Present: Professor Ross McAree (Chair), Dr Saiied Aminossadati, Professor David Mee, Mr Mohamad Hosein Sadafi, Mr Wouter De Vos Mostert, Ms Yunhui Chen, Mr Diogo Quental De Sousa, Mr Mitchell Dunn, Mr Johannes Reiner, Mr Tristan Shelley, Mr Han Wei, Mr Brad Wheatley, Mr Ali Soofastaei, Ms Brianne Mackinnon

Apologies: Professor Rowan Truss, Mr Kristian Weegink, Mr Pisan Kulkaew

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

The minutes of the meeting held on 29 January 2013, having been previously circulated, were taken as read and confirmed.

2. Business arising from the minutes

It was recommended that the Postgraduate Administration Officer follow up on Fire Safety certificates strictly at each student Milestone completion.

3. Occupational Health & Safety

RHD students were reminded to ensure biological waste is disposed of correctly. An incident was raised where biological waste was accidentally placed in Shred X bin instead of the correct location.

RHD students must ensure they have completed the Laboratory Workers Training Needs Analysis and any other required equipment induction or laboratory training prior to commencing laboratory work. Students were reminded that failure to do so can lead to laboratories being closed until all staff & students have undertaken the necessary tasks.

Students moving into the new AEB building should check for any OH&S concerns, including the flexible cabling at their desk and report any concerns to the School Manager.

4. Report from Postgraduate Coordinator (Professor Ross McAree)

a. Change of Postgraduate Coordinator

A/Prof Rowan Truss will be on SSP in Semester 2, 2013. Prof McAree has been appointed as postgraduate coordinator for Semester 2, with Dr Aminossadati as deputy.

b. Concurrent enrolment

RHD candidates were reminded that they must seek approval from the Graduate School before they enrol in any additional degree programs. Information on concurrent enrolment is available at the Graduate School website.

It was noted that this applies to both enrolment in an additional degree program and enrolment in any additional courses. These options are made available to students when they have completed the Confirmation milestone, subject to approval by the Supervisor and Postgraduate Coordinator.

c. Thesis word limit

Candidates were reminded that UQ has strict word limits for PhD and MPhil theses; a PhD thesis must not exceed 80,000 words and an MPhil thesis must not exceed 40,000 words. The word limit includes all footnotes and appendices, but not the bibliography.

Theses should not be submitted if they exceed these word limits unless the Graduate School has previously granted permission. Please also note that requests to allow theses to be submitted that exceed the limit are considered on a case-by-case basis, and are only granted occasionally.
5. Report from Chair of Research Committee (Professor Ross McAree)

   a. Postgraduate Representative on Research Committee

   Ms Yunhui Chen, Mr Wouter De Vos Mostert and Mr Mitchell Dunn have been appointed as postgraduate representatives on the Research Committee. These representatives have attended the past two Research Committee meetings.

   b. CMM Membership

   A postgraduate representative on the Research Committee raised concerns around student access to CMM facilities. The current membership system is suited to frequent users of CMM facilities. Many T&R and RO academics in the School hold such memberships. Research Higher Degree students of these academics who may wish to conduct a limited number of imaging sessions have found themselves unable to access the facilities where their supervisor does not believe that a membership for an RHD student is cost effective.

   The Chair met with Professor John Drennan and others regarding the possibility of 'casual student membership' for the CMM. One model suggested was where students would apply for membership through submitting a proposal to Professor Drennan, which would be ranked by a committee. The access would be funded by the Faculties’ that use the facilities, namely EAIT, Science and Health Science, matched by funding from the DVC.

   This item is still in progress, and is being investigated further by Prof Drennan and his research group.

   c. Dean’s Award for Research Higher Degree Excellence

   This award gives formal recognition to outstanding PhD and MPhil graduates who have demonstrated excellence in a research higher degree and who have been commended by advisors and independent examiners for substantial contribution to their field of research.

   The School received one Award in 2012 and this was to Dr David Gildfind for his thesis entitled Development of High Total Pressure Scramjet Flow Conditions using the X2 Expansion Tube, which was supervised by Prof Richard Morgan.

   Nominations must be made by supervisors, and are requested from principal supervisors when a student graduates from their RHD program. Students should aspire to be nominated for this award and remind their supervisor of the required nomination when completing their program.

   d. School Profile publication

   The School Profile has been published and is available online. Hard copies are being printed and copies can be collected at the School Office. It is a good representation of the research and activities that are happening in the school and students are encouraged to take copies when presenting at conferences or participating in activities at other universities.

   Most stories within the publication are drawn from existing material with the EAIT Faculty marketing team. If students have a relevant research activity they wish to be included in a future publication the first step is to contact EAIT Faculty with details to investigate any possible story (Madeleine Flanagan: m.flanagan@uq.edu.au).

   e. 2013 Postgraduate Engineering Conference

   The Postgraduate Engineering Conference was held on 3 June 2013. Members from the committee that are involved with the PEC were thanked for their efforts and students that participated were congratulated. The school was well represented –
Each year awards are presented to recognise outstanding presentations at the conference.

<table>
<thead>
<tr>
<th>Prize area and name</th>
<th>Sponsor</th>
<th>Prize Winner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy prize</td>
<td>QGCE</td>
<td>Mohammad Amanzadeh</td>
</tr>
<tr>
<td>Aerospace prize</td>
<td>Centre for Hypersonics</td>
<td>Chris James</td>
</tr>
<tr>
<td>Mining prize</td>
<td>CRC Mining</td>
<td>Peter Beasley</td>
</tr>
<tr>
<td>Materials prize</td>
<td>CAST</td>
<td>Guang Zeng</td>
</tr>
<tr>
<td>Best 1st year presentation prize</td>
<td>Mech &amp; Mining</td>
<td>Johannes Reiner</td>
</tr>
</tbody>
</table>

6. Research Higher Degree Events

a. RHD final seminar program
The RHD final seminar program, held fortnightly on Fridays and organised by students, is running well with good attendance. There have been five presentations to date:

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Name</th>
<th>Presentation</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>10 May</td>
<td>Mohammad Amanzadeh</td>
<td>Fibre Optic Based Methane Gas Sensing for Coal Mines</td>
</tr>
<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>
</tbody>
</table>

Organising members discussed difficulty in presenting authority when contacting possible presenters and a lack of response from students is a continuing problem. It was noted that supervisors are being Cc’d into communication, however this strategy has not been successful. Organisers were recommended to
approach supervisors face-to-face to discuss their student’s involvement in the seminar program, and schedule a presentation time that suits best. This will be a valuable experience for members and hopefully improve response rates from students to ensure the program continues smoothly.

The duration of presentations was also discussed and organisers were asked to emphasise a 30 minute length to presenters to ensure discussion and question time is adequately catered for within the 1 hour booking. It was recommended that organisers touch base with presenters a few days prior to reinforce this requirement and address and queries.

The next seminar will be held in 50-N202 on 28th June 2013 and organisers are asked to report back on these matters at the next meeting.

b. Three Minute Thesis (3MT)
The School 3MT heat will be held in August prior to the Faculty final on the 27th August. The Postgraduate Administration Officer will organise this event as part of the RHD Final Seminar Program schedule.

Decline in student participation was discussed. It was recommended that students and supervisors be alerted to the upcoming 3MT competition, and advisors be encouraged to see this and the Postgraduate Engineering Conference, as development activities for Milestone reviews.

c. Orientation Week Events
The School ran an afternoon session in February for RHD students following a whole School meeting and BBQ in Orientation Week. A similar session is being scheduled in July prior to the School Review provided room timetabling can be arranged with the Faculty. The proposed RHD session will be presented by Professor Jin Zou (Materials Engineering and Centre for Microscopy and Microanalysis) on ‘Writing your high-impact journal paper’.

d. Faculty Event Calendar
The Faculty has a new administrator to support the Associate Dean (Research), Ms Belinda Bern, Information & Projects Manager. The Faculty has established a Faculty Research Administrators Network (RAN) that the School PGAO attends. One of the first actions to come from this network is to create a Faculty-wide Event Calendar for RHD information sessions and development workshops etc. This is under development with the aim to introduce in 2014.

7. The Graduate School Thesis Hub
There are currently vacancies in the Thesis Hub for PhD and MPhil candidates in the final stages of their candidature. Due to recent vacancies, the Graduate School will consider applications from PhD candidates in the last 12 months, and MPhil candidates in the last six months, of their candidature. Please contact the UQ Advantage team on uqadvantage@gradschool.uq.edu.au if you would like any additional information about this space.

8. Other Business

a. Update on domestic enrolments
Members discussed the School’s ongoing efforts to connect with undergraduate students around research higher degree opportunities. The annual Open Day schedule should be revised to provide either more time with each laboratory or an outlined 30 minute slot at the end where students can visit their area of interest to gain more information. Emphasis should remain undergraduate students being exposed to the breadth of research taking place within the school.

b. RHD training
Workshops and training currently available to RHD students was discussed. The UQ Advantage program was raised and it was noted that this program is unlikely to commence this year. The new Dean of the Graduate School has reviewed the RHD UQ Advantage program and intends to make changes to its structure prior to implementation.

A member suggested that a survey of the current RHD cohort may be useful to determine student’s post-study plans in order to better tailor workshops and training to these needs.
c. Next meeting
The Student Staff Liaison Committee will meet in each research quarter throughout 2013. The next meeting will be held in Research Quarter 3 (July – September 2013).