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## Graduate Studies Committee Agenda

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**Supplementary Agenda** for the meeting to be held at **2.00pm** on **Wednesday, 23 September 2009** in the **Western Tower Room**.

Pages

**1. Apologies**

Apologies have been received from: Professor D Armstrong and Associate Professor M Boughton.

**4. Report of the Chair**

**4.1 Coursework Doctorates**

***Recommendation***

*That the Graduate Studies Committee note the Chair's report on coursework doctorates.*

**4.2 Working Parties of the Committee: Students at Risk Report**

pages 3-6

***Recommendation***

*That the Graduate Studies Committee note the Chair's report on the working parties of the Committee.*

**4.3 Oral report**

***Recommendation***

*That the Graduate Studies Committee note the report of the Chair.*

**6. Proposals for new and amended postgraduate courses**

page 7

**6.1 Faculty of Medicine: Master of Clinical Trials Research, Graduate Diploma in Clinical Trials Research and Graduate Certificate in Clinical Trials Research**

page 7

***Recommendation***

*That the Graduate Studies Committee recommend that the Academic Board*  
(1) *approve the proposal from the Faculty of Medicine to introduce the Master of Clinical Trials Research, Graduate Diploma in Clinical Trials Research and Graduate Certificate in Clinical Trials Research;*

(2) *recommend that Senate:*

(a) *endorse the Academic Board's approval of the proposal;*

(b) *approve the amendment of the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Medicine; and*

- (c) *approve the introduction of the Resolutions of Senate related to the course;*
- (3) *approve the introduction of the Faculty Resolutions relating to the course;*  
*with effect from 1 January 2010, as set out in the reports presented.*

- 7. **Reports from Faculties** *pages 8-9, separate attachment*
- 7.8 **Faculty of Engineering and Information Technologies: Master of Professional Engineering** *pages 8-9, separate attachment*

***Recommendation***

*That the Graduate Studies Committee recommend that the Academic Board:*

- (1) *approve the proposal from the Faculty of Engineering and Information Technologies to amend the Master of Professional Engineering,*
- (2) *recommend that Senate:*
  - (a) *endorse the Academic Board's approval of the proposal;*
  - (b) *approve the amendment of the Resolutions of Senate related to the course; and*
- (3) *approve the introduction of new Faculty Resolutions related to the course*  
*with effect from 1 January 2010, as set out in the report presented.*

## **Agenda Item 4 Report of the Chair**

### **4.2 Working Parties of the Committee: Students at Risk Report** *pages 4-6*

The Graduate Studies Committee Working Party on Students at Risk in the case of Graduate Coursework Students met on 21 September 2009. Attached is a draft set of recommendations from the Working Party. These draft recommendations are submitted to the Committee for its feedback, prior to the final report being submitted at the next meeting.

#### ***Recommendation***

*That the Graduate Studies Committee note the Chair's report on the working parties of the Committee.*

**Draft recommendations of the Graduate Studies Committee Working Party on Students at Risk in the case of Graduate Coursework Students.**

21 September, 2009 (draft 2)

Although given the task of considering the Students at Risk policy solely for postgraduate coursework students, the Working Party found its recommendations intersected with those of the group looking at this issue in the case of undergraduate students. With the approval of Dr Nerida Jarkey, the Working Party therefore considered suggestions made by the undergraduate group in coming to its recommendations.

1. The Working Party recommends that the Students at Risk policy abandon the concept of “stages” in favour of a status flag applying to all students. It is recommended that there be four categories, something like that set out below. In the categories below, Summer and Winter Schools are not counted as semesters. It is suggested that a result in a summer or winter school program has no impact on the student’s official status. This point merits further discussion. There may be an argument for allowing students the benefit of credit gained in Summer School courses but for not penalising them for failed attempts when considering their official status:
  - a. Meeting progression requirements. Defined as follows:
    - i. The student has met minimum progression requirements as defined in the policy and in degree or faculty resolutions for the previous two semesters of enrolment or, in the case of courses under 1 year’s normal full-time duration, one semester: and
    - ii. The student is able to complete the entire course within the specified maximum enrolment time or within 10 calendar years whichever is the lesser
  - b. At risk of failure to complete course. Students in category b are to be provided with support to diagnose their problems with meeting them to as specified in the policy. Defined as follows:
    - i. The student has failed to meet minimum progression requirements as defined in the policy and in degree or faculty resolutions during any one of the previous two semesters, or, in the case of courses under 1 year’s normal duration, during the previous semester; or
    - ii. The student is in danger of being unable to complete requirements within the maximum specified time or within 10 years whichever is the lesser.
  - c. Must show cause why they should be permitted to continue in the course, unless the faculty is satisfied that certain extenuating circumstances apply. This stage is Defined as:
    - i. The student has been at stage b for more than 2 consecutive semesters or, in the case of courses less than 2 semesters normal full-time duration, for more than 1 semester. (by the definition in b above a student who successfully showed good cause would have his or her status changed to b above)

The faculty may, at its discretion, chose not to require the student to show good cause where it is satisfied that extenuating circumstances relating to documented illness, misadventure or disability apply.

- d. Excluded from the course. Defined as:

- i. Having been asked to show good cause, the student has failed to do so to the faculty's satisfaction.

For Graduate programs of 1 year or less, student progress should be reviewed at least midway through the normal duration of progression for a full-time student, although the official status would not change until the completion of at least 1 semester: i.e.,

- for courses of 24 credit points, the progress of students must be reviewed no later than mid-way during the first semester, although the status would not change until the expiration of 1 semester.
- for courses of 48 credit points, the status of students must be reviewed no later than at the end of the first semester.

## 2. Progression requirements.

If the recommendations for status suggested in paragraph 1 were adopted, it will be necessary to have a formal statement of minimum progression requirements within the policy. The Working Party recommends that progression requirements be, by default, the triggers for identifying students "at Risk" in the current policy, or as stated in faculty resolutions. However, the Working Party also recommends that there be specific provision and specification of progression requirements for part-time students. Postgraduate coursework programmes have a higher percentage of part-time students than undergraduate programmes (43.5% of all masters students, and 50.5% of all coursework students as opposed to 10% of UG students and 32% of research students in 2008). In certain programmes and faculties it may be educationally acceptable for a student to enrol in just one unit of study per semester, and a single failure (which would constitute failure in 100% of the student's enrolment) may not be sufficient reason to move the student to category b. The faculty may think it reasonable to assess the student's performance over a proportionately longer time before determining the student is not meeting the progression requirements. Equally there may be courses where this is not appropriate

### *Recommendation.*

Unless otherwise stated in faculty resolutions, minimum progression requirements will be:

- a. failure to accumulate course credit at a rate of more than fifty percent for any block of 24 credit points of enrolment whether that enrolment is in a single semester (as for full-time students) or over 2 or more semesters (as for part-time students);
  - b. failure by a student to achieve a satisfactory Weighted Average Mark (WAM) in the award course over a defined period, as mandated by the faculty;
  - c. failure by a student to complete a mandated unit of study, field or clinical work, or practicum, as mandated by the faculty;
  - d. failure twice by a student to pass the same unit of study;
  - e. unsatisfactory student attendance record as entered in FlexSIS by faculties; or
  - f. failure to accumulate course credit at a rate sufficient to complete the award course within the maximum specified time while carrying a normal student load.
3. The working party recommends that University-wide comprehensive reports be available on the status of students by degree, faculty, stage (ug or pg), gender,

local/international, and that these reports be regularly correlated with statistics on appeals.

4. The above recommendations apply to students at risk of failing to complete an award program. The working party recommends that the University policies on assessment and on management and evaluation of teaching be reviewed and interventions within units of study to identify students at risk of failing the unit of study and provide support for successful completion.
5. The working party recommends that, where a faculty resolves to change a student's status to c above, that timelines be specified so that no student can be asked to show cause after a certain deadline (say, one week before the commencement of classes, though appeals timelines need to be looked at here). A student who has responded to a Show cause provision will be permitted to re-enrol and attend while the response is being considered by the faculty.
6. The Working Party recommends that slips giving definitions of the various status categories described above, and a definition or description of "good cause".
7. The Working Party recommends that communications of changes of status and show cause letters be by both email and letter.
8. The Working Party recommends that communications about policy, referrals and support services available to students be reviewed.

## Agenda Item 6 Proposals for New and Amended Courses

### 6.1 Faculty of Medicine: Master of Clinical Trials Research, Graduate Diploma in Clinical Trials Research and Graduate Certificate in Clinical Trials Research

The Faculty of Medicine has advised that a minor amendment is required to the draft faculty resolutions for these courses. The amendment removes all occurrences of the phrase “on the recommendation of the Head of the School of Public Health”.

The full proposal is available on the Committee’s website at:

[http://www.usyd.edu.au/ab/committees/grad\\_studies/agendas.shtml](http://www.usyd.edu.au/ab/committees/grad_studies/agendas.shtml)

#### **Recommendation**

*That the Graduate Studies Committee recommend that the Academic Board*

- (1) *approve the proposal from the Faculty of Medicine to introduce the Master of Clinical Trials Research, Graduate Diploma in Clinical Trials Research and Graduate Certificate in Clinical Trials Research;*
- (2) *recommend that Senate:*
  - (a) *endorse the Academic Board’s approval of the proposal;*
  - (b) *approve the amendment of the Resolutions of Senate related to the Degrees, Diplomas and Certificates in the Faculty of Medicine; and*
  - (c) *approve the introduction of the Resolutions of Senate related to the courses;*
- (3) *approve the introduction of the Faculty Resolutions relating to the courses; with effect from 1 January 2010, as set out in the reports presented.*

## **Agenda Item 7 Reports from Faculties**

### **7.8 Faculty of Engineering and Information Technologies: Master of Professional Engineering** *page 9 and separate attachment*

The Faculty of Engineering and Information Technologies is proposing to introduce some minor modifications in order to refine the original Master of Professional Engineering (MPE) degree to meet certain requirements for the accrediting professional bodies. The Faculty's currently in the process of obtaining accreditation for the MPE from the Institute of Engineers Australia. In their first visit in August 2009 the review panel made some recommendations in order for the degree to obtain provisional accreditation. The Faculty has now given careful consideration to these recommendations and the following proposal has been produced for the purpose of addressing these concerns.

In addition, the Faculty wishes to make a minor amendment to remove the specialisation Automation and Manufacturing Systems from the degree.

#### **Recommendation**

*That the Graduate Studies Committee recommend that the Academic Board:*

- (1) approve the proposal from the Faculty of Engineering and Information Technologies to amend the Master of Professional Engineering,*
- (2) recommend that Senate:*
  - (a) endorse the Academic Board's approval of the proposal;*
  - (b) approve the amendment of the Resolutions of Senate related to the course; and*
- (3) approve the introduction of new Faculty Resolutions related to the course with effect from 1 January 2010, as set out in the report presented.*

## **Minor Course Amendment Proposal**

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**Faculty/Board of Studies: Faculty of Engineering and Information Technologies**

**Contact person:**

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- 1. Name of award course**  
Master of Professional Engineering
  
- 2. Purpose of proposal**  
To amend the Resolutions of Senate and Resolutions of the Faculty for the Master of Professional Engineering to remove the specialisation of Automation and Manufacturing Systems.
  
- 3. Details of amendment**  
From the Faculty of Engineering and Information Technologies 2009 Handbook, page 134 of the Senate Resolutions for Postgraduate studies:  
  
Remove point 2.2 Automation and Manufacturing Systems  
  
From the Faculty of Engineering and Information Technologies 2009 Handbook, page 143 of the Faculty Resolutions for Postgraduate studies:  
  
Remove point 12.2 Automation and Manufacturing Systems
  
- 4. Transitional arrangements**  
Nil
  
- 5. Other relevant information**  
This was approved at the Faculty Board meeting on 17 March 2009.
  
- 6. Signature of Dean**

Professor Archie Johnston