



## CONFIRMED MINUTES

**MEETING CHM/CoS HDR Committee**

MEET No. 3/2021

VENUE via Zoom & Science Conference Room – Bldg 42.

DATE/TIME Wednesday 10 August 2021, 2pm

PRESENT Anna Cowan (Chair), James Borger, Celeste Linde, Christopher Cvitanovic, Nic Cherbun, Spencer Whitney, Anne Bruestle, Stewart Fallon, Vivien Silvey, Diana Perriman, Luke Connal, Vanessa Robins, Phil Gibbons, Ben Polkinghorne, Isabelle Yujuico, Amy Dawel, Patrick Kluth, Vince Craig, Vladimir Mangazeev, Ann Evans, Alice Richardson, Peter Kanowski.

APOLOGIES Helmut Jerjen, Richard Burns, Mark Krumholz, Giel van Dooren, Marta Yebra, Libbie Dinn.

IN ATTENDANCE Alison Scott

CONTACT Alison Scott, x54520

### ITEM 1 Welcome and apologies

The Chair welcomed all members in attendance to the meeting, including Ann Evans, Peter Kanowski and Alice Richardson as guest speakers.

Apologies received from Helmut Jerjen and Richard Burns.

### ITEM 2 Previous minutes Meeting 2, 26 May 2021

The minutes from Meeting 2, 2021 were accepted as an accurate record.

### ITEM 3 Matters arising from the previous meeting

Action id	Details	Responsibility	Status	Notes
Meeting 4/2017 Item 5.1 & Meeting 2/2018 Item 4.1	eForms	Committee Members	Ongoing	Any issues with the eForm system to be passed to <a href="mailto:shm.hdr@anu.edu.au">shm.hdr@anu.edu.au</a> , or <a href="mailto:science.hdr.sa@anu.edu.au">science.hdr.sa@anu.edu.au</a>
Meeting 1/2018 Item 4.1 & Meeting 4/2018 Item 4.1	Visa delays	Committee Members	Ongoing	Any significant visa delays should be passed to HDR Project Officer (via <a href="mailto:shm.hdr@anu.edu.au">shm.hdr@anu.edu.au</a> ) for collation – to be passed to Dean HDR.

Meeting 2/2019 Item 5.1	Academic Leadership Roles in CHM/COS	HDR Project Officer	In Progress	Alison to investigate possibility of addition of a visual representation of roles and responsibilities.  Alison to ensure information is available on HDR Community Wattle site.
Meeting 4/2020 Item 6.2	GRO Examination Process Change	HDR Project Officer	Pending	Alison to find out when schools are likely to receive communications regarding change in process.  <u>UPDATE:</u> Waiting for GRO response
Meeting 1/2021 Item 5.4	New ANU PhD Strategy	HDR Project officer	Complete  Complete	Alison to send white paper to members.  Members to send feedback to College regarding key features that can be implemented within College by 02 July 2021.
Meeting 2/2021 Item 4.2	Report from PARSA	HDR Project Officer	Complete	Alison to send University wide communications regarding travel approvals to HDRC.
Meeting 2/2021 Item 5.1	HDR Committee Membership	HDR Project Officer	Complete  Complete  Complete	Alison to find new meeting location for future HDRC meetings.  Alison to update HDRC membership list to include conveners.  Committee to send additional ideas for standing items to College.
Meeting 2/2021 Item 5.5	Compliance Reporting Update	ADHDR	Complete	ADHDR to discuss with University HDRC is an unsatisfactory submission instead of abandon is used for milestone management.  Alison to send details regarding Insight Access to HDRC members.
Meeting 2/2021 Item 6.1	Offshore Enrolment / Government Travel Exemptions.	HDR Project Officer	Complete	Alison to send ODHDR / GRO communications out to HDRC members.

#### Compliance Reporting Update:

There have been a number of discussions regarding the use of 'Abandon' with milestones, and the decisions regarding its use have been left to the Colleges. The Associate Dean HDR would prefer a College wide process to be in place regarding abandoning milestones; otherwise, there is insufficient documentation available particularly when making decisions regarding students' progress.

There are a number of reasons why milestones are not completed such as:

- The Chair of Panel has left the University and the milestone remain incomplete.
- Students have not completed the milestones (this is usually where the original milestone was not completed and the next milestones (12mths later) is now due.
- An eForm technical issue is preventing completion of the milestone.

**ACTION:** The College will provide a short policy document that provides guidance regarding when milestones can be abandoned and the approval process required.

For example:

- Milestones can be abandoned where there is a subsequent satisfactory milestone.
- If a student has submitted / is ready to submit any incomplete milestones can be removed or abandoned as the milestones are there to monitor progress to submission.
- Abandoned milestones would require alternate documentation to identify the reason for non-completion, which should be uploaded to ERMS.
- Approval is required from the Associate Dean before milestones are abandoned.

It is difficult to determine what has happened in the past but the College will review the data to see if any additional trends can be identified.

Automatic program extensions from the University executive have caused a few problems regarding progress management. If there are any progress and/or medical issues affecting milestone completions these should be discussed with the Associate Dean HDR.

## **ITEM 4 Reports**

### **4.1 Report from Chair / Deputy Dean (Education)**

Nothing else to report.

### **4.2 Report from PARSA**

Nothing else to report from PARSA.

There are indications of a Canberra-wide lock-down; would it be possible for HDR candidates to take home equipment?

Response:

Schools with significant on-campus or fieldwork components have an implementation plan in place in case the risk status of the university changes. In some cases, the research will continue on-campus.

HDR Committee members from a number of schools confirmed they do not have specific plans in place regarding HDR candidates; however, the Schools do have plans regarding essential staff.

There is documentation available for the impacts of this lockdown on Honours students. Anna to send an email to all schools for HDR students, so that they have time to plan for a lockdown (and to make the DA aware if students have home environments that are not suitable for home study). It is better to plan now rather than be reactive.

Students with funds from research grants that are not being used for travel; can these funds be used for equipment to assist working from home arrangements instead?

Response:

Students need to speak to the School Associate Director HDR to discuss how the funds can be spent within the school.

## **ITEM 5 New Business**

### **5.1 Dean HDR – overview of developments re: New ANU PhD Strategy**

The Dean HDR (Prof Ann Evans) is attending College meetings across campus to provide an overview of the implementation plan of the New ANU PhD Strategy.

The Dean HDR provided slides that are attached to the agenda and papers for information.

Questions were asked in addition to the slides:

- Oral Examination Pilot
  - There was an Oral Exam Community Feedback Forum (17 June) held recently where the supervisors, candidates and Chair of Oral Exam Committee were able to provide their experiences of the pilot to date.
  - Overall responses have been positive from all concerned.
  - Too few oral exams have taken place for a decision to be made on the pilot – the pilot will continue for the remainder of 2021.
  - Candidates need further training in presentation skills which will be a focus of the induction and career development sessions as detailed in the slides above.
  
- Internship and Impact on Funding
  - The recent budget announcement identified that the Research Funding Grant allocated to HEI's will be distributed differently in 2022.
  - The proposal is to change the completion ranking so that candidates that have undertaken an eligible internship / industry engagement project will be weighted more highly than those that have not.
  - This will affect the Research Funding Grant allocation to each HEI – however, the government is not providing more funding only redistributing the existing budget.
  - Eligible placements must be for a duration of 60days within the first 18months of candidature.
  - The government criteria for funding should not affect the ability of an HDR candidate to undertake an internship at any time during their candidature.
  
  - College implications:
  - There may be implications for candidates that are funded through ARC / NHMRC grants and are not able to undertake an unrelated internship.
  - Currently the STLC provides support for Schools that have students interested in internship opportunities. The Dean HDR has an Industry Engagement Working Group which will discuss University level support.
  - Clinical Psychology PhD placements will fit with the internship program eligibility criteria.
  - Master of Applied Epidemiology (MAE) program will not be included as the Research Funding Grant is only considering PhD programs.
  - Proposal does not include Medical Research Institutes – so hospital placements would not be included in the weighting formula.
  - However, all candidates should still have the opportunity to undertake industry engagement activities even if it is not covered by the Research Training Grant definitions.
  
- Leadership Development
  - The proposed career development opportunities will be available for new and existing candidates – however, existing candidates will be able to undertake the program as stand-alone options.
  - It is anticipated the proposed career development framework to be developed by the Researcher Development (ODHDR) team build on the existing CoS/CHM Career Development Framework (CDF), initially by adding streams. However, it could be replaced if necessary – the details will be discussed in the Industry Engagement Working Group.
  
- 4 years scholarship funding
  - Current RTP / URS scholarship recipients have the option of an additional 6 months funding if they undertake an ANU approved internship program.
  - School funded candidates have the opportunity to undertake an internship program, but schools would need to budget for the extra 6 months stipend if the internship is not funded independently.

- Dean HDR is exploring opportunities for post-submission funding – this would be centrally funded for all candidates.
- Administration Improvements
  - To effectively support, the candidate experience there needs to be increased focus on improving administrative practices. Such as:
    - Improved processes to utilise milestones to manage candidate progress.
    - Improved processing times – by GRO / Central services. This has improved over recent months, and GRO are investigating the use of eBot solutions.
    - GRO have advertised for a Project Officer to focus on business improvements.
    - Complications arise as the Student Administration System (SAS) is designed as a framework for managing coursework programs – so there are many manual processes required for HDR programs.
- Offshore Enrolment / Travel Exemptions
  - The ANU has been lobbying for the return of International students with the Commonwealth and Territory Governments, but also in association with the G08 & NSW Universities.
  - Repatriation flights have been discussed with NSW – where candidates would quarantine in Sydney. However, the ANU would only have about 10% capacity on the flight (between 20-40 students) across all levels (UG, PG and HDR).
  - ACT government have not approved ANU facilities as quarantine safe – which is perhaps why the ANU are hosting groups to demonstrate compliance.
  - ODHDR / Dean HDR can provide supporting letters for travel exemption applications for eligible candidate's (need evidence of government agency support, and research is in the national interest).
  - Lots of work involved but have had some successful outcomes.
  - Currently no University support for candidates in quarantine – Dean HDR is trying to find money but not yet successful.
  - There are caps on flights to Australia – so even where candidates have received a travel exemption they cannot always find a flight.
- AG RTP Scholarships – Round 1 2022
  - Scholarships are open to all candidates – irrespective of their onshore status.
  - ANU is open and wants this to be clear to prospective candidates.
  - There is a risk of losing scholarships if the recipient is not able to arrive on campus by 30 June 2022.
  - There may be a change of allocation so the majority of scholarships are offered in Round 2 (April 2022) for commencement by 31 August.

## 5.2 Statistical Support Network Director - overview

Slides have been provided as part of the agenda and papers.

Many areas of the Statistical Support Network (SSN) will remain the same as the Statistical Consulting Unit (SCU). The main difference is that there will be fewer one-on-one appointments.

- The vision remains as a hub for students, academics and professional services.
- SSN will consist of a network of statistical experts across all Colleges.
- Provide drop-in sessions rather than one-on-one appointments – organised by groups (subject area or College/School).
- Web portal – to include:
  - Online training / semester long courses
  - Micro-credentials (note that the policy indicates these are not for current students)
  - Boot camps
  - One-on-one sessions (following triage system)
  - Links to recommended software systems (SSN will not provide technical programming advice but encourage students to train/utilise resources themselves)

SSN will collaborate with PARSA to provide advice and discuss student requirements.

As the SSN is a network of volunteers, a rewards / recognition system should be considered.

If schools would like more information, they should contact Alice directly to arrange a meeting.  
([alice.richardson@anu.edu.au](mailto:alice.richardson@anu.edu.au))

### **5.3 Compliance reporting Update**

The document attached details the current compliance for each school. Associate Director HDR's should look at their schools compliance reporting in detail, and raise any concerns with their school HDR administrator.

If further assistance is required please contact the College – [shm.hdr@anu.edu.au](mailto:shm.hdr@anu.edu.au)

The College will be providing further training to administrators, and will focus on compliance across the schools.

## **ITEM 6 Any Other Business**

### **6.1 Support for HDR Students obtaining travel exemptions to travel:**

See written notes.

Funding for HDR students and support of research is with the School rather than the College.

### **6.2 eForm issues**

Nomination of Examiners (NoE) eForm – there is some confusion regarding the evidence required to be uploaded to the NoE to confirm that examiners have agreed to examine a thesis – is it possible to update the wording in the eForm?

Due to resourcing issues with the SIG / IDTC team, there are delays with eForm updates.

**ACTION:** College to provide guidelines and instructions on what the College require – via administrators.

Thesis Corrections (TC) eForm – there is sometimes missing evidence of approval from the supervisors regarding the confirmation that corrections have been made satisfactorily, when the eForm is submitted to the DA.

It is important that the candidate upload the confirmation from their supervisor with their response to exam corrections, prior to the DA recommending the award to the ADHDR. It may be beneficial to reinstate the College template used previously for the candidates to upload.

A better option would be to change the eForm to include a tick box for the DA to tick to confirm that the supervisor has approved the corrections.

The question was asked 'what if the supervisor does not approve the corrections have been completed satisfactorily?' In this instance, the DA needs to discuss with the supervisor to find out what needs to occur to rectify the corrections so that the DA can make a recommendation to the ADHDR. Note that it is the DA not the supervisor who must be satisfied that the corrections are appropriate.

**ACTION:** Alison to enquire with the Programs and Engagement Team regarding improvements to existing eForms.

Meeting closed at 4.10pm

## **ITEM 7 Next meeting 13 October 2021, 2pm (Fenner Seminar Room – Bldg 141)**