Present: Professor Ross McAree (Chair), Dr Saiied Aminossadati, Mr Wouter De Vos Mostert, Ms Yunhui Chen, Mr Mitchell Dunn, Mr Johannes Reiner, Mr Tristan Shelley, Mr Brad Wheatley, Mr Suoying He, Mr Haibo Lu, Mr Steven Lewis, Mr Pisan Kulkaew, Ms Brianne Mackinnon

Apologies: Professor Rowan Truss

1. Confirmation of the minutes of the meeting held on 29 January 2013

The minutes of the meeting held on 14 June 2013, having been previously circulated, were taken as read and confirmed.

2. Business arising from the minutes

   a. Fire Safety Certificate at Milestones
      All students are required to submit a copy of their latest Fire Safety certificate or print of their Training Report from Blackboard that shows date of completion with their milestone forms. The Thesis Development Plan template has been updated to reflect this.

   b. Three Minute Thesis (3MT)
      The School’s 3MT competition was held on Friday 9th August from 2.30pm – 4.00pm in room 50-N202. There was strong participation with 19 students presenting. Thank you to those students that took part. The School awarded a winner, runner-up and people’s choice that was selected by audience ballot. The following was awarded:

      Winner: Tyson Phillips
      Runner-up: Guerric de Crombrugghe de Looringhe
      People’s Choice: Guerric de Crombrugghe de Looringhe

      The committee noted that in 2013, the same student received the Runner-up and People’s Choice award. The selection of Winner and Runner-up is decided by the Judging Panel, with the People’s Choice awarded via audience voting. In the spirit of fairness, the student who receives the most audience votes will be awarded People’s Choice, irrespective of the awards given by the Judging Panel.

3. Occupational Health & Safety

   A member raised the removal of rubbish on Level 5, Mansergh Shaw building. Those present were reminded that the personal waste bins are emptied once a week and excess rubbish can be disposed at larger bins near the lifts on Level 5 if needed.

   It was noted that faults have been experienced with the lifts in the Advanced Engineering Building.

4. Report from Postgraduate Coordinator (Professor Ross McAree)

   a. ESOS Compliance for new students
      The student Skills Training Program for August and September is now available online. Part of this program is the session “Getting Started at UQ” which is a compulsory session for all international students. Registration and attendance at this session is recorded and non-attendance can have implications for student visas and is required as part of ESOS guidelines. All students who have commenced from January 2013 are required to attend, even those students that have attended a School Induction session. This will be enforced as part of the School’s induction process.

   b. Enrolment in additional courses during RHD candidature
      PhD and MPhil candidates are allowed to enrol in additional courses as a part of their research higher degree training when the completion of those courses is considered to be an essential component of their studies. This is assessed on a case-by-case basis as the School is responsible for the payment of a student’s enrolment in any additional course. If students wish to enrol in an additional course, they should
complete an Application for enrolment in / cancellation of additional courses form and submit to the PGAO or email to rhdadmin@mechmining.uq.edu.au.

c. Amended timeframes between Milestones
The Research Higher Degree Candidature Progression and Development policy and procedures have been amended to make the rules regarding capped extensions and timeframes between milestones clearer. The amended policy and procedures have been published on the PPL website.

Please note the following changes:
- The timeframe between thesis review and submission has been reduced to 6 weeks for MPhil candidates confirmed from 1 January 2013.
- The due date of the next milestone or submission for all candidates confirmed from 1 January 2013 will be set according to the previous milestone due date granted by the Graduate School, i.e., the official due date. If a candidate or school choose to undertake a milestone later than the official due date without seeking a formal extension, then the candidate’s timeframe to the next milestone or submission will be reduced. For example, if a full-time PhD candidate’s confirmation milestone was due on 15 May 2013, but they don’t complete it until 26 June and did not seek an extension for the additional time, then the mid-candidature review will be due on 15 May 2014 and not 26 June.

Please note that reduced timeframes will not be applied retrospectively for candidates who have already had their mid-candidature review due dates communicated by the Graduate School. If you have any concerns regarding your Mid-Candidature review date, please speak with the PGAO to confirm.

d. Leave and Interruption
Please note that the Research Higher Degree Leave and Interruption to Candidature policy and procedures have been approved by Senate and published on the PPL website. Please note the following changes under the new policy:
- RHD candidates cannot take leave or interruption in the first three months or last three months of candidature.
- Requests to interrupt candidature must be submitted to the Graduate School at least three weeks prior to the first day of interruption (unless the interruption is for sick leave).

Candidates on approved leave or interruption must report their return date to the Graduate School at least two weeks prior to the original return date.

Student are entitled to four weeks recreational leave per year and this is negotiated between the advisor and student. Recreational leave is not recorded by the Graduate School however is noted on your student file at the School level. Please email rhdadmin@mechmining.uq.edu.au with recreational leave details. If a student is absent on sick leave, please send an email to rhdadmin@mechmining.uq.edu.au so this can be recorded against your file.

5. Report from Chair of Research Committee (Professor Ross McAree)

a. School Review
Thank you to all students who provided input in the School Review process or met with the School Review panel in the first week of August. The School received 19 commendations and 21 recommendations at the draft viewing and we expect to receive the final report by the end of August.

The School then has a small amount of time to provide an official response to the recommendations and provide appropriate implementation plans. A whole of School meeting will be held in September to discuss the response submission.

b. 2013 Best Journal Paper Prize
The School’s annual Best Journal Paper Prize was advertised to all RHD students and submissions closed
on Wednesday 19 June. The School received eight nominations and entries were reviewed by three academic staff members for comment and ranking.

Poorya Forooghi’s paper *Effect of buoyancy on turbulent convection heat transfer in corrugated plates – a numerical study* published in the International Journal of Heat and Mass Transfer was awarded the 2013 Best Journal Paper Prize.

c. Postgraduate Engineering Conference (PEC)
The current PEC committee sent a Call for New Committee Members to all RHD students via email. The School taking the lead on the 2014 conference is yet to be decided with this responsibility usually falling to the enrolling school of the PEC Committee Chair.

We encourage all students to get involved. Please email Kazi Hassan k.hasan@uq.edu.au (the current PEC Committee Chair) if you would like to become a committee member.

Members of the 2013 PEC committee noted that accountability was the main obstacle in their experience as a PEC committee member and noted that in future years, efforts should be made to ensure all members are active throughout the process. Emphasis should be placed on securing appropriate time and venue for the event.

d. Meeting with Dean of the Graduate School
The new Dean of the Graduate School, Professor Alastair McEwan, will be attending the School’s Research Committee in October to discuss future directions and initiatives of the Graduate School, scholarships and training programs.

Those present discussed the UQ Career Advantage Program and training for RHD students as a key issue to be raised. Any further items should be sent to rhdadmin@mechmining.uq.edu.au with subject “Research Committee Item (RHD)”.

6. Update from the RHD Central Committee

Professor Stuart Crozier has been appointed as Associate Dean (Research) for the EAIT Faculty and will now attend the Central RHD Committee meetings and also be involved in scholarship selection rounds with the Graduate School. A Central RHD Committee meeting is being held today and items of note include:

a. Go8 Postgraduate Coordinators workshop in Melbourne 19-20 August
Dr Saeed Aminossadati from the School of Mechanical and Mining Engineering attended the Go8 Postgraduate Coordinators workshop in Melbourne as one of the five UQ representatives. Amin will provide a report on these activities to the next School Research Committee meeting and any relevant information will be discussed at the next RHD SSLC meeting.

b. UQ Career Advantage Program
The UQ Career Advantage PhD program is an item for discussion at today’s Central RHD Committee. At this meeting, it is proposed that the current program needs reimagining to ensure students develop their disciplinary expertise, professional and transferable skills. When an outcome from this discussion is known, it will be raised as an item with the School Research Committee and RHD SSLC meetings.

In light of the delayed implementation of the UQ Career Advantage Program, those present discussed other options available to students including the Commercialisation training that was previously offered at UQ and current option to undertake the Graduate Certificate in Higher Education.

The UQ Career Advantage Program and other RHD training opportunities will be discussed by the School Research Committee with the view to issue an overview of available training to all RHD students by the end of the year.
7. **RHD Final Seminar Program**

The RHD final seminar program has been running since April 2013 and a record of presentations is online at: [http://www.mechmining.uq.edu.au/RHDFinalSeminarProgram](http://www.mechmining.uq.edu.au/RHDFinalSeminarProgram)

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Name</th>
<th>Presentation</th>
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<tbody>
<tr>
<td>23 August</td>
<td>Junjun Yin</td>
<td>Strategies to improve the calcium looping process for high temperature CO₂ capture</td>
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<tr>
<td>9 August</td>
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<td>3MT competition</td>
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<tr>
<td>26 July</td>
<td>Xiaogang Liu</td>
<td>Theoretical Modelling and Experimental Investigation of Wheel Squeal</td>
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<tr>
<td>12 July</td>
<td>Hongtao Xie</td>
<td>Numerical study on indentation-induced delamination of film/substrate system</td>
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<tr>
<td>28 June</td>
<td>Anshun He</td>
<td>Mechanical Characterization of Advanced Optic and Semiconductor Materials via Nanomechanical Testing</td>
</tr>
<tr>
<td>7 June</td>
<td>Carlos Andre de Miranda Ventura</td>
<td>Radial Inflow Turbines: Application to renewable power generation</td>
</tr>
<tr>
<td>24 May</td>
<td>Xini Yuan</td>
<td>Sintering of Aluminium Alloys in Nitrogen</td>
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<tr>
<td>10 May</td>
<td>Mohammad Amanzadeh</td>
<td>Fibre Optic Based Methane Gas Sensing for Coal Mines</td>
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<tr>
<td>26 April</td>
<td>Rizwan Rahman Rashid</td>
<td>Laser Assisted Machining of β-Titanium Alloys</td>
</tr>
<tr>
<td>12 April</td>
<td>Peter Beasley</td>
<td>Task Planning for Mining Excavators</td>
</tr>
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Students coordinating the RHD Final Seminar Program discussed the difficulty in scheduling students to present in the program. On several occasions, students have responded negatively due to thesis pressures or paper writing duties. Concerns around the quality of seminars and presentation skills were also raised.

Members noted that current focus is on maintaining good contact with scheduled presenters to ensure issues are addressed in a timely matter and addressing attendance numbers.

Several actions were agreed upon by those present:

1. Reminder emails to students about upcoming Thesis Review Milestones will now instruct students that they must contact the RHD Final Seminar Program coordinators to schedule their presentation date. This date must be finalised prior to the students Thesis Review milestone in order for the milestone to be signed off on and processed by the Postgraduate Coordinator. The seminar date must be listed on the Thesis Review Evaluation Form and in the Thesis Development Plan.

   An online schedule will be established so that students are able to sign up to a nominated presentation date and confirm this with the PGAO or RHD Final Seminar Program coordinator prior to the Thesis Review milestone. This will ensure that all students receive sufficient notice of their presentation date and time to prepare their seminar.

2. Seminars within the university can be advertised to all UQ staff and students via the UQ Events online portal. The PGAO will investigate this option for future RHD Final Seminars.

3. The Milestone Guidelines will be reviewed and updated to include the RHD Final Seminar Program details and instructions.

4. A RHD Final Seminar Program sub-committee will be formed to discuss the organisation of the program and focus on seminar standards across the RHD cohort. Members raised concerns with the quality of presentations given by graduating RHD students. The sub-committee will discuss these issues and propose actions to address presentation skills of RHD candidates.
This sub-committee will be chaired by Wouter De Vos Mostert and Prof Ross McAree, Dr Saiied Aminossadati and Ms Brianne Mackinnon will attend. All RHD SSLC members will be invited to take part. A report will be given on this topic at the next RHD SSLC meeting.

5. A second room-booking should be made for the hour prior to the RHD Final Seminar Program to allow presenters to rehearse their seminar. The availability of a rehearsal space will encourage greater preparation and be valuable for all students.

Other Business

Students are reminded to visit Brianne Mackinnon (Postgraduate Administration Officer) at the School Office if they have any immediate concerns with their candidature or scholarship.

The Student Staff Liaison Committee will meet in each research quarter throughout 2013. The RQ4 meeting will be held on Thursday 21 November 2013, 11.30am – 1pm.