Present: Professor Ross McAree (Chair), Professor David St John, Associate Professor Rowan Truss, Professor David St John, Dr Vincent Wheatley, Professor Paul Lever, Dr Saiied Aminossadati, Professor Jin Zou, Mr John Varghese, Mrs Kim Lamb, Ms Katie Gollschewski (Secretary).

Apologies: Associate Professor Han Huang.

1. UQ Research Excellence Awards

At the UQ Research Excellence Awards on Tuesday 13 September, the School was well represented with two staff receiving awards:

- Dr. Zhi Gang Chen was awarded a UQ Foundation Research Excellence Award for his project to convert waste heat into electrical energy. Zhi Gang was one of ten recipients of these prestigious awards that include $90,000 to support the research.

- Associate Rowan Truss was presented with a UQ Award for Excellence in Research Higher Degree Supervision. Rowan was one of only three recipients of this highest of honours that the University gives for research supervision.

2. 2011 EAIT Faculty Research, Innovation and Supervision Awards (RIS)

The 2011 EAIT Faculty Research, Innovation and Supervision Awards (RIS) are designed to recognise and reward outstanding achievement in research, innovation and supervision within the Faculty. The Research, Innovation and Supervision Awards (RIS) categories are: Early Career Researchers, RHD Supervision Excellence, Internationalisation, Commercialisation and Impact.

The School nominated a recipient in each category and the award winners were announced at a special awards ceremony in the First Year Engineering Learning Centre on Monday 12 September. School staff won three of the five awards:

- The Smart Machines Group, lead by Professor Ross McAree, received one of the three EAIT Commercialisation Awards
- Drs. Matt Dargusch and Suresh Palanisamy also received an EAIT Commercialisation Award
- Professor Richard Morgan received the EAIT Faculty RHD Supervision Excellence Award

3. New policies to support research integrity at UQ

The University’s Senate endorsed three new research policies at their August 2011 meeting. The three policies endorsed were:

- Responsible Conduct of Research (PPL 4.20.02): for staff and student researchers
- Authorship (PPL 4.20.04): for staff and student researchers
- Research Misconduct (PPL 4.20.05): for staff researchers only

PPL 4.20.02 replaces the two HUPP policies 4.20.1 (Research Ethics) and 4.20.2 (Procedures for the Conduct of Research). PPL 4.20.04 and PPL 4.20.05 are new.

Each of these policies, with their associated procedures and guidelines/forms, can be accessed in the new Policy and Procedures Library at: https://ppl.app.uq.edu.au/content/4.20-research-conduct-and-integrity. Each policy and procedure has undergone extensive consultation through the University research community, and the implementation of these policies and procedures will ensure that UQ is aligned with the requirements specified in the Australian Code for the Responsible Conduct of Research (NHMRC et al., 2007). Dr Suzanne Morris (Research Integrity Officer) has worked with the majority of Faculty, Institute or School Research Committees to provide briefings on these new policies.

Members noted that Professor Peter Knights is the School’s Integrity Officer.
4. **Staff Research Days**

As discussed at the last meeting, Staff Research Days will be held on two consecutive afternoons. The list of presenters will be confirmed shortly and the event will then be advertised to all staff.

4. **2012 Budget**

The School Manager gave a brief summary of the draft 2011 research budget, focusing on the inclusion of travel funding. The School took part in the Visit UQ scheme in semester 2, 2011 with one domestic student visiting the School from interstate. Members agreed that this was a worthwhile scheme and recommended that it be advertised to staff via the School Newsletter.

As part of the budget review members also discussed advertising fellowships and scholarships through print media, and the School’s policy on CSC occupational trainees (e.g. visitors for up to 12 months with no income gained). Members noted that the Head of School intended on discussing the latter issue at FLAG and would report back at the next meeting.

It was recommended that –

(ii) the finalised budget be submitted to the School Manager.

5. **UQ Career Advantage PhD program**

The UQ Graduate School launched a new training program for PhD candidates in September this year. The ‘UQ Career Advantage PhD program’ will allow for a more multi-faceted research training experience and provide a range of professional development activities exclusively for PhD candidates. The model has been endorsed by the Senior Executive and the Graduate School has conducted extensive stakeholder consultation, including discussion groups with students, staff and industry contacts, and detailed online surveys, to gain qualitative and quantitative feedback on the affinity for the program and its proposed training activities.

Participating students will be able to selection from one of three program pathways:

- Higher Education Practice & Leadership
- Research Innovation, Translation & Commercialisation
- Global Collaborations

Each pathway will be designed to accelerate career development, encourage cross-disciplinary dialogue and collaboration, and enhance employability. Participating students will be required to attend a three day workshop facilitated by the Graduate School and take part in a number of associated training activities. The list of associated activities will be made up primarily of existing activities currently on offer to PhD students, including Graduate School skills training sessions, TEDI courses, UniQuest workshops etc.

The Graduate School is currently looking for additional career development activities that are being offered by Schools/Institutes/Faculties which could also be included as part of the broader UQ Career Advantage Program and they have requested our assistance with identifying and nominating activities. The associated activities will be grouped into two categories:

*Primary activities*: Repeated engagement and/or single activity with total participation time over 4 hours (such as industry internships, semester long tutoring, participation in a teaching and learning project, international lab placement)

*Secondary activities*: One-off activity, participation less than 4 hours (such as presentation workshops, media awareness training, postdoc information session)
Nominated activities should have a focus on professional development and be available to students from a range of disciplines. (Note not all sessions need to be applicable to students from all disciplines, but they should have appeal to students from at least a few Schools).

Members discussed the content of the program and while one member expressed concern about incorporating too much into a short program of study, members noted that many students do not engage adequately with the wider university community during their studies. Therefore one benefit of the program will be the interaction of our students with researchers outside their own research group.

Members also noted that employability of our graduates is important and that a low publication record affects the prospect of obtaining a postdoctoral position. While the proposed packages do not appear to address this concern, they may help source employment within industry. Members noted that the Research Innovation, Translation & Commercialisation package two was already well established informally within the university and would be a useful program for our students. Members also recognised that several CRCs already have established their own initiatives which address information included in the packages (e.g. commercialisation workshops).

Members noted that during the milestone process, our students are required to address their development according to the University Graduate Attributes through the Thesis Development Plan. It was agreed that the UQ Career Advantage PhD program should be incorporated into the milestone process.

It was recommended that –
(i) an implementation plan for the UQ Career Advantage PhD program be submitted at the next meeting.

6. Postgraduate Engineering Conference Committee

The Postgraduate Engineering Conference Committee has requested financial support for the 2012 conference which will be held on campus on 4 June 2012. The committee is aiming to host a conference which meets the following goal:

“The UQ Engineering Postgraduate Conference provides an opportunity for engineering postgraduate students to present their research to academia and industry, improve presentation skills, and network with potential employers and research partners. The conference also provides a chance for attendees to interact and gain an overview of research across the different engineering schools.”

The committee aims to build on the success of the 2011 conference by increasing participation from across all schools by including a pre-conference information session, inviting two key note speakers and including a poster session to encourage 1st year PhD students. They also have more time available this year to market the conference to industry partners.

The committee has requested a financial contribution of $5000 plus prizes from each of the five schools. The increased contribution is due to an expected increase in the number of participants (up to 30% of the students from each school) as well as covering the cost for morning tea for the information sessions and the second keynote speaker.

Members noted that our School remained the largest contributor of participating students and agreed that the School would continue to support the conference in 2012. It was noted that the participating Schools should provide a united response to the organising committee so it was suggested that the item be raised at FLAG. Members noted that the organising committee had budgeted for an amount three times the 2011 cost and agreed that a reduced contribution of $3000 would be more suitable.

While it was noted that the proposed date of the conference clashes with the Vice Chancellors retreat (preventing any Heads of School from attending), it was recognised that room availability superseded this issue. Members also noted that the Postgraduate Administration officer should contact past prize sponsors to confirm funding for 2012.
It was **recommended** that –

(i) the School provide financial and administrative support for the 2012 conference;

(ii) the Head of School discuss the level of financial support at FLAG (with a suggested maximum of $3000 per school);

(iii) prize sponsors be contacted to confirm funding for 2012.

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**7. Space**

Office space is currently only given to full time internal research higher degree students, however increasing student numbers coupled with over time students has caused some pressure on the availability of space. One way to address this is to encourage students in the write-up stage of their studies to move into the Graduate School Thesis Hub.

One of our students currently working in the Graduate School’s Thesis Hub commented that it is a great place to stay focused and work. It is very quiet and therefore a great place to work without distraction. This student also commented that while the purpose of the space was to focus on concluding a thesis write-up, some students could potentially feel isolated.

Members discussed reviewing research higher degree student space when full time enrolment reaches 3½ years, with the intention of encouraging students to make use of the Thesis Hub.

Members noted that information about the Thesis Hub should be disseminated to students at regular intervals, and that space should be actively monitored (e.g. part time RHD students and RHD students who have submitted their thesis be moved to shared space in a hot desk arrangement).

It was **recommended** that –

(i) the School’s space guidelines be reviewed;

(ii) space should be actively monitored and a review completed bi-annually.

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**8. School Research Areas**

The Graduate School requires the committee to nominate a maximum of ten research areas which will be available for students to select when submitting an online Expression of Interest. These areas will allow the School to search through Expressions of Interest more effectively; as well as allow them to be efficiently allocated. Members discussed possible options and requested that the secretary disseminate a list of relevant FOR codes for consideration.

It was **recommended** that –

(i) the relevant FOR codes be distributed to members for consideration, and then a final list be submitted to the Graduate School.