### **10.1 *Amendment to Lapse procedure***

The Board endorsed the proposed change to rule 4 and forwarded it to Senate.

### **10.2 *Clarification about supervision load – 7 EFTSL***

The Dean noted Supervision load is regularly a contentious issue and opened the item for discussion.

### ***Examiners – disclosure about relationship to supervisors***

The proposal to extend statements of disclosure of potential conflict of interest to include relationships between examiners and supervisors was presented. Members endorsed the principle of disclosure and approved the amendment to the procedures:

*Item 10.5 was then taken*

### **10.3 *Guidelines for HoS for C2 examination result***

Proposed amendments to the guidelines to assist Heads of School in managing a re-examination result were presented. The Members endorsed the Guidelines proposed by the Dean.

### **10.4 *Proposed amendment to Procedure – 13:17***

The Dean outlined two recent cases where candidates had been required to revise and resubmit for re-examination (C2 result) and where the examiner seeking re-examination was subsequently unavailable to re-examine the revised thesis. The Board resolved to amend the re-examination procedures to allow for the appointment of an external examiner in these cases.

*Item 10.4 was then taken*

## **11 Information Folders for all HOS/HOI/GRC’s**

A folder is to be developed for each Head of School Head of Institute in hard copy to be regularly updated by his office.

*Item 15 was then taken*

**12 2007 Board of Graduate Research Membership list**

The Board noted the list.

*Item 10 was then taken*

**13 Ratification of 2007 Graduate Research Coordinators**

The Board endorsed the 2007 list of Graduate Research Coordinators.

*Item 11 was then taken.*

**14 Ratification of Deputy Dean - Dean**

The Board approved the appointment of Dr Crowley to the role of Deputy Dean.

*Item 13 was then taken*

**15 Membership of Scholarships Committee**

The Board endorsed the nomination of Assoc Prof Moltschaniwskyj and Dr Nicol as the Board representatives on the Scholarships Committee, noting that Prof Vanclay may be available.

*Item 12 was then taken*

**16 Membership of Academic Senate Board of Graduate Research Complaints Panel**

The Board endorsed the nominations to the complaints panel as listed and to forward the list to the Academic Senate.

*Item 14 was then taken.*

**17 Membership of Dean's Commendation Awards Committee**

The Board appointed Dr Nicol and Dr Crowley to this Committee with the Dean as Chair.

*Item 16 was then taken*

**18 Membership of Recognition of Contributions to Supervision Committee**

Rather than appoint a Sub-committee, all Board Members will participate in the assessment of nominations for supervision awards. Applications will be made available for members one hour prior to the Board meeting to allow sufficient time to review them.

*Item 17 was then taken*

## RETREAT ITEMS

**19 Researcher's Induction Kit**

The Manager, Office of Research Services outlined a new, web-based induction program for staff called a "link and look" sheet, the New Appointees Research Grant Scheme

(NARGS) and the new ARC grant conditions that required researchers to abide by the *Australian Code for responsible conduct of research*.

The Board recommended that the redrafted code of conduct be referred back to Senate once School consultations were finalised.

*Item 23 was then taken*

## **20 Conservatorium of Music Degrees**

The Head of School, presented a proposal for three pathways for degrees. The proposed approach was supported by the Board subject to endorsement from the Dean of the Faculty of Arts.

*Item 19 was then taken*

## **21 Relationship of Honours Students to centres and BGR**

Item deferred to the next meeting.

## **22 Mechanisms to facilitate candidates to study overseas**

Item deferred to the next meeting.

## **23 Annual Report to Academic Senate**

The annual report to Senate was presented. The Board noted the report to be forwarded to Academic Senate.

## **24 Review of registration**

The Deputy Dean described the review process involving feedback from Graduate Research Coordinators.

*Item 26 was then taken*

## **25 Research Training Management Plan (RRTMP)**

Item deferred to the next meeting.

## **26 Confirmation of Candidature – results from HOS/GRC consultation**

The Board reiterated its support for this approach and endorsed the proposal. The proposed Rule change was endorsed, subject to 5.2 being slightly amended.

*Item 28 was then taken*

## **27 Paper on Bologna Process – Dean**

Item deferred to the next meeting.

## **28 Commercialisation training Scheme – Progress Report – EO (paper attached)**

A progress report on the implementation of the CTS was presented. The Board noted the report.

## **29 Research Active Supervision – results from HOS/HOI consultation – Dean (paper attached)**

Item deferred to the next meeting.

**30 Discussion of significant policy/procedures for 2007 – Dean (paper attached)**

Item deferred to the next meeting.

**31 Conjoint Documentation**

Item deferred to the next meeting.

**32 Experiences of 2006 Annual Review and preparation for 2007 Annual Review – Dean**

Item deferred to the next meeting.

**33 NEXT MEETING**

The next meeting of the Board of Graduate Research will be held by video-conference on Friday 20 April 2007, in the Meeting Room, Office of Research Services, Sandy Bay and in the Executive Video-conference room, Launceston

There being no other business the meeting closed at 3.00pm.