Upcoming Events

14 Oct  Future Fellowships for 2012 applications due to HoS (4:30 pm to the School Office – Level 2 Frank White Building)

Nominations for the Vice-Chancellor's Awards for Internationalisation 2011 close.

17 Oct  Red Cross Big Cake Bake
When: 10-12pm
Where: the Co-op Bookshop
Register: RSVP is by 30 Sept, but if you cannot attend you can still make a donation at: http://www.redcrossfundraising.org.au/kylie_newton

26 Oct  AWMC Showcase & Networking Event
When: 5:30pm
Where: Customs House, Queen Street
Register: events@awmc.uq.edu.au by 12 Oct.

15 Dec  December Graduation
When: 2pm ceremony
Where: UQ Centre

BOC and Coregas Orders

Please note that BOC and Coregas have been directed to not accept any orders without a purchase order number. If you need gas urgently and can’t wait for the requisition process one of the finance team will raise a Purchase Order for you.

Wiring of electrical equipment

Following a recent incident in the School where a heating element was found to be incorrectly wired, all staff and students in the school are reminded that all mains electrical equipment must be serviced by qualified personnel and that “Test and Tag” must be up to date.

There was an incident several years ago that could have resulted in more serious consequences and the most recent one could have also had more serious consequences.

Could all supervisors, staff and students ensure that any servicing of mains electrical equipment is referred to the Faculty Workshop Group for advice on the processes required for any servicing or modifications to be made. Do not attempt to modify equipment yourself. It is against UQ policy and state law for non-electrical trades persons to modify mains equipment.

Who to contact - Committees

If you have any Teaching and Learning matters you would like brought to the attention of the School T&L committee, please contact the Secretary, Kim Lamb or one of the members -

- Director, Teaching and Learning (Chair) – Dr Mehmet Kizil
- Director, First Year Engineering – Dr Lydia Kavanagh
- Plan leaders (8)
  - A/Professor Mingxing Zhang (BE-Materials)
  - Dr Martin Veidt (BE – Mechanical)
  - Professor Richard Morgan (BE –Mechanical and Aerospace)
  - Professor Ross McAree (BE – Mechatronics)
  - Dr Mehmet Kizil (BE-Mining)
  - Professor Andrej Atrens (Engineering Science)
  - Dr Matthew Cleary (Power Generation)
  - Dr Terry Maybury (Mineral Resources)
- Manager, Laboratory Support – Douglas Malcolm

Other members

- Head of School of ITEE or nominee – Dr Vaughan Clarkson
- Nominee of the Head of School – A/Prof Carl Reidsema

OH&S Training Courses

Please refer to the following link for OH&S Training Courses for October 2011:

Congratulations

Each semester, the Faculty invited students who received a Dean’s Commendation for High Achievement (GPA of 6.00 or higher in a semester) to nominate a staff member who they believed was the most effective teacher in that semester. Members of the School's Teaching and Learning Committee reviewed outcomes from Semester 2 2010 and Semester 1 2011 and would like to congratulate the below academics on their efforts:

Arne Dahle; Bill Daniel; Matthew Cleary; Ross McAree; David Mee; Sained Aminossadat; Basil Beamish; Mehmet Kizil; Vincent Wheatley; Martin Veidt; Jeff Gates; Rowan Truss; Kamel Hooman; Edmund Liew; Peter Knights; Paul Meehan; John Simmons; Michael Smart; Carlos Caceres; Hal Gurgenci; Lydia Kavanagh; Penny Stewart
New Research Policies

As you may be aware, 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 (PPL) 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).

In accordance with the PPL framework compliance with all University policies and procedures is mandatory (https://ppl.app.uq.edu.au/content/ppl-and-uq-policy-framework-1).

Teaching and career development workshops

The Faculty will be hosting Professor Richard Felder (Professor Emeritus of Chemical Engineering, North Carolina State University, Winner of the 2010 IFEES Global Award for Excellence in Engineering Education) and Professor Rebecca Brent (President, Education Designs, Inc., Cary, NC) for a number of teaching and career development workshops later this year. Details about each workshop will be sent at a later date. RSVP to Mrs Kamilla Wells: kamilla.wells@uq.edu.au

<table>
<thead>
<tr>
<th>Details</th>
<th>Who should attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1: Mentoring and Supporting New Academics When: Wednesday 30th November from 1300-1600</td>
<td>Heads of School TLC Chairs TLC committee</td>
</tr>
<tr>
<td>W2: Introduction to Academic Careers When: Thursday 1st December from 0900-1600</td>
<td>New Academics Postdocs Postgraduates</td>
</tr>
<tr>
<td>W3: Moving from Good to Great: World’s Best Teaching Practice When: Friday 2nd December from 0900-1600</td>
<td>Everyone</td>
</tr>
</tbody>
</table>

Travel Forms

The Head of School has asked that staff complete travel forms at least two weeks before the planned travel. This will enable all relevant approvals to be obtained in a timely manner.

Please note that unless you have a fully approved travel form, you are not insured while on official university business. The university does use the information from the travel form for other purposes such as reporting to the Queensland Government for international travel.

The Finance team do not make any payments for registrations, accommodation and airfare until the travel is fully approved by the Head of School.

Don’t forget, if you are PC user use Internet Explorer only and if you are a Mac user please use Firefox in order to complete the form otherwise you will have problems completing the form.

If you have any questions please contact the finance team.

eLearning Changes

This is a reminder of two important Academic Board decisions from August 2010:

1. The Minimum Presence Initiative requires all fourth and fifth year undergraduate courses to have a presence in Blackboard from semester 1 2012. Year 1-3 courses already required to have a presence.

Non-Blackboard environments will still be allowed, provided Blackboard is used as the point of entry and all sites have a minimum Blackboard presence (including for example, announcements and links to Electronic Course Profiles and library resources);

2. The Guest Access Initiative will be introduced as the default setting from summer semester 2010/2011 onwards. At that point every Blackboard course will be viewable by the entire UQ community, including all staff and students.

As a result these sites must be compliant with privacy policy, copyright requirements and appropriate protection of intellectual property. Further advice on this is available from the Library here: http://www.library.uq.edu.au/copyright/

To reduce workloads on faculties, courses will be created automatically and instructors notified of their availability as course profiles are published.
Mechanical arm

Emma Jones is currently undertaking a PhD on the effects of butchery marks on animal bone, in particular varying the force, speed, and angle of the tool to assess differences in mark morphology. To do this, Emma needs a mechanical arm that can be modified to produce both cut marks and percussion marks (both x and y axes).

This research is at the forefront of human evolution research in Archaeology and she is looking for someone to build the mechanical arm. If you are interested in assisting Emma, please contact her via email: emma.james1@uqconnect.edu.au

UQ Career Advantage PhD Program

Last week the Graduate School officially launched the new UQ Career Advantage PhD Program as a part of UQ’s Research Week celebrations. The program will be implemented in the second part of 2012 with details included in all PhD offer letters from 1 January.

In collaboration with OMC Web Services, we have developed a microsite which contains useful information for prospective students, staff and industry contacts about this new program - www.uq.edu.au/grad-school/career-advantage-phd.

The UQ Advantage team will be organising information sessions for staff later this year and we will circulate details in the near future.

Student Integrity & Misconduct

On 25 July 2011, the University introduced the “Student Integrity and Misconduct” policy to regulate the processes and articulate the overarching principles to manage student misconduct. The previous methods had been enshrined in statute and University Statue No 4 - Student Misconduct was repealed accordingly on 31 August 2011.

The new policy applied to all students (as did the previous statute). Key features of the new policy included –

- The appointment of an “Academic Integrity Officer”. The Head of School has agreed that this role was best assumed by the Chair of the Teaching and Learning Committee (Dr Mehmet Kizil).
- A standard classification of misconduct.
- Introduction of ‘levels’ of misconduct which helped to determine who the decision maker should be.
- Introduction of additional decision makers (e.g. Dean of Graduate School).
- Ability for the Head of School to give a written warning.
- Ability for the Academic Integrity Officer to provide counselling for a first time case of ‘inadvertent and unintentional’ academic misconduct.
- Appeal hearings for cases heard by the Head of School is now the Executive Dean (was the Disciplinary Board).

Academic misconduct was defined as conduct by a student that –

- Hindered the pursuit of academic excellence and includes cheating, collusion and plagiarism;
- Sought to gain for him/herself or any other person, any academic advantage or advancement through the improper use of University facilities, information or the intellectual property of others; or
- Constituted research misconduct.

The School upheld the University’s requirement that matters of student misconduct be dealt with in accordance with University policy. The following principles applied –

- Disciplinary procedures would be fair and just and consistent with the requirements of procedural fairness;
- Penalties imposed for misconduct would be appropriate and proportionate;
- Decision making would be delegated to the appropriate level of responsibility within the University; and
- The initial focus of decision making would be based on whether there was evidence of misconduct, with judgements of intentionality to be taken into account in determining any penalty that might be applied.

Procedurally, teaching staff should continue to refer suspected misconduct to the School Manager who would obtain the administrative information required for the Academic Integrity Officer’s review and ensure compliance with all required timeframes set out under the policy.

In general, the Head of School would continue cases for ‘first offenders’ – the maximum penalty which can be applied by the Head of School continued to be zero marks for that piece of assessment.