

**The University of Melbourne  
Psychological Science**

**Academic Programs Committee  
Postgraduate Sub-Committee**

**Meeting 01/2013**  
14<sup>th</sup> February, 2013  
12:00pm

**Minutes**

**Present:** Michael Saling (Chair), Jessica Armitage, Rowena Conroy, Sarah Drew, Robert Reeve, Alexander Wearing, Margo Nicholls

**1. Apologies**

Carol Hulbert, Charles Malpas, Philip Smith

**2. Minutes**

**2.1 Minutes of September 2012 Meeting**

The minutes of the meeting held 8<sup>th</sup> November 2012 were confirmed.

Michael welcomed Rowena Conroy to the committee as the new representative from RCH.

**2.2 Matters arising**

**2.2.1 Test Seminar**

Michael Saling advised the committee that the new format for the test seminar has been settled. The previous curriculum is remaining the same however the presentation format will now be extended over the year with an additional time being included in the timetable to accommodate the new structure.

**2.2.2 Northern Hospital**

For discussion at the next PPC

**2.2.3 Clinical Placement Committee**

Michael Saling advised that he would elicit involvement from all staff involved in placement to write something for the faculty Clinical Placement committee to provide a greater understanding of the requirements within Psychology.

**2.2.4 Honorary appointments**

One aspect of the honorary appointments will be held over for discussion at the next PPC but the other will be discussed under point 7.

**3. 2013 Selection report**

**3.1 Last date for accepting complete transcripts**

**3.2 LOOK applications**

**3.3 Repeat qualifications**

The committee discussed the selection review report that was prepared by Margo Nicholls. They discussed a number of issues (some listed above) that arose during the 2013 intake selection process and that would require further discussion and inclusion as part of the Psychology Post Graduate selection policy.

The implementation of a final date for accepting complete transcripts was discussed as one of these issues.

**ACTION:** Sarah Drew to contact major Australian Universities Psychology departments to find out official result release dates.

#### 4. Ed. Psych. pathway enquiries

To be discussed at the next PPC.

#### 5. Turn It In

The committee was advised that last year was the first year there had been a case of academic misconduct to do with plagiarism. For this reason the use of Turn It In as a way of student submitting assignments was discussed. As an outcome of the discussion there are also a number of reasons that it seems appropriate to use Turn It In for submission of work.

It was also noted that Rob Hester used it last year very successfully and would be a good person to contact to support other staff members.

**ACTION:** Michael Saling to discuss with Carol Hulbert if she is happy to use Turn It In and implement if she is in agreement.

#### 6 Placement Co-ordinators and PPC

The addition of the Placement Co-ordinators to PPC was discussed. The committee full supported this recommendation.

**ACTION:** To be taken to APC and Executive

#### 7. Honorary Appointments

Michael Saling discussed the nomination of 3 honorary appointments. The committee agreed with the following recommendations.

1. Honorary Clinical lecturer
2. Honorary Clinical lecturer
3. Honorary Clinical tutor

#### 8. Masters coursework review - AQF framework

Michael Saling advised the committee of report that needs to be submitted to the faculty by the school. If the courses do not require any major changes the report can be submitted by September but if the course requires major changes the report needs to be submitted by May. The committee felt that working towards the May deadline would be appropriate.

**ACTION:** Sarah Drew to initially populate the report as much as possible from the handbook entries.

#### 9. Future Generation Scholarships

To be discussed at the next PPC

#### 10. Any Other Business

##### 10.1 Orientation

Sarah Drew reported on the orientation session scheduled for February 21<sup>st</sup>, 9am to 1pm

As there was no other business to discuss the meeting closed at 2.10pm