

Department of Geomatics
The University of Melbourne

Staff/Postgraduate Student Meeting 2/2005

Minutes

Tuesday, 4th October, 2005

Present: Ian Bishop, (Chair), Michele Velik, Deborah Thomas (Minutes),
Postgraduates (10)

1. The minutes of the last meeting were confirmed (Hope, Velik).
2. **Matters arising from the last meeting.**

Many Postgrads are copying the postgrad-diary email address (postgrad-diary@unimelb.edu.au) after each meeting with their Supervisor, or in some cases they are emailing a summary of the meetings that have taken place over a fortnightly period. In the cases where a Supervisor emails the student with a meeting summary, the student should make changes as required and cc the postgrad-diary email address when replying to their Supervisor. However many students are not yet reporting in this way.

Action: Deb will email Postgrads with a reminder and will follow up individuals who are not emailing the postgrad-diary address.

The Departmental Seminar feedback forms have been developed in conjunction with the GPS and have been used in one or two cases.

Action: The seminar co-ordinator (Stephan Winter) should ensure that forms are available at seminars for students to use if they would like to.

Sue Hope will discuss the progress of the GPS web page at the next GPS meeting.

Action: Sue to advise Deb of the outcome.

The possibility of the Department providing funds for PhD students to buy their own computer (as per the Physics example) is still being investigated. Information about administrative procedures has been obtained from the Department of Physics. No current issues with computer access were reported.

Action: Matt Duckham (IT co-ordinator) to investigate further.

The problem with Coursework students' not receiving emails has been rectified.

The Department and the CRC fully supports the introduction of a Coursework student's Internship Program. Clive Fraser will be the co-ordinator of the program which is being developed and is expected to be offered in 2007.

The first Coursework and Research student's get together morning tea was a success. It was decided that the morning tea should be held in the first 2 weeks of each semester so that new students were included.

Action: Deb to organise morning teas.

New Coursework students will be made aware that they have free access to many of the on-line ESRI courses before they arrive in the Department. It is hoped that this will help students understand aspects of the software before classes start.

Action: Deb to include this information in the Welcome email sent to students before they arrive.

3. **Postgraduate Coordinators Report** (Ian Bishop)

The University's Research and Data Storage policy was discussed. The Department's policy relating to this was circulated for information (see policy below). All Research students will have to ensure that all the data and records from their research is given to the Postgraduate Administrator upon completion of their thesis. The Postgrad Administrator will provide students with the forms required close to their submission time .

The University's Policy relating to Children on Campus was discussed. Students should be aware of the Policy - <http://www.unimelb.edu.au/ppp/docs/10.html#10.13>.

Visitors and children should not be doing anything that uses or puts at risk Departmental resources, e.g. using the internet, printing, leaving doors unlocked (which may lead to theft), etc. If children or visitors of graduate students are regularly visiting the Department then they should seek permission from Ian Bishop so the impact on the Department can be fully assessed. (Please note: this does not mean that you need to seek permission for people who drop in for 10 or so minutes once or twice a week. If in doubt about whether you should seek permission please discuss further with either Ian Bishop or Michele Velik).

4. **Report by GPS.**

Sue Hope reported on the UNSW proposal to co-host an International Postgraduate Conference. A discussion took place and it was decided that the UNSW, School of Surveying and Spatial Information Systems would be invited to attend ASPIRE every 2nd year and if there were sufficient numbers ASPIRE may possibly be held in Albury/Wodonga.

5. **Any other business**

There was no other business

There being no further business the meeting closed at 3.10

Department of Geomatics

Policy on Management of Research Data and Records

1. All researchers within the Department (students and academics) upon completion of a project must complete the Register of Research Data and Records form. (Form available from Postgraduate Administrator or online at: <http://www.geom.unimelb.edu.au/staff>)
2. The form, together with the research data and records, should then be given to the Postgraduate Administrator who will securely store the material.

Researchers should ensure that:

- Research data and records are accurate, complete, authentic and reliable. Research data and records should correctly reflect what was communicated, decided or done. Research data should be recorded in a form that is adequate for verification of research results.
- Research data and records include sufficient detail to establish their authenticity and confirm the validity of the conclusions and to enable responses to questions that may result from unintentional error or misinterpretation. Statistical formulas, equipment calibration, experiment set

up, equipment operation logs, concentration of solutions, codebooks, computer data input files used to generate data may be crucial elements in establishing authenticity and validity.

PhD Student researchers will be reminded of their Code of Conduct obligations at their Annual Review meetings.

Data to be collated for storage includes:

Confidential Research Data and Records

Confidential research data and records are those which, in research involving humans, link the research participant with the research study.

It includes identifying information such as:

- names and addresses,
- signed consent forms,
- master lists of names or matching codes for a current study or similar listings which may be held for a period of time for a follow up study,
- data which is sensitive (for example identified highly personal data, data which may be incriminating either to the provider of the data or to a third party, personal data which although not identified by name is in such a form (such as a case study or life history that it may be able to identify the subject; data which even if not sensitive may identify people (for example photographs, videotape, audiotape).

Data and Records

Includes electronic mail as well as paper-based correspondence and such items as:

- project files,
- grant applications,
- ethics applications,
- technical reports,
- research reports,
- master lists,
- information sheets for research participants,
- field notebooks,
- primary research data (including research data in hardcopy or in computer readable form),
- questionnaires,
- audiotapes,
- videotapes,
- models,
- photographs,
- films,
- test responses,
- slides,

- artefacts,
- specimens and samples,
- software written for project
- web pages
- animations
- images
- publications.

Format of Electronic Research Data

Electronic data can be copied on to a CD or DVD. Group data according to category and put in folders. Put any confidential material in a separate folder and label the folder 'confidential'.

Please note: You will need to include any software or files that will be needed to retrieve or view files in the event that they need to be accessed.