1. CALL FOR DECLARATIONS OF CONFLICT OF INTEREST

Members were requested to declare any conflicts of interest that they may have with respect to any items on the agenda. No conflict of interest was declared.

2. MINUTES – REF: F36

RESOLVED – 140/05

that the Minutes of the meeting of the Board of the Graduate Research School held on Tuesday, 11 October 2005 be confirmed.

3. NOTING OF DECISIONS TAKEN BY CIRCULAR

Board members had before them for noting some draft minor amendments to the Rules (Attachments A1 – A2) for the Master of Music (Research) course, which had been approved.
by circulation since the last meeting. The changes reflect the following changes to the course, which the Board had already approved at the October meeting:

- Instead of a requirement for two recitals, there is now a requirement for only one.
- The word limit for the thesis has been amended from 15,000 – 20,000 words to 12,000 – 15,000 words.

Members were requested to note that the Rules for examination, which were discussed by the Board at the 11 October meeting, included some references to second or subsequent recitals. The Manager, Graduate Research and Scholarships, advised that this was because there were still students in the system who would be presenting two recitals under the old rules.

The Board

RESOLVED – 141/05

to recommend to the Academic Board that the proposed minor amendments to the Rules (Attachments A1 – A2), be accepted.

4. FIRST: FACILITATING INTERNATIONAL RESEARCH STUDENTS’ TRANSITION (A CASE MANAGEMENT APPROACH TO THE INDUCTION AND ON-GOING MANAGEMENT OF INTERNATIONAL GRADUATE RESEARCH STUDENTS)

Members had before them for endorsement the summary of a proposed model of a comprehensive plan to case-manage all commencing international research students. Members recalled that the Project Officer, Josh Hogan, had presented an outline of the project to the Board at its meeting on 13 September 2005. The project, which was being funded from the Registrar's Initiative Fund, was a joint project between the Graduate Research School and the International Centre. Members were reminded that the project aimed to ensure that international research students gained access to support services and resources early on in their candidature to facilitate a smooth start to their research projects. The project, renamed FIRST (Facilitating International Research Students' Transition) was almost ready for implementation and, while proposed participation in FIRST activities would not be compulsory, international research students would be strongly encouraged to participate. Members were also advised that no amendments to University Rules were required for implementation, and that if the Board endorsed the proposal the project could be implemented in 2006. Dr Krystyna Haq spoke to this item.

In the brief discussion that followed, the following main points were raised:
- new international students would be advised of the process in written correspondence and their supervisors would be copied into the correspondence;
- the term ‘GEO’ needs to be explained in the document;
- the website was currently under development, and Board members would be alerted as soon as it was live; and
- there is another project (fIRST) with the same acronym. That project is an inter-university resource for supervisors. The coincidence is not likely to be a problem within UWA, but if the new FIRST project was to be expanded beyond UWA, it would have to be re-named.

The Board

RESOLVED 142/05

to endorse the FIRST proposal as outlined in Attachment B1 subject to minor changes in the summary as above.
7. Division 7—Master of Music (1072)

Applicability of the University General Rules for Academic Courses

7.1 Parts 1 and 3 of the University General Rules for Academic Courses in this handbook apply to the Master of Music except as set out in the rules which follow.

Admission

7.2 An applicant for the Master of Music (in performance) must pass an audition, the arrangements for which, including the nature, duration and timing, are determined by the Head of the School of Music.

Course Content

7.3 The fields of study for the degree of Master of Music are composition and performance.

7.4 To qualify for the degree a candidate must—

(a)(i) for the degree (in composition) present for examination a portfolio consisting of a composition or group of compositions which show technical accomplishment and imaginative resource;

or

(ii) for the degree (in performance) present two a recitals or programmes of normally 70-65 to 90-80 minutes duration each, which demonstrates advanced technical and interpretative accomplishment;

and

(b) present a thesis on a topic related to one or more aspect(s) of the work presented under (a).

7.5 The thesis must be a minimum of 15,120,000 and a maximum of 20,15,000 words in length, excluding tables, footnotes, endnotes, appendices and other illustrative matter.

7.6 (1) A candidate for the degree must submit to the Board for approval

(a) the details of the thesis;

and

(b)(i) the proposed musical forms and media of the composition portfolio;

or

(ii) a preliminary proposal for the recital programmes.

(2) The information referred to in (1) must be submitted within four months of the date of first enrolment in the programme if the enrolment is full-time, or the equivalent as determined by the Board if the enrolment is part-time or a mixture of full- and part-time.

(3) The approval of the Board is required for any significant changes to the information referred to in (1).
Examination

7.7(1) For the Master of Music (in performance) the Head of the School of Music must advise the Board at least two months prior to the date of the recital/s, of the details of the recital/s including the date, venue and other relevant details.

(2) The composition portfolio or recital/s are examined by two examiners, at least one of whom must be external to The University of Western Australia.

(3) The examiners are appointed by the Board, on the recommendation of the Head of the School of Music.

(4) The recital/s are performed before both at least one of the examiners, where possible practical, and the Head of the School of Music or his/her nominee.

(5) The recital/s are recorded and the recordings made available provided to the examiners for their consideration and subsequent archival retention.

(6) If an examiner is not present at a recital, they will examine on the basis of the recording.

(7) Where practical, both examiners will be nominated by the School of Music at least one month in advance of the first recital.

(8) Where it is not practical to nominate one or both examiners in advance of the first recital, the School of Music will formally advise the Board of this as early as possible before the first recital.

(9) Where one or both of the examiners was/were not nominated before the first recital, the School of Music will nominate the remaining examiner(s) at least two months prior to the second or final recital.

(10) Where an examiner has been nominated prior to the first recital but is subsequently unable or unwilling to examine the second or subsequent recitals, a replacement examiner will be appointed to examine all recitals.

(11) If either or both external examiners cannot be present at the recital(s) the School of Music must forward the recording of the recital(s) to the absent examiner(s).

(12) The examiners are expected to prepare a short working report of each recital as it occurs and a final report of all recitals at the end of the process. The examiners must forward to the Board their final reports and recommendations for classification.
FIRST: Facilitating International Research Students’ Transition

A Case-Management Approach to the Induction and On-Going Management of International Graduate Research Students

International graduate research students face significant pressures in addition to those faced by the majority of domestic students, when undertaking and completing their research degrees. The Graduate Research School proposes to case-manage all commencing international research students for the first year of their project to ensure that students know how to access support services, and so that staff can identify the need for skills development, especially in academic writing. The case-management process will also focus on the final few months of candidature to assist students to complete their research.

The FIRST project: Proposed model

Based on research conducted in the initial stages of the project, the coordinators recommend that a 3-pronged approach is adopted. The first two elements of this approach can be implemented from January 2006. The third element is proposed for implementation in the future if funding can be secured.

1. Initial meeting with GEOs to encourage a proactive approach by students and additional follow-up to facilitate preparation of the research proposal, confirmation of candidature and thesis completion. The following steps are recommended:

   In first 12 months of candidature
   - initial interview with GEO; request for appointment included in confirmation of enrolment letter – copied to supervisor;
   - 3-month email follow-up and 5-month interview aimed to facilitate timely preparation of research proposal
   - 10-month email follow-up re confirmation progress, interview if necessary
   - 12 month check via Annual Report that confirmation is complete

   Completion phase
   - 3rd annual report to trigger follow-up from GEOs re completion strategies.

2. Website specifically catering for International Research Students, to make information accessible and address problem of information overload in early stages of research. This is currently being developed and will be hosted on the Graduate Research School’s website.

3. 1-2 days orientation course to provide students with an introductory academic and cultural orientation to the University. This course could be administered through CELT and offered on a regular basis to accommodate commencements throughout the year.

The Graduate Research School intends to inform supervisors of this initiative through the Graduate Research Coordinators and the Associate Deans of Research. In addition, a calendar with a link to website information about the FIRST project and other resources available from the Graduate Research School, will be distributed to all supervisors.

If endorsed by the Graduate Research Board, the FIRST project will be implemented from January 2006.