



Research Induction Committee

Meeting 3/06 of the Research Induction Committee of the Faculty of Education held on Wednesday 5th July 2006 at 11.00 a.m. in the room 423, Clayton Campus

Mr Mayur Katariya - Executive Officer

1. Introduction to Formal Business

1.1 Present

Assoc. Prof Trevor Gale (Chair), Assoc Prof Georgina Tsolidis, Dr Jane Mitchell, Mr Raqib Chowdhury, Ms Claire Charles

1.2 Observers

Mr Ed Irons

1.3 Apologies

Dr Jill Brown, Dr Jenny Miller, Dr Umesh Sharma, Dr Helen Forgasz, Dr Margaret Gearon

1.4 Minutes

Mr Mayur Katariya (Executive Officer)

Chair introduced new Co-ordinator of Master by Research (Assoc Prof Georgina Tsolidis) and Co-ordinator of Honours Degree (Dr Jane Mitchell) to the Committee.

2. Minutes

Motion:

The Minutes of meeting no. 02/2006 of the Research Induction Committee held on Wednesday 24th May 2006 were confirmed as an accurate record.

Mover: Ms Claire Charles

Seconded: Mr Raquib Chowdhury

Carried: Unanimously

3. Starring of unstarred items

All items for discussion on the Agenda were starred.

4. Business Arising from Minutes

4.1 HDR Frequently Asked Questions.

Mr Ed Irons have presented the final version of the HDR FAQs document. Mr Mayur Katariya said that we need to place a disclaimer stating that the



information contained in HDR FAQs is true and accurate at the time it was published on the web. Information contained may change without notification.

5. Reports

5.1 MERC reported on the following matters.

- MERC Conference update

Ms Claire Charles reported on the success of the MERC conference held on 26th June in Menzies Building. Total 27 student papers were presented. Chair suggested that Academic staff should chair the session. MERC is considering evaluation forms received.

- HDR MUSO site

Ms Claire Charles said that MERC will endeavour to establish a working party to promote and administer the HDR MUSO website.

Chair said that Ros Winter has volunteered to act as moderator of the site and she should be informed about the working party's work. Chair also mentioned that the promotion of this site was carried out in the Winter School and now we should increase the use of this site.

Dr Jane Mitchell mentioned that honours student can also access the MUSO site.

5.2 Chair of the Committee and Associate Dean (Research Degrees and Induction) Assoc Prof Trevor Gale reported on the following matters.

- MRGS mock AUQA audit

Chair reported on the mock AUQA audit that took place at Peninsula Campus recently. Chair tabled the document with the list of mock AUQA Audit questions and discussed them briefly. Chair said that Panel was keen to find out Faculty processes for induction of new HDR students, ethics approval processes, grievance procedures, research data storage and resources and facilities available to HDR students of the Faculty.

Assoc Prof Georgina Tsolidis said that Faculty should establish a mechanism for providing professional feedbacks to the HDR supervisors.

- HDR admin and academic support on three campuses



Chair tabled the document outlining the administrative and academic support available on three campuses for HDR students and sought feedback from members. Dr Jane Mitchell requested to show the processes that requires authorisation from supervisor. Members requested to add MERC contact details and Student Services point of contacts.

Chair suggested Research Degrees Office to distribute laminated copies of this document to supervisors and relevant administrative staff. Chair also mentioned that Mock AUQA panel requested to access this document as one of the best practice examples.

- Visiting research students

Mr Mayur Katariya tabled the Guidelines for Visiting Research Students (attached). He reported that these guidelines were approved in Research Graduate School Committee meeting no 5 and it was recommended that all faculties adopt the proposed procedures for enrolling visiting research students and establish appropriate course codes and faculty fees.

Research Induction Committee approved the proposed course codes for two new non-award courses as follows:
3729 Study Abroad Research course (International); and 3730 Exchange Research course (International).

Research Induction Committee approved that student enrolled in Study Abroad Research course (International) will be charged the tuition fees equivalent to the international HDR full time full fee paying students on pro rata basis.

Research Induction Committee approved the attached application form for visiting research students.

Research Induction Committee requests the Faculty Board to note the proposed courses and guidelines

Assoc Prof Georgina Tsolidis proposed that the research experience of visiting students could be enhanced by offering relevant and important programmes embedded in such courses. Georgina will present a discussion paper in next meeting.

- Winter School

Mr Mayur Katariya updated on the success of the Faculty Winter School. Chair mentioned that each Research Strength must have its presence in the Faculty Winter School. It was proposed that each Research Strength facilitate a session for students within the Research Strength at next year's Winter School. Chair mentioned that timing of the Winter School suits students but many staff are away attending conferences and busy with marking in late July and early August.



Mr Mayur Katariya mentioned that Manton Rooms in Menzies building provide a better environment and facilities for networking and event management. He also reported that evaluation of the Winter School is in process.

Members congratulated Research Degrees Office on its efficient organisation of the Winter School and raising the profile of this Faculty event.

- MEd (Research) Cohorts

Chair reported on the progress of the different research cohorts of the Faculty. Chair said that in semester 2 another cohort of Research students is commencing its MEd (Research) 3204. Chair briefly mentioned the challenges regarding staffing and supervision of research cohorts. A discussion paper will be circulated to effectively plan the cohort arrangements.

- Storage of HDR Student Data and Audit of HDR facilities

Chair suggested that Faculty Research Degrees Office must collect the survey data as mandated by the SCERH.

It was reported that there is confusion regarding the definition of the data, and what is required to be stored and where. Co-ordinator Master of Education has raised the concern regarding privacy of the respondents of the surveys and questionnaires if data is stored on an ad hoc basis in an office.

Mr Mayur Katariya drew Committee's attention to the section of the minutes of the RGSC meeting on Friday 7 July 2006. RGSC members raised their concerns regarding different definitions of data in each department; change or transfer of supervisors; issues of copyright with music; and lack of available space. Members agreed that there was a need for a clear definition of what needs to be stored and also the resources and space to meet this requirement.

RIC recommended that students submit as much data possible on a computer CD and submit it at the time of the final thesis submission. Copy of original data can be stored to fulfil the requirements, if students or supervisors wish to retain the original copy of the data.

It was argued that while this recommendation would certainly make the storage of the data easier, it would increase responsibilities on students in terms of data transferring and collection on a digital media and storage, especially students who may have already acquired and analysed the collected data. It could also be debated that the legal responsibility of data retention



is on the main supervisor because he/she is the chief investigator for student's research project and ethics approval process.

It is suggested that if Faculty recommends to digitize the data it should also provide the required resources to students and supervisors. Resource may include digitizing the audio materials and scanning equipment.

It was also suggested that Faculty determine what data is required to be stored before proceeding with the retention and storage of the data. Chair mentioned that University requires storing the data acquired from the research involving Human for at least five years. Compliance to this requirement is the mandatory for any human ethics approval. Human Ethics Approval process also mandates applicants to not disclose the information acquired to any other party other than researchers involved in the project.

Assoc Prof Georgina Tsolidis raised that it is not known if Faculty is supposed to store data related to staff research projects. Data to prove the validity of the research may include an enormous amount of data. If the Faculty is responsible to store such data it needs comprehensive policy and procedures as well as the physical storage to comply with the University's requirements.

Audit of HDR facilities

Chair suggested that Research Degrees Office carry out an audit for all the facilities provided to Faculty HDR students on all the three campuses and report in the next meeting.

- Milestones for HDR Students

Chair said that Mid Candidature Milestone for PhD candidate and Confirmation of Candidature for MEd (Research) students are under consideration. Chair briefly mentioned the progress on the matter and outcomes of the discussions that took place in working party meetings.

Chair will write a discussion paper on this matter and circulate it to members. Assoc Prof Georgina Tsolidis requested Chair to circulate this document to HDR supervisors to seek their feedback.

Dr Jane Mitchell said that such milestone may pose significant challenges to our Part-Time students. Assoc Prof Georgina Tsolidis raised her concerns regarding administration of success of milestones.

Chair proposed to discuss this matter further in working party meetings.



- Working Groups

Chair tabled the document outlining the five proposed working groups of the Research Induction Committee namely Pathways (to research), Marketing, (Engaging) Research Communities, Student / Supervisor Support and Examinations. Chair requested members of the Committee to volunteer for these working groups and let Mr Mayur Katariya know as soon as possible.

- Supervision Pedagogy Seminar Series

Chair briefly described the details of upcoming Cohort Supervision workshop and reported that there will be two or three more workshops organised in this year to enhance the skill of supervisors.

5.3 Co-ordinator Master of Education – Research Assoc Prof Georgina Tsolidis presented her report on Supervision Allocation. She reported that the document is sent to the leader of Research Strength leaders and requested their feed back on the current practices for the supervision allocation. Georgina will present the report in the next meeting.

5.4 Honours Coordinator Dr Jane Mitchell reported that Dr Anne Ryan will share the responsibilities of the Honours Degrees Representation with Dr Wendy Sutherland Smith on Gippsland Campus.

Committee noted that minimum eligibility criteria for Honours program will be average H2A (Distinction) grades in previous tertiary degrees.

Meeting concluded at 1:15 PM.

6. Next Meeting

Wednesday 23 August 11:00 am Room 423 Clayton Campus
Wednesday 25 October 11:00 am Room 423 Clayton Campus

Distribution

Committee members

Associate Professor Trevor Gale– Chair
Dr Helen Forgasz
Associate Professor Georgina Tsolidis
Dr Margaret Gearon
Dr Mandi Berry/Dr Jane Mitchell
Dr Jill Brown
Dr Jenny Miller
Dr Umesh Sharma

For information

Professor Jane Kenway
Ms Trudi Brunton
Dr Even Kritikakos



Student Representatives

Ms Claire Charles

Mr Raqib Chowdhury

Executive Officer: Mr Mayur Katariya

Administrative Officer: Mr Ed Irons