Present: Professor Ross McAree (Chair), Associate Professor Rowan Truss, Paul Lever. Ms Katie Gollschewski.

Apologies: David St John, Mrs Kim Lamb, Mr Aleks Atrens.

1. Report from Chair
   a. Expressions of Interest from Prospective Postgraduate Students

      Members noted the benefits and possible limitations of using the Faculty of Health Sciences Expressions of Interest (EOI) recording system. It was noted that this system would allow for better management of the lifecycle of research higher degree applicants.

   b. UQ reSEARCHer

      Members noted the need to ensure that UQ researcher information was current and agreed to revisit this at a later date.

2. Terms of Reference and Membership

   The School’s Research Committee was established on 1 July 2009 as a result of the reorganisation of the Faculty of Engineering, Architecture and Information Technology which included the disestablishment of the School of Engineering and establishment of the Schools of Chemical Engineering, Civil Engineering, and Mechanical and Mining Engineering.

   It was resolved that –
   (i) the Committee’s Terms of Reference and Membership be endorsed; and
   (ii) a website for the committee be established.

3. Research Higher Degrees

   Members noted that Associate Professor Rowan Truss would be continuing his role as the Postgraduate Coordinator for the School of Mechanical and Mining Engineering. The School’s postgraduate research enrolment profile was also discussed.

   It was resolved that –
   (i) the School’s postgraduate enrolment profile be reviewed on a quarterly basis (January, April, July, September); and
   (ii) more information be provided to the Postgraduate Coordinator on students who are ‘overtime’ in completing their studies.

4. Fee Waivers

   Members discussed the guidelines created by Associate Professor Rowan Truss and the criteria table prepared by Professor Ross McAree.

   It was resolved to recommend that –
   (i) the guidelines be submitted to the Head of School after some minor correction; and
   (ii) once approved by the Head of School, these guidelines be distributed to academic staff in the School.
It was resolved that –
  (i) the Postgraduate Coordinator review and amend the criteria table and submit to the Postgraduate Administrative Officer for implementation.

5. Cohort Experience

a. Three Minute Thesis Competition

Members discussed the school heats of the Three Minute Thesis (3MT) competition.

It was resolved that –
  (i) information would be distributed to students inviting their participation in the heats which would take place on Friday 28 August 2009, from 1-2pm; and
  (ii) a score sheet would be created for use on the day; and
  (iii) the session be recorded to enable feedback to be given to participants.

b. RHD student conference

Members discussed the proposal to hold a postgraduate student conference during Teaching and Learning Week in Semester 2 2009. The conference would be open to current RHD students and could be used to assist students to meet certain milestone activities as required under HUPP 4.60.5.

It was resolved that –
  (i) the Postgraduate Administrative Officer would information would commence arrangements for the conference.

6. Coordination with externally managed Research Centres

Members discussed the benefits of managing collaborative activities in student administration more effectively, specifically in regards to externally managed Research Centres.

It was resolved that –
  (i) the School Manager and Postgraduate Administrative Officer would meet with the relevant stakeholders in the externally managed Research Centres to discuss the current student administration process.

7. Tabled Item. Budget

Members discussed the Committee budget which is due by the end of August.

It was resolved that –
  (ii) the committee would meet again before the end of August to finalise the budget.