A meeting of the Board of Graduate Research will be held on Wednesday 9 March 2016 at 2.00pm in N54_2.06 and video-conferenced to G40_8.29.

AGENDA

1.0 WELCOME AND APOLOGIES

Welcome to Dr Sharon Saunders as the new Director, Griffith Graduate Research School.

Apologies received from Mr Blayne Arnold and Ms Louise Howard.

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

2.0 DECLARATION OF INTERESTS

2.1 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.

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

3.0 CONFIRMATION OF MINUTES

The minutes of the 1/2016 meeting have been circulated. 

Attachments 3.1 and 3.2

To be taken as read and confirmed

4.0 CHAIR’S REPORT

4.1 The Chair will report on matters that have arisen since the previous meeting, including
- GGRS Restructure
- Senior Leadership Conference (9-10 Feb 2016)
- Minimum Facilities and Resources for HDR Candidates
- HDR Lifecycle Systems Review (14 March 2016)
- PhD Industry Experience Program (applications close 8 April 2016)
- Australian Council of Graduate Research (ACGR) Update
- Postgraduate Research Information Skills Modules (PRISMS)
- Business / Higher Education Round Table – Researchers is Business (RiB)

5.0 GRIFFITH GRADUATE RESEARCH SCHOOL REPORT

5.1 The Manager, HDR Admission and Candidature, GGRS will present the Griffith Graduate Research School report.

Attachment 5.1
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

6.0 SCHOLARSHIP ALLOCATION WORKING PARTY RECOMMENDATIONS

6.1 The Board of Graduate Research (2/2014) recommended that a working party be established to review the HDR Scholarship Application, Assessment and Award Policy and inform changes to the HDR scholarship allocation system. The Scholarship Allocation Working Party was established and convened three times in 2014 (August, September, October) three times in 2015 (March, May July), and once in 2016 (February).

6.2 At the 6/2015 (August) BGR meeting, the Board endorsed the interim recommendations of the Scholarship Allocation Working Party, which included the HDR scholarship scoring scheme pilot for the 2016 end of year scholarship round. The Scholarship Allocation Working Party has now provided final recommendations regarding the implementation of a HDR Scholarship Scoring Scheme. Members are asked to consider the recommendations as contained within the ‘ASRA 2016 HDR Scholarship Application Scoring Scheme: Report’ (refer attachment 6.1).

6.3 Members are asked to consider proposed amendments to the Group Specific Scholarship Scoring Schemes and instructions for use (refer attachment 6.2).

6.4 Members are asked to note amendments to the Group Specific Scholarship Scoring Schemes and instructions for use proposed by the Science Group (refer attachment 6.3).

Recommendation

6.5 The Board is asked to approve the recommendations as contained within the ‘ASRA 2016 HDR Scholarship Application Scoring Scheme: Report’.

6.6 The Board is asked to approve proposed amendments to all Group HDR Scholarship Application Scoring Schemes, for immediate implementation.

Attachments 6.1-6.3

For approval

7.0 ACHIEVING HDR COMPLETION TARGETS

7.1 The Action Plan to implement strategies that will assist to achieve Higher Degree Research completion targets (endorsed 3/2015) has been amended to incorporate feedback received at the 1/2016 (February) meeting of BGR. Members are asked to note the amended ‘Achieving HDR Completion Targets Action Plan’, specifically action 1-vii and 2-xiii (refer attachment 7.1).

7.2 Members are asked to discuss the development and implementation of strategies that will assist to achieve Higher Degree Research completion targets.

Attachment 7.1

For discussion

8.0 THREE YEAR MILESTONE PROPOSAL

8.1 At the 1/2016 (February) BGR meeting, members considered a 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.

8.2 Guidelines to be placed on the HDR website have now been drafted based on the milestone proposal and feedback received. Members are asked to consider the proposed HDR website ‘Thesis Review Milestone’ (refer attachment 8.1). Amendments
to section 8.16 of the Higher Degree Research Policy will be proposed once the guidelines have been finalised.

Recommendation

8.3 The Board is asked to approve the HDR website ‘Thesis Review Milestone’, to be implemented from 1 June 2016.

Attachment 8.1

For approval

9.0 PUBLICATION ASSISTANCE SCHOLARSHIP (PAS)

9.1 The Publication Assistance Scholarship Scheme was implemented in June 2014 on the basis that the effectiveness of this scheme would be reviewed at a later date. Members are asked to note the analysis of PAS awarded to date (refer attachment 9.1), as well as the PAS final reports submitted by awardees (refer attachment 9.2).

9.2 Members are asked to consider proposed changes to the Publication Assistance Scholarship (PAS) Conditions of Award (refer attachment 9.3). The conditions of award have been amended to align with the recommendations as contained within the ‘Review of HDR Candidate Financial Support Models’, endorsed at the 1/2016 (February) BGR meeting and approved at the 17 February 2016 meeting of Executive Group. The conditions have also been amended based on the recommendations of the 1/2016 (February) PAS selection meeting panel.

Recommendation

9.3 The Board is asked to approve amendments to the Publication Assistance Scholarship Conditions of Award, for implementation from 2016.

Attachments 9.1-9.3

For approval

10.0 COMPLETION ASSISTANCE POSTGRADUATE RESEARCH SCHOLARSHIP (CAPRS)

10.1 Members are asked to consider proposed changes to the Completion Assistance Postgraduate Research Scholarship (CAPRS) Conditions of Award (refer attachment 10.1). The conditions of award have been amended to align with the recommendations as contained within the ‘Review of HDR Candidate Financial Support Models’, endorsed at the 1/2016 (February) BGR meeting and approved at the 17 February 2016 meeting of Executive Group. The conditions have also been amended based on the recommendations of the 1/2016 (February) CAPRS selection meeting panel.

10.2 Members are asked to note the analysis of CAPRs awarded from 2012 to 2015 (refer attachment 10.2).

Recommendation

10.3 The Board is asked to approve amendments to the Completion Assistance Postgraduate Research Scholarship conditions of award, for implementation from 2016.

Attachments 10.1-10.2

For approval

11.0 CONFERENCE TRAVEL GRANT CONDITIONS OF AWARD

11.1 Members are asked to consider proposed amendments to the GGRS-IEIS International Conference Travel Grant (CTG) Conditions of Award (refer attachment 11.1). The conditions of award have been amended to align with the recommendations as contained within the ‘Review of HDR Candidate Financial Support Models’, endorsed at the 1/2016 (February) BGR meeting and approved at the 17 February 2016 meeting of Executive Group.
11.2 Members are asked to note the analysis of CTG awarded in 2015 (refer attachment 11.2).

Recommendation

11.3 The Board is asked to approve amendments to the GGRS-IEIS International Conference Travel Grant Conditions of Award, for implementation from 2016.

For approval

12.0 BOARD OF GRADUATE RESEARCH CONSTITUTION

12.1 Members are asked to consider proposed amendments to section 9 of the Board of Graduate Research Constitution as follows:

9. RIGHTS OF AUDIENCE AND DEBATE

The following persons shall have rights of audience and debate:
(a) Director, Office for Research or nominee
(b) Graduate Education Officer, Griffith Graduate Research School
(c) Pro Vice Chancellor (Information Services) or nominee
(d) Pro Vice Chancellor (International) or nominee
(e) Resource Manager, Corporate Resource Management PFS or nominee
(f) Manager, Higher Degree Research Student Centre or nominee
(g) Academic Registrar or nominee

Recommendation

12.2 The Board is asked to recommend to Academic Committee that the amended Board of Graduate Research Constitution be approved.

For approval

13.0 HIGHER DEGREE RESEARCH SCHOLARSHIP APPLICATION ASSESSMENT AND AWARD POLICY

13.1 Members are asked to consider proposed changes to section 3 of the Higher Degree Research Scholarship Application Assessment and Award Policy as follows:

3. PRINCIPLES

The policy adopts the following principles as starting points -

1) Criteria for awarding the Commonwealth funded APA and IPRS scholarships will be in accordance with the Higher Education Support Act 2003 - Commonwealth Scholarships Guidelines (Research) 2012.

2) Parity between the Commonwealth and Griffith funded scholarships will be maintained wherever possible, but particularly in relation to the academic criterion for awarding scholarships.

3) Scholarships are awarded to candidates of exceptional research potential to undertake a Higher Degree Research program, and to support the development of early career researchers.

4) Griffith University will normally hold at least one end of year and one mid-year competitive scholarship round annually.

5) Scholarships awarded outside of the competitive mid-year or end of year round will be in accordance with section 9.0 of this policy.
6) Scholarship offers are made on the basis of fair and consistent decision-making undertaken with integrity and impartiality by University staff who have relevant knowledge, skills and training.

Recommendation

13.2 The Board is asked to recommend to Academic Committee that the amended Higher Degree Research Scholarship Application Assessment and Award Policy be approved, for immediate implementation.

For approval

14.0 HDR SUPERVISOR ACCREDITATION POLICY

14.1 Members are asked to consider proposed amendments to section 3 of the Higher Degree Research Supervisor Accreditation Policy as follows:

3.1 Accredited

On the recommendation of the Head of Element, a Dean (Research) will approve a status of accredited for staff who have supervised at least one HDR Doctoral candidate to successful completion, have completed the GGRS program in Higher Degree Research Supervision, and have demonstrated professional engagement in HDR education and training.

On the recommendation of the Head of Element, a Dean (Research) will approve a status of accredited for new staff appointed to Griffith University who have supervised at least one HDR Doctoral candidate to successful completion. Staff are required to complete the two compulsory Research Integrity and Supervision 101 modules of the GGRS program in Higher Degree Research Supervision within six months of appointment as an HDR supervisor at the University. It is the responsibility of the Head of Element to ensure that the staff member completes the modules within the specified timeframe. New staff are required to familiarise themselves with research ethics and good research practice at Griffith University. Information will be provided to new staff that includes materials relating to the Code of Practice for the Supervision of Higher Degree Research Students, Griffith University Code for the Responsible Conduct of Research, and HDR policies, processes and procedures.

Accredited supervisors are expected to participate in ongoing professional engagement activities related to HDR education and training. In order to be appointed as a principal supervisor to a candidature an accredited staff member must meet the eligibility requirements as detailed in 1.3 above.

Recommendation

14.2 The Board is asked to recommend to Academic Committee that the amended Higher Degree Research Supervisor Accreditation Policy be approved, for immediate implementation.

For approval

15.0 2017 TRIMESTER ACADEMIC CALENDAR AND END-ON BACHELOR HONOURS DEGREES

15.1 The discussion paper 2017 Trimester Academic Calendar and End-On Bachelor Honours Degrees (refer attachment 15.1) was considered by Programs Committee on 3 March 2016. Programs Committee were asked to consider the recommendations contained within the discussion paper. BGR members are asked to note in particular recommendation 5 concerning the determination of the class of Honours by removing the Honours Weighted Average and instead adopting a program GPA and a minimum dissertation percentage.

15.2 Members are asked to consider and provide feedback on the discussion paper.

Attachment 15.1

For consideration
SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

16.0 HDR CONFERRALS

Recommendation

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

Attachment 16.1

For ratification

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

17.0 HDR CONVENOR MEETINGS

17.1 Members are asked to note the minutes of the AEL and Sciences HDR Convenor Committee meetings (refer attachments 17.1-17.2).

Attachments 17.1-17.2

For noting

18.0 CAPRS & PAS SELECTION MEETING

18.1 Members are asked to note the minutes of the Round 1, 2016 CAPRS and PAS Scholarship Selection Meeting (refer attachment 18.1)

Attachment 18.1

19.0 HDR LOAD REPORT

19.1 Members are asked to note the HDR Load Report as at 3 March 2016 (refer attachment 19.1).

Attachment 19.1

For noting

20.0 UNDERSTANDING PROFESSIONAL DOCTORATES

20.1 Members are asked to note the ‘Provision of professional doctorates in English HE institutions’ concerning a review of professional doctorates which was commissioned by the Higher Education Funding Council for England (HEFCE) and carried out by the Careers Research & Advisory Centre Ltd and the University of Brighton (refer to http://www.hefce.ac.uk/pubs/rereports/Year/2016/profdoc/Title,107344,en.html ).

For noting

21.0 COMPLAINTS ABOUT THE SUPERVISION OF POSTGRADUATE STUDENTS

21.1 Members are asked to note the ‘Complaints about the Supervision of Post-Graduate Students: A Discussion Paper’, produced by the Ombudsman, New South Wales (refer attachment 21.1).

Attachment 21.1

For noting

22.0 OTHER BUSINESS
23.0 **2016 MEETING DATES**

The next meeting of the Board of Graduate Research will be held on **Wednesday 13\textsuperscript{rd} April 2016** at 2.00pm in N54_2.06 and video-conferenced to G40_8.29.

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<td></td>
<td>Nathan</td>
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<td>13 April 2016</td>
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<td>11 May 2016</td>
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<td>26 October 2016</td>
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<td>7 December 2016</td>
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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

<table>
<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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<td>Deputy Chair and Dean (Research), GBS</td>
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<tr>
<td>Professor Graham Cuskelley</td>
<td>Appointed (GBS)</td>
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<td>Deans, Research</td>
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<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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<td>Professor Nigel Stork</td>
<td>Appointed (GSC)</td>
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<td>HDR Convenors</td>
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<td>Associate Professor Sarah Baker</td>
<td>Appointed (AEL)</td>
<td>Two years, up to 31 December 2016</td>
</tr>
<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>
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<td>Two years, up to 31 December 2017</td>
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<tr>
<td>Deputy Chair, Academic Committee</td>
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<tr>
<td>Professor Wendy Loughlin</td>
<td>Ex Officio</td>
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<td>Research Centre Directors</td>
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<tr>
<td>Professor Nam-Trung Nguyen</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2017</td>
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<tr>
<td>Professor Greer Johnson</td>
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<td>Early Career Researcher</td>
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<td>Dr Lee Morgenbesser</td>
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<td>HDR Student Representative</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

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

Senior Deputy Vice-Chancellor – Ned Pankhurst
Pro Vice-Chancellor (Information Services) – Linda O’Brien
Director, Griffith Enterprise – Nicholas Mathiou
Manager, Research Data, Office for Research – Stewart Whiteside
Academic Registrar – Kathy Grigic
Secretary Academic Committee – Tasha Langham
Academic Services Officer – Science – Kim Hillier
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

Other Copies
Corporation Archival & Records Management