

**THE AUSTRALIAN NATIONAL UNIVERSITY**  
**DIVISION OF SCIENCE, HEALTH AND ENGINEERING**  
**DIVISIONAL EDUCATION COMMITTEE**

**Meeting No 2**

Meeting No. 2 of the Divisional Education Committee will be held on

**Thursday 18 March 2004**  
**from 2pm until 4pm in the**  
**Mills Room, Chancelry**

Apologies:  
Ext. 50429  
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**Wayne Errington**  
**Secretary**

Members who are unable to attend the meeting should notify the Secretary in advance.

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**AGENDA SUMMARY**

**PART 1: GENERAL ITEMS**

- \*\*1. Minutes**
- \*\*2. Announcements and Apologies**
- \*\*3. Starred Items**
- \*\*4. Items of Other Business**
- \*\*5. Matters Under Consideration**

**PART 2: POLICY ITEMS**

- \*\*6. Recommendation for a Fast Tracked PhB-PhD Program in Mathematics and Information Sciences**

**PART 3: HIGHER RESEARCH DEGREE ITEMS**

- 7. Report of the Graduate Studies Convenors Committee**
- \*\*8. Code of Practice for Supervision of HDR Students**
- \*\*9. Provisional Enrolment for HDR Students**

**PART 4: UNDERGRADUATE COURSEWORK ITEMS**

- 10. New or Revised Undergraduate Coursework Proposals**
- \*\*11. Review of Coursework Programs**

**PART 5. GRADUATE COURSEWORK ITEMS**

**12. New or Revised Graduate Coursework Proposals**

**\*\*13. Review of Coursework Programs**

**\*\*14. Graduate Course Awards**

**PART 6. OTHER BUSINESS**

**Procedural Matters for Members to note:**

**OPERATING PROCEDURES**

The Divisional Education Committees' operating procedures are forthcoming.

**CONFIDENTIAL ITEMS**

Consistent with the policy and practice of Council, all matters in the agenda of the Divisional Education Committees relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are declared to be confidential.

**DISCLOSURE OF PECUNIARY OR MATERIAL PERSONAL INTEREST**

Sections 27F to section 27H of the *Commonwealth Authorities and Companies Act 1997* <http://www.dofa.gov.au/ff/acts/cacact1997/top.htm> impose a duty to disclose any material personal interest in a matter which relates to the affairs of the University. This disclosure must give details of the nature and extent of the interest, the relation of the interest to the affairs of the University, and be given at a meeting as soon as practicable after the person becomes aware of the interest. The nature and extent of the interest must be recorded in the minutes of the meeting. Unless the meeting determines otherwise, a person who has a material personal interest in a matter must not be present while the matter is being considered at the meeting, and must not vote on the matter.

**USE OF INSIDE INFORMATION OR POSITION**

Under sections 24 and 25 of the *Commonwealth Authorities and Companies Act 1997*, a member of the Divisional Education Committee must not make improper use of his or her position or of inside information to gain an advantage for himself or herself or to cause detriment to the University or to another person.

## **PART 1: GENERAL ITEMS**

### **\*\*ITEM 1. MINUTES**

The minutes of the first meeting of the Committee (24/2004) were distributed by email.

**For confirmation**

### **\*\*ITEM 2. ANNOUNCEMENTS AND APOLOGIES**

#### **2.1 Membership of the Committee**

- (i) election of deputy chairs
- (ii) nominees for the University Committee on Education Policy
- (iii) extension of Divisional Scholarship Committee membership to 31 March 2005
- (iv) decision on appropriate quorum.

**For discussion**

### **\*\*ITEM 3. STARRED ITEMS**

The items starred are 1, 2, 3, 4, 5, 6, 8, 9, 11, 13 and 14

The Chair will ask whether any member wishes to star other items. The Chair will then ask for a motion that the unstarred items be approved without debate as set out in the Agenda.

### **\*\*ITEM 4. ITEMS OF OTHER BUSINESS**

The Chair will ask whether members intend to raise matters under **Other Business**.

### **\*\*ITEM 5. MATTERS UNDER CONSIDERATION**

- PhD Attendance Requirements  
Referred to a working party by GDC in June 2003 to consider further changes to the policy based on appropriate supervision. Working party recommendations (tabled September GDC) under consideration by stakeholders.
- Minimum Resources Policy for Research Students  
Referred to a working party by GDC in October 2003 to review and recommend and improvements to the policy.

**PART 2: POLICY ITEMS****\*\*ITEM 6. RECOMMENDATION FOR A FAST TRACKED PhB-PhD PROGRAM IN MATHEMATICS AND INFORMATION SCIENCES****PURPOSE**

To note the recommendation from RSISE and MSI for the development of a fast-tracked PhB-PhD program in Mathematics and Information Sciences

**BACKGROUND**

The Directors, RSISE and MSI, have recommended the development of a six year fast tracked program in Mathematics and Information Science that will allow gifted students the opportunity to be awarded the PhB and PhD after a six year period of candidature. The program would build on the strengths of the PhB program which, *inter alia*, is intended (a) to nurture research higher degree students and (b) to enable substantial IAS involvement in supervision and advanced teaching.

The proposal is attached (40/2004).

**SPONSORS**

Director, RSISE and Director, MSI

**RECOMMENDATION**

That the Committee note the proposal

**PART 3: HIGHER DEGREE RESEARCH ITEMS**

**ITEM 7 REPORT OF THE GRADUATE STUDIES CONVENORS COMMITTEE**

The report of the inaugural Graduate Studies Convenors Committee, a subcommittee of the Divisional Education Committee, will be tabled.

**For noting**

**\*\*ITEM 8 CODE OF PRACTICE FOR SUPERVISION OF HDR STUDENTS**

**PURPOSE**

To consider the Draft Code of Practice for Supervision in Higher Degrees by Research.

**BACKGROUND**

The Draft Code of Practice for Supervision in Higher Degrees by Research was distributed to Deans and Directors on 2 March for comment by 4 April. The University Committee on Educational Policy will discuss the revised code at its 23 April meeting. The purpose of the code is to describe expectations for students and staff of higher degree research supervision at ANU.

The draft policy is attached (167/2004).

**SPONSOR**

Dr Linda Hort, CEDAM

**RECOMMENDATION**

That the Committee discuss the draft code of practice.

**\*\*ITEM 9 PROVISIONAL ENROLMENT FOR HDR STUDENTS****PURPOSE**

To consider a proposal for the introduction from 2005 of Provisional Enrolment for all commencing HDR students.

**BACKGROUND**

The proposal is for an initial 12 month (PhD) or 6 month (MPhil) provisional enrolment (full time, pro rata part-time), before candidature is confirmed or varied. Provisional enrolment would conclude with a formal review by the supervisory panel and the Head of Department (or equivalent), for recommendation to the Prescribed Authority. The review would include a detailed thesis proposal, literature review and annual plan presented by the candidate. Depending on the discipline or field, the review paper would include the subject of the proposed research and the methodology to be employed, review the relevant literature on the topic, explain how the proposed research will make an original contribution to the study of the subject, and outline where relevant the fieldwork needed to pursue the research. All members of the supervisory panel would be expected to attend the review presentation.

The Provisional Enrolment Review staff would recommend that the program

- continue as specified in the Thesis Proposal and Annual Plan (with any necessary amendments), or
- be significantly revised (and subsequently reviewed), or
- be converted to an MPhil (if a PhD program), or
- be terminated.

Students required to undertake a significant revision of the Thesis Proposal would undertake a further review after no more than three to six months. The Review report would be included in the student file after approval by the Prescribed Authority.

The proposal has been circulated to Deans and Directors for comment and was discussed by the SHE Graduate Studies Convenors Committee on 27 February. The Committee supported the concept of a comprehensive University review of candidature after 12 months but rejected the label of provisional enrolment as a possible barrier to effective recruitment.

**SPONSOR**

Deputy Vice Chancellor (Education)

**RECOMMENDATION**

That the Committee make a recommendation to the University Committee on Educational Policy on the proposed provisional enrolment of HDR students.

## **PART 4 UNDERGRADUATE COURSEWORK ITEMS**

### **ITEM 10 NEW AND AMENDED UNDERGRADUATE COURSEWORK PROPOSALS**

#### **10.1 Faculty of Engineering and Information Technology Bachelor of Engineering**

The Committee has received a proposal from FEIT for the removal of the following named degrees in the Bachelor of Engineering:

- Bachelor of Engineering (Telecommunication Systems)
- Bachelor of Engineering (Digital and Electronic Systems)
- Bachelor of Engineering (Mechatronic Systems)
- Bachelor of Engineering (Materials and Mechanical Systems)
- Bachelor of Engineering (Manufacturing and Management Systems)
- Bachelor of Engineering (Sustainable Energy Systems)
- Bachelor of Engineering (Photonic Systems)
- Bachelor of Engineering (Environmental Systems)

Named degrees were introduced to allow the specialisation to appear on student transcripts. As the University now allows for majors to appear on transcripts, the rationale for these degrees no longer applies. The proposal is attached (84/2004).

FEIT also proposes changing the name of the *Robotics and Computer Vision* major to *Mechatronic Systems*. The proposal is attached (85/2004).

**For approval**

#### **10.2 Faculty of Arts Bachelor of Arts (New Media Arts)**

A proposal has been received from the Faculty of Arts for a new degree for 2005, the Bachelor of Arts (New Media Arts). The proposed degree contains a major, IT in New Media Arts, to be taught by the Faculty of Engineering and Information Technology. New courses will be presented to the Divisional Education Committees later in the year. The proposal is attached (46/2004).

**For approval**

**\*\*ITEM 11 REVIEW OF COURSEWORK PROGRAMS**

In the past, annual reports on coursework encompassed only those programs that underwent substantial changes during the previous year. In view of the upcoming quality review, the Deputy Vice-Chancellor (Education) has requested a comprehensive review of coursework form each academic area. The following reports on undergraduate programs are attached:

*FEIT*

- Bachelor of Engineering
- Bachelor of Engineering/Bachelor of Information Technology
- Bachelor of Information Technology
- Bachelor of Software Engineering

*Research School of Earth Sciences*

- Honours in Physics of the Earth

*Faculty of Science*

- Bachelor of Science
- Bachelor of Science (Forestry)
- Bachelor of Science (Psychology)
- Bachelor of Science (Resource and Environmental Management)
- Bachelor of Science (Scientific Communication)
- Bachelor of Biotechnology
- Bachelor of Computational Science
- Bachelor of Medical Science
- Bachelor of Photonics
- Bachelor of Philosophy (Honours)

**For noting**

## GRADUATE COURSEWORK ITEMS

### ITEM 12. NEW AND AMENDED GRADUATE COURSEWORK PROPOSALS

#### 12.1 Faculty of Engineering and Information Technology Master of Information Technology (e-Science)

The Committee has received a proposal from FEIT for a number of amendments to the program structure in the Master of Information Technology (e-Science) to take effect in semester 2, 2004. The following changes are proposed:

- The introduction of a new 6-unit elective course, **COMP6342** *Database Systems* (424/2004 attached).
- Replacement of the core course **COMP6443** *Inter-Networked Virtual Reality* with **COMP6422** *HCI and Usability Engineering*, currently *Usability Engineering*.

Details of the proposed program structure changes and descriptions of courses with minor content changes are attached (425/2004).

**For Approval**

**\*\*ITEM 13 REVIEW OF COURSEWORK PROGRAMS**

The following reports on graduate programs are attached:

*NCEPH*

- Master of Applied Epidemiology

*Research School of Earth Sciences*

- Master of Science specialising in the Physics of the Earth

*FEIT*

- Master of Engineering

*Faculty of Science*

- Graduate Diploma in Science
- Master of Contemporary Science
- Master of Science specialising in Earth Sciences
- Master of Science specialising in Science Communication
- Graduate Diploma in Science Communication
- Master of Clinical Psychology
- Master of Mathematical Sciences
- Master of Photonics
- SRES various programs

**For noting**

## ITEM 14 GRADUATE COURSE AWARDS

### **\*\*14.1 Report of the Graduate Course Awards Working Party**

The February meeting of the Committee established a working party into the educational and economic ramifications of Graduate Course Awards. The report of the working party is attached (48/2004).

The working party has made the following recommendations with respect to Graduate Course Awards based on ANU award courses:

1. Graduate Course Award registration for ANU award courses be discontinued no later than 30 June 2004, with a transition period for currently registered GCA students;
2. ANU College enrolment be explored as an alternative course enrolment option in appropriate cases, e.g. currently used for undergraduate bridging program courses in mathematics.
3. The ANU non-award course enrolment and ANU College options be made more transparent for ANU graduate students, especially PhD students.

The working party made the following recommendations with respect to Graduate Course Awards based on non-award courses:

4. Graduate Course Award registration for non-award professional courses for external clients to be discontinued from June 2004, with a transition period for currently registered GCA students and advertised courses;
5. ANU College or CCE enrolment to be explored as an alternative enrolment option for professional courses for external clients (in addition to ANU non-award course enrolment);
6. The non-award courses approved by GDC-DEC-DVCE for Graduate Course Awards for ANU students to be individually reviewed, to identify the most appropriate means of delivery and certification, in consultation with the relevant local areas, ANU College, CCE and UNSW. Currently registered GCA students and advertised courses to continue during this review.

A working party will be established to investigate the feasibility of ANUTech involvement in a Graduate Course Award proposal from RSISE, *Applied Linear Algebra*.

**For consideration**

### **14.2 Graduate Course Award Proposals**

The February meeting of the Committee received a proposal from the Research School of Information Sciences and Engineering for nine new Graduate Course Awards for 2004, consideration of which was deferred in light of the working party

into GCAs. RSISE has re-submitted eight of those proposals for the consideration of the Committee:

- *H-two and H-infinity Optimal Control*
- *An Introduction to Convex Optimisation*
- *Model Reduction, Uncertainty and Robustness*
- *Linear Systems Theory*
- *Advanced Course in Statistical Machine Learning: Theory and Applications*
- *Advanced Reading Course on Simultaneous Localisation and Mapping*
- *Autonomous Mobile Robots*
- *Differential Geometric Concepts for Engineering and Computer Science*

Following consultation with interested academic areas, one original proposal *Advanced Calculus* has been revised and resubmitted as *Differential Geometric Concepts for Engineering and Computer Science*.

Details of these proposed new Graduate Course Awards are attached (1399a/2003)

**For approval**