1.0 PRELIMINARY BUSINESS

1.1 Welcome and Apologies

The Chair welcomed the following new members:

- Professor Andrew Schultz, Faculty Research Committee Chair for Creative Arts;
- A/Professor Patrick Heaven, Faculty Research Committee Chair for Health & Behavioural Sciences;
- A/Professor John Rayner representing Professor D Steel;
- A/Professor Greg Rose representing Professor D Farrier;
- A/Professor Lee Astheimer, the new Chair of ARAC.

Apologies had been received from Professor D Williamson and Mr D Coffman.

1.2 Minutes of previous meeting held 12 December 2001
That the entry under item 3.5 Postgraduate Research Committee, Editing Policy, should read 'Problematic issues had been noted and the policy would be revised and resubmitted next year'.

**RESOLVED (01/02)**
That the minutes of the University Research Committee meeting held on 12 December 2002 be confirmed as a true record of the meeting after the agreed minor amendments.

1.3 Issues Arising

2.ii Key Centre Reviews
The University had received a report indicating that funding would be continued for a further three years.

2.iii Centre for Maritime Policy
The report on the review of the Centre for Maritime Policy had been circulated with the Agenda papers.

4. Research Information Databases
A Skorulis would comment on the Research Information Database and Office of Research Review under the Office of Research Report.

2.0 CHAIR'S BUSINESS

i) Operational Committee Chairs and URC Deputy Chair
The 2002 Operational Committee Chairs would be as follows:
- Audit and Resource Allocation Committee
  - Dr Lee Astheimer
  - Dr Geoff Spinks (Deputy Chair)
- Ethics Committee
  - A/Professor Sue Dodds (Chair)
- Innovation Committee PVC(R)
- Postgraduate Research Committee
  - A/Professor Jan Wright
  - A/Professor Andrew Wells (Deputy Chair)

ii) Editing Policy
This had been referred back to the Postgraduate Research Committee.

iii) Election of Member for Academic Staff Development Committee
A/Professor J Wright agreed to be the URC representative for the Academic Staff Development Committee.

iv) Federation Fellowships
Two Federation Fellowship applications had been submitted.

v) Guidelines on Expenditure of Research and Consulting Funds

Committee members should obtain copies of the Guidelines on Expenditure of Research and Consulting Funds from their Deans. A copy would be circulated after the meeting.

vi) Centre for Maritime Policy

The report of the review panel had been circulated. The Centre's Director and the new PVCR would be having budget discussions.

vii) Forward Planning

As the new PVCR and Chair of the Committee, Professor Sheil planned to review the structure of the URC and its Operational Committees. A position document would eventually be circulated through the URC and she welcomed comment and suggestions in the meantime. Discussion highlighted the following issues:

• Information was not being properly disseminated through the faculties;
• Greater ownership of postgraduate policy was needed;
• Larger role for Faculty Research Committee Chairs would require more support from Deans, and momentum from the URC;
• Continuation of Research Directors' Forums;
• PVC(O) was revising the process for allocation of budget model and the PVC(R) would have input;
• Improved communication with the Deans was required;
• Better articulation with UEC needed via co-ordination between PVC(R) and PVC(A);
• Clarity of responsibility for research students needed between Associate Dean, Faculty Research Committees and Institute Directors.

3. REPORTS FROM OPERATIONAL COMMITTEES

3.1 Ethics Committee

There had been no meeting to report on.

3.2 Report from Research Office

A report was tabled. In addition the following were noted:
• **Review of Research Office**
  This had been put on hold pending the appointment of a new PVC(R).

• **Database**
  A generic version of the Callista Research software was being developed.

• **Scholarships**
  Postgraduate student numbers were a priority for the University this year and the model for allocating scholarships would be improved for next year. In the meantime if Committee members knew of a first class student wanting to do a PhD they should put their name forward to Lenore Lyons in the Office of Research.

### 3.3 Postgraduate Research Committee (PRC)

A report had been circulated.

• **Postgraduate Research Students’ Status**
  The issue regarding postgraduate research students’ status between submitting their thesis and graduation was raised and referred to the PRC.

• **General Course Rules**
  A recommendation to review the course rules in relation to the format for submission of the final thesis was noted. It was resolved that 10.3(7e) be inserted into the General Course Rules as follows *(see italics)*:

10.3 Procedures Governing the Preparation and Submission of Theses

7. The two final bound copies of the thesis shall be presented in the following manner:

a) the thesis shall be bound in boards, covered with buckram;
b) the lettering on the spine binding will be 10 mm in height and will be:
   i) 15 mm from the bottom and across - UOW;
   ii) 70 from the bottom and across - the degree;
   iii) underneath the degree, the year of submission of the thesis; and
   iv) evenly spaced between the degree and the top, reading upwards, the name of the author, initials of given name or names first followed by family name;
c) no other lettering or decoration is permitted on the spine or elsewhere on the binding;
d) shall be printed single or double-sided on the paper, *and that where double-sided printing is used that the minimum paper weight be 100gsm*; and

e) the text of the thesis shall be in double-spaced or one and a half spaced typescript.

**RESOLVED (02/02)**

*That the University Research Committee recommend to Senate Standing Committee that General Course Rules 10.3(7) be amended, as recommended by the Postgraduate Research Committee.*
3.4 Audit & Resource Allocation Committee (ARAC)

- **RIBG Pool 2, 2002**
  The Committee had produced Guidelines for applications under the Research Infrastructure Block Grants (RIBG) Pool 2, 2002 scheme and the document was tabled for information.

- **Future Issues**
  Future issues for ARAC to consider were the Matching and Partnership Grant Schemes.

4. SCHOLARSHIPS/ HDR ENROLMENTS

Enrolment numbers were still down by 10-20. The PVCR, PVCO and Vice Chancellor would be holding meetings with the Deans in the near future to discuss the development of new strategies for this.

5. INNOVATION WEEK

Wollongong City Council had set up a working group for Innovation Week in Wollongong which included a representative from the Science Centre. Consequently several Research Units would be able to put up a display at no cost other than signage. Interested parties should contact Aapo Skorulis.

6. AUSTRALIAN UNIVERSITIES QUALITY AGENCY

The PVC(R) advised that the University would not be audited in 2002.

7. OTHER BUSINESS

7.1 **Contracts Officer** - The Contracts and Consultancy Officer position in the Office of Research was being restructured and a Commercial Contracts Manager was to be appointed by Personnel and Finance, who would be responsible for Research Contracts for 40% of the time. It was planned to appoint a Commercial or Business Liaison Officer to manage projects within the Office of Research.

8. NEXT MEETING

The date of the next meeting would be Thursday 4 April 2002.

Meeting closed 2.10pm

Signed as a true record. .............................................................
Chairperson  ..../..../ 02