GRIFFITH UNIVERSITY
BOARD OF GRADUATE RESEARCH

A meeting of the Board of Graduate Research will be held on Wednesday 3 February 2016 at 2.00pm in N54_2.06 and video-conferenced to G40_8.29.

AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Loree Joyce on extension 57255, or by emailing loree.joyce@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The minutes of the 09/2015 meeting have been circulated. 

To be taken as read and confirmed

3.0 MEMBERSHIP

Appointments:

3.1 The Board is asked to note the following appointments:

- Professor Nigel Stork has been appointed to the Board as the Acting Dean (Research) Griffith Sciences from 1/01/2016.
- Professor Nam-Trung Nguyen has been appointed as a Research Centre Director representative to the Board for a two year term from 1/01/2016 to 31/12/2017.
- Dr Lee Morgenbesser has been appointed as the Early Career Researcher representative to the Board for a two year term from 1/01/2016 to 31/12/2017.

4.0 DECLARATION OF INTERESTS

4.1 Members are required to identify any conflict of interest, including family or other personal relationship/s as outlined in the University policies on Conflict of Interest and Personal Relationships in the Workplace, which may exist in respect of any of the items on the agenda. When an interest has been declared, the Chair may resolve that the member:

- leaves the meeting while the item of business is discussed; or
- participates in the discussion but withdraw from the meeting before the vote and/or decision; or
- stays but does not participate in either the debate or vote/decision; or
- stays with full debating and voting/decision rights.

4.2 All declarations of interest will be recorded in the minutes, together with any ensuing action.

5.0 CHAIR’S REPORT

5.1 The Chair will report on matters that have arisen since the previous meeting, including

- HDR Candidate Intake1, 2016
Board of Graduate Research Agenda 1/2016  
Wednesday 3 February 2016

- HDR Candidate Visa Delays
- Autonomous Sanctions
- Business Considered at Prior Meeting
- HDR Induction Quiz
- GGRS and HDR Student Centre Workplace Change

6.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

6.1 The Manager, HDR Student Centre will present the HDR Student Centre report.

Attachment 6.1

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DISCUSSION AND DECISION

7.0 MINIMUM FACILITIES AND RESOURCES FOR HDR CANDIDATES

7.1 Amendments to the guidelines for the ‘Minimum Standard of Resources, Facilities and other Support’ to be provided to HDR candidates were considered at the 7/2015 (September) BGR meeting. The guidelines have been amended to ensure that HDR candidates are appropriately resourced, the standards are in line with best practice across the sector, and are able to be implemented across each of the Groups. Members recommended that the guidelines be further amended based on feedback provided, as well as following endorsement by Executive Group to amend the financial support model.

7.2 The recommendations to amend the HDR candidate financial support model (endorsed 7/2015 BGR) were considered at the 2 December 2015 meeting of Executive Group. Executive Group recommended further amendment to the model, and also requested further data in relation to the CAPRS and PAS schemes. The recommendations as contained within the ‘Review of HDR Candidate Financial Support Models’ have now been amended accordingly and will be considered by Executive Group on 17 February 2016.

7.3 Members are asked to note amendments to the ‘Review of HDR Candidate Financial Support Models’ (refer attachment 7.1).

7.4 Members are asked to approve the proposed amendments to the ‘Minimum Standard of Resources, Facilities and other Support’ (refer attachments 7.2 and 7.3 – clean copy).

Recommendation

7.5 The Board is asked to approve amendments to the ‘Minimum Standard of Resources, Facilities and other Support’, subject to Executive Group endorsement of the financial support model.

Attachments 7.1-7.3

For approval
8.0 ACHIEVING HDR COMPLETION TARGETS

8.1 At the 2/2015 (March) BGR meeting, members considered and endorsed a proposal to implement strategies that will assist to achieve Higher Degree Research completion targets. An action plan to implement the strategies was subsequently developed, with feedback provided by members at the 3/2015 (May) BGR meeting.

8.2 Members are asked to consider the amended ‘Achieving HDR Completion Targets Action Plan’, which includes an update on actions completed to date (refer attachment 8.1).

Attachment 8.1

For discussion

9.0 THREE YEAR MILESTONE PROPOSAL

9.1 To support the strategy to increase the rate of HDR completions as detailed in the ‘Achieving Higher Degree Research Completion Targets Action Plan’, the implementation of an additional HDR candidature milestone is proposed.

9.2 Members are asked to consider and provide feedback on the proposal to implement a three year milestone, in order to provide additional support to candidates in their final year of candidature and facilitate the timely submission of their thesis for examination (refer attachment 9.1).

Attachment 9.1

For discussion

10.0 2017 HDR CANDIDATE INTAKE DATES

10.1 With the implementation of the Griffith University trimester model commencing from 2017, HDR candidate intake dates will need to align with the trimester dates, as well as the scholarship round commencement periods. The proposed HDR candidate intake dates were considered at the 9/2015 (December) BGR meeting. Members requested that the proposed intake dates be considered by each of the Groups, and for any HDR load implications to be clarified. This has now occurred.

10.2 Members are asked to consider the proposed 2017 HDR candidate intake dates (refer attachment 10.1). The draft 2017 Academic Calendar is provided for reference (refer attachment 10.2).

Recommendation

10.3 Members are asked to endorse one of the 2017 HDR candidate intake date models.

Attachment 10.1-10.2

For approval

11.0 THESIS AS A SERIES OF PUBLISHED AND UNPUBLISHED PAPERS

11.1 Amendments to the information on the HDR website pertaining to the inclusion of publications within the body of a HDR thesis were considered at the 7/2015 (September) BGR meeting. The information has been amended to include more explicit requirements for candidates, supervisors, and thesis examiners. Members recommended that the guidelines be further amended, based on feedback provided. This has now been completed.

11.2 Members are asked to note the Thesis by Publication presentation given by Professor Alan Dench, UWA, at the November meeting of the Australian Council of Graduate Research (refer attachment 11.1).
11.3 Deans (Research) are asked to discuss the development of additional or varied requirements for each Group. The Group Requirements Template is provided for reference (refer attachment 11.2).

11.4 Members are asked to consider the proposed changes to the HDR website ‘Thesis as a series of published and unpublished papers’ (refer attachment 11.3).

**Recommendation**

11.5 The Board is asked to endorse amendments to the HDR website ‘Thesis as a series of published and unpublished papers’.

*Attachments 11.1-11.3*

**For approval**

12.0 **PUBLICATION GUIDELINES**

12.1 Members are asked to consider and provide feedback on the ‘Strategic publishing guidelines for authors: From planning to scholarly impact’ (refer attachment 12.1).

*Attachment 12.1*

**For discussion**

**SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION**

13.0 **HDR CONFERRALS**

**Recommendation**

13.1 The Board is asked to ratify the attached list of HDR conferrals.

*Attachment 13.1*

**For ratification**

**SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS**

14.0 **2016 SCHOLARSHIP ROUND SCHEDULE OF DATES**

14.1 Members are asked to consider the proposed schedule of dates for the 2016 scholarship rounds (refer attachment 14.1).

**Recommendation**

14.2 The Board is asked to approve the 2016 scholarship round schedule of dates.

*Attachment 14.1*

**For approval**

15.0 **OTHER BUSINESS**
16.0 2016 MEETING DATES

The next meeting of the Board of Graduate Research will be held on Wednesday 9th March 2015 at 2.00pm in N54_2.06 and video-conferenced to G40_8.29.

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<th>Meeting Date</th>
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Meetings are held from 2.00pm - 4.00pm and are video-conferenced at the Gold Coast and Nathan campuses.

For noting

DISTRIBUTION LIST

Committee Members

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<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
<th>Term of Office</th>
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<tbody>
<tr>
<td>Professor Sue Berners-Price</td>
<td>Chair</td>
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<tr>
<td><em>Deputy Chair and Dean (Research), GBS</em></td>
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<tr>
<td>Professor Graham Cuskelley</td>
<td>Appointed (GBS)</td>
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<td><em>Deans, Research</em></td>
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<tr>
<td>Professor Gerard Docherty</td>
<td>Appointed (AEL)</td>
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<td>Professor David Shum</td>
<td>Appointed (HTH)</td>
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<tr>
<td>Professor Nigel Stork</td>
<td>Appointed (GSC)</td>
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<td>HDR Convenors</td>
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<tr>
<td>Associate Professor Sarah Baker</td>
<td>Appointed (AEL)</td>
<td>Two years, up to 31 December 2016</td>
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<tr>
<td>Professor Christine Smith</td>
<td>Appointed (BUS)</td>
<td>Two years, up to 31 December 2017</td>
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<tr>
<td>Prof Liz Conlon</td>
<td>Appointed (HTH)</td>
<td>Two years, up to 31 December 2016</td>
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<td>A/Professor Helen Blanchard</td>
<td>Appointed (GSC)</td>
<td>Two years, up to 31 December 2017</td>
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<tr>
<td><em>Deputy Chair, Academic Committee</em></td>
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<tr>
<td>Professor Wendy Loughlin</td>
<td>Ex Officio</td>
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<td><em>Research Centre Directors</em></td>
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<td>Professor Nam-Trung Nguyen</td>
<td>Appointed</td>
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<td>Professor Greer Johnson</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2016</td>
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<td><em>Early Career Researcher</em></td>
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<tr>
<td>Dr Lee Morgenbesser</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2017.</td>
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<tr>
<td><em>HDR Student Representative</em></td>
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<tr>
<td>Mr Blayne Arnold</td>
<td>Elected</td>
<td>Two years, up to 31 December 2017.</td>
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Persons with rights of audience and debate

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ms Kathy Grgic (or nominee)</td>
<td>Academic Registrar</td>
</tr>
<tr>
<td>Professor Sarah Todd</td>
<td>Pro Vice Chancellor (International)</td>
</tr>
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</table>
Ms Julene Finnigan Resource Manager, PFS
Ms Loree Joyce Secretary to the Board of Graduate Research
Mr Adam Jones Acting Manager, HDR Student Centre
Professor Andrea Bishop Director, Office for Research
Ms Louise Howard Director, Library and Learning Services (INS)
Dr Rachael Pitt Graduate Education Manager, GGRS

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Academic Services Officer – Health – Rebecca Voisey
Academic Services Officer – Arts – Jillian Misson
Academic Services Officer – Business – Kate Rees
Heads of Schools
Manager, HDR Student Centre – Mr Adam Jones
Thesis Examinations Coordinator, HDR Student Centre – Minerva Capati
Senior Academic Fellow (Higher Degree Research Education) – Parlo Singh

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