Present: Professor Ross McAree (Chair), Associate Professor Rowan Truss, Associate Professor Han Huang, Mr Aleks Atrens, Ms Katie Gollschewski.

Apologies: Professor Paul Lever, Professor David St John, Mrs Kim Lamb.

Minutes: The minutes of the meeting held on 28 May 2010 were approved.

1. Oral Examinations
Members noted that the School’s first oral viva was held in late September. The examination was a good test case as the student had received one positive and one less positive report. There were technical difficulties in connecting with the overseas examiners; however there was a positive outcome for the student. Members noted that the student had commented that a clearer definition of what was required for the student is needed.

Members determined that there should be at least three vivas held this year as a test of the process. A second oral has been scheduled for early October.

2. Milestone Review
Members reviewed the final draft of the Milestone Guidelines and forms. Members commented on the structure, wording and format of these documents and recommended that these be updated and published.

3. Benchmarks
Members reviewed the School’s benchmarks for April-June 2010. Members noted that there were low numbers of students completing Milestones 2 and 3 and that the new guidelines should address this issue.