

**EXTRACT OF MINUTES
BOARD OF GRADUATE RESEARCH
MEETING 4 2007**

A meeting of the Board of Graduate Research was held on Friday September 28 2007, in the Council Room, Administration Building and Executive video conference room, Launceston.

Present: Professor Allan Canty, Pro Vice-Chancellor (Research)
Professor Judi Walker, Deputy Chair Academic Senate
Dr Kate Crowley, Deputy Dean of Graduate Research, Elected Member (Acting Chair)
Dr Elaine Stratford, Elected Member
Dr Frances Martin, Elected Member
Professor Frank Vanclay, Elected by Senate
Mr Kevin Redd, TUPA Representative

Secretary: Dr Katherine Nesbitt

In Attendance: Dr Greg Hannan (for item 6.1)

Dr Kate Crowley opened the meeting at 2.10 pm.

Item:

1. Apologies

Professor Carey Denholm, Associate Professor Diane Nicol, Associate Professor Natalie Moltschaniwskyj, Associate Professor Margaret Barrett, Professor Jonathan Holmes

2. Minutes and extracts of previous meeting (June 29 2007)

The minutes of the meeting held on June 29 2007, having been previously circulated, were taken as read and confirmed with the following amendments:

Item 4.1 the final paragraph be amended to read:

Professor Frank Vanclay advised that in his capacity as one of the five UTAS AUCEA representatives (and at the invitation of the DVC) he will attend

Item 7 the following be added:

The Board agreed to the recommendation that the Academic Registrar become a member of the Board.

The extracts of the minutes were approved for distribution subject to the same amendments.

3. Action Items from previous meeting – Action Table

3.1. The following amendment to the Procedures of Graduate Research was approved.

Addition to section 9 Preparation of the thesis for examination:

(2) A thesis or exegesis cannot be submitted for examination unless the appropriate Deed of Assignment of Intellectual Property Rights has been provided, if required.

3.2. Proposal for the addition of a section on the annual Performance Management form relating to supervision training.

The Board agreed that discussion of this item should be deferred until the return of the Chair, Professor Carey Denholm.

4. Standing Items

4.1. Dean's Report

The Dean was an apology for this meeting

4.2. Pro Vice-Chancellor (Research) Report

Professor Allan Canty informed the Board that this would be the last meeting he will attend as the Pro Vice-Chancellor (Research) as the new Pro Vice-Chancellor, Professor Johanna Laybourn-Parry, will be commencing on October 1st 2007. Professor Canty advised that he will brief the incoming PVC(R) on the activities of the Board and his experience of membership. He noted the high level of commitment of Board members and congratulated those whose grant applications had been successful in the latest round of ARC funding. Dr Kate Crowley thanked Professor Canty for his guidance and active participation on the Board and wished him well in the future.

4.3. Deputy Chair (Academic Senate) Report

Professor Judi Walker briefly discussed the most recent meeting of Academic Senate.

4.4. Graduate Research Office Report (attached)

Dr Katherine Nesbitt summarised the attached report of activities of the Graduate Research Office, noting in particular staff changes and the recent advertising campaigns put in place.

4.5. Load Activity Report and 2007 Targets

The Load Activity Report and 2007 Targets were tabled for information.

4.6. Tasmania University Postgraduate Association Report

Mr Kevin Redd discussed the recent Tasmanian University of Tasmania Postgraduate Association Conference. Mr Redd thanked the Dean of Graduate Research and the Pro Vice-Chancellor (Research) for each delivering an address to the conference attendees and confirmed that the conference will run again in 2008. The Board discussed the timing of the conference with Dr Elaine Stratford noting that just prior to commencement of the Annual Review process commencing worked well. The Board expressed their support for the conference as an annual event.

5. Candidature Matters

5.1. Process of transfer from Masters to PhD (referred from University Teaching & Learning Committee June 29 meeting)

Mr Kevin Redd outlined concerns raised by the TUU advocacy officer relating to the process of transferring from a research Masters to a PhD. Dr Crowley noted that the introduction of Confirmation of Candidature may clarify these issues. Professor Vanclay noted that the Procedures of Graduate Research and the Graduate Resource book was very clear on this point.

6. New Business

6.1. Admission and Progress Policy for PhD (Clinical) and DPsych (Clinical) Degrees (presented by Dr Greg Hannan).

This item was discussed out of order.

Dr Greg Hannan discussed the proposed Admission and Progress Policy for PhD (Clinical) and DPsych (Clinical) Degrees. The Board discussed the proposal at length.

The Board agreed that the changes to policy regarding admission to the PhD (Clinical) and DPsych(Clinical), as detailed in the attached document supplied by Professor Greg Hannan, be approved in principal and be circulated to the full Board for comment. Dr Katherine Nesbitt will summarise the responses for the next Board meeting.

6.2. EDGE 2 Draft Strategic Plan (attached)

The Board elected to defer discussion of this item until the 2008 Board retreat.

6.3. AMC integration

Professor Allan Canty reported on the progress of the Research sub-committee of the Academic Working Party dealing with AMC integration.

6.4. Australian Code for the Responsible Conduct of Research

Dr Kate Crowley drew the Board's attention to Chapters 3, 11 and 12 of the Australian Code for the Responsible Conduct of Research which are particularly relevant to Graduate Research. Professor Frank Vanclay drew attention to sections 10 and 1.2.5 noting that he was unsure of the current process for receiving and managing allegations of research conduct at the University of Tasmania.

6.5. Submission to fIRST - Professor Frank Vanclay

Professor Vanclay discussed his proposed submission to the fIRST (for Improving Research Supervision and Training) website. Professor Vanclay noted that fIRST had indicated that they prefer material placed on their website to have been through a review process. He therefore requested that the Board provide such a review. The Board discussed the material and queried the necessity of formal signed agreement by the candidate and supervisor. The Board agreed that the proposed material be circulated to all Board members for comment and be brought back to the next Board meeting. Professor Vanclay undertook to inform fIRST of this decision.

6.6. Graduate Research Professional Workshops – attendances

Having previously been reported at the June 29 meeting, no further report was made.

Other Business

Dr Elaine Stratford noted that Dr Jon Osborn will be taking over the role of Graduate Research Coordinator for Geography and Environmental Studies, effective from January 1 2008.

7. Next Meeting Friday November 30

The next meeting will be held from 2.00pm – 4.00 pm, Friday November 30 in the Council Room, Administration Building and Executive video conference room, Launceston

Actions Arising from Board of Graduate Research Meeting 2007

September 28 2007

Item No	Action	Responsibility	Due
6.1	Circulate the proposed Admission and Progress Policy for PhD (Clinical) and DPsych (Clinical) Degrees to the full Board for comment. Summarise responses for next Board meeting.	Secretary to the Board	Next Board meeting
6.5	Circulated proposed submission to the fIRST (for Improving Research Supervision and Training) website to all Board members for comment.	Secretary to the Board	Next Board meeting