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 01/2015 meeting have been circulated.

To be taken as read and confirmed

Attachments 2.1-2.2

3.0 MEMBERSHIP

3.1 Nil

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 Training – Promoting Best Practice
• Senior Leadership Forum, 10-11 February 2015
• Thesis Examination Form – Attainment of Thesis Learning Outcomes
• Plagiarism software
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

7.0 PRESENTATION - EICP PROJECT: SUPPORTING RESEARCH TRAINING PROGRAM

7.1 Ms Barbara Buckley and Ms Merrill Rogers will provide an update on the Online Admissions system, including the ‘Online Admissions for Higher Degree Research Communication Strategy and Plan’ (refer attachment 7.1), and provide an update on the HDR Lifecycle project.

Attachment 7.1

8.0 PRESENTATION – QCM HDR COLLOQUIUM PROGRAM

8.1 Dr Dan Bendrups, Deputy Director (Research) QCM, will give a presentation on the QCM HDR Colloquium Program.

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

9.0 ACHIEVING HDR COMPLETION TARGETS

9.1 At the Senior Leadership Forum held 10-11 February 2015, the Chair presented the proposal ‘Increasing the rate of HDR Completions’. The Chair will brief members on this presentation.

9.2 Following the presentation, the paper ‘Achieving HDR Completion Targets’ was developed (refer attachment 9.1). Members are asked to consider this paper and to develop an action plan to increase the rate of completions.

Attachment 9.1

For consideration

10.0 HIGHER DEGREE RESEARCH SCHOLARSHIP APPLICATION ASSESSMENT AND AWARD POLICY

10.1 Members are asked to consider proposed changes to the Higher Degree Research Scholarship Application Assessment and Award Policy (2015/0000054)(refer attachment 10.1). The policy has been amended as follows:

- Section 9 (Awarding scholarships out-of-round) and section 16 (Element Funded Scholarships) amended to allow requests to package a GUIPRS with an Element/other funded stipend to be considered for both H2A and H1 or equivalent applicants. The selection committee requirements have also been amended.
- Section 9 (Awarding scholarships out-of-round) amendment to the responsibility for paying the OSHC component of a GUIPRS when awarded out-of-round.

Recommendation
10.2 The Board is asked to approve amendment to the Higher Degree Research Scholarship Application Assessment and Award Policy (2015/0000054), for immediate implementation.

Attachment 10.1

For approval

11.0 COMPLETION ASSISTANCE POSTGRADUATE RESEARCH SCHOLARSHIP (CAPRS)

11.1 At the 1/2015 CAPRS selection meeting the panel recommended that the conditions of award be amended to reduce the maximum scholarship tenure. The panel also recommended amendments to the conditions for awarding an extension to the CAPRS tenure. The conditions of award have been amended accordingly. Members are asked to consider the proposed amendments (refer attachment 11.1).

11.2 The minutes of the 1/2015 CAPRS selection meeting are also provided for noting (refer attachment 11.2). Members are asked to note that a substantial proportion of the 2015 GGRS CAPRS budget was allocated during round 1, 2015. Reducing the scholarship tenure from 20 to 12 weeks will reduce the GGRS cost for each scholarship from $4,954 to $2,972, and thus will assist to increase the number of scholarships that can be allocated within budget.

Attachments 11.1-11.2

Recommendation

11.3 The Board is asked to approve amendments to the Completion Assistance Postgraduate Research Scholarship conditions of award.

For approval

12.0 PUBLICATION ASSISTANCE SCHOLARSHIP (PAS)

12.1 At the 1/2015 PAS selection meeting the panel recommended that the conditions of award be amended to include the eligibility requirement that applicants must not have been in receipt of a CAPRS (refer to minutes, attachment 11.2). As such, members are asked to consider proposed amendments to the PAS conditions of award as follows:

3. Eligibility

Scholarships will be available only to those who:

3.1 were enrolled in a higher degree research program at Griffith University;
3.2 have submitted (within the last month prior to the application closing date), or are about submit (within two months of the application closing date), their thesis for examination and
3.3 are able to devote sufficient time to writing up the publication for the duration of the scholarship (equivalent to full-time enrolment).

Candidates who submit their thesis under the lapsed candidature regulations, or have previously been in receipt of a Completion Assistance Postgraduate Research Scholarship (CAPRS), are ineligible.

Recommendation

12.2 The Board is asked to approve amendments to the Publication Assistance Scholarship Conditions of Award.

For approval

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 2015 GGRS OPERATIONAL PLAN

14.1 Members are asked to note the 2015 GGRS Operational Plan (refer attachment 14.1).

Attachment 14.1

For noting

15.0 OTHER BUSINESS

15.1 Nomination of examiners form.

16.0 2015 MEETING DATES

The next meeting of the Board of Graduate Research will be held on Wednesday 15 April 2015 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Allocated Venues</th>
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<td>15 April 2015</td>
<td>N54_2.06</td>
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<tr>
<td>13 May 2015</td>
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<td>10 June 2015</td>
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<td>28 October 2015</td>
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<tr>
<td>9 December 2015</td>
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No Meeting Scheduled for November

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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</thead>
<tbody>
<tr>
<td>Professor Sue Berners-Price</td>
<td>Chair</td>
<td></td>
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<tr>
<td>Deputy Chair and Dean (Research), GBS</td>
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<tr>
<td>Professor Graham Cuskey</td>
<td>Appointed (GBS)</td>
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<tr>
<td>Deans, Research</td>
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<tr>
<td>Professor Gerard Docherty</td>
<td>Appointed (AEL)</td>
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<tr>
<td>Professor David Shum</td>
<td>Appointed (HTH)</td>
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<td>Professor David Lambert</td>
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<td>HDR Convenors</td>
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<td>tba</td>
<td>Appointed (AEL)</td>
<td>Two years, up to 31 December 2015</td>
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<tr>
<td>Professor Kate Hutchings</td>
<td>Appointed (BUS)</td>
<td>Two years, up to 31 December 2015</td>
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<tr>
<td>Prof Liz Conlon</td>
<td>appointed (HTH)</td>
<td>Two years, up to 31 December 2015</td>
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<tr>
<td>A/Professor Helen Blanchard</td>
<td>appointed (GSC)</td>
<td>Two years, up to 31 December 2015</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 Nigel McMillan</td>
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<td>Professor Greer Johnson</td>
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<tr>
<td>Early Career Researcher</td>
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<td>Dr Jahangir Hossain</td>
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<td>HDR Student Representative</td>
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<tr>
<td>Ms Courtney Wright</td>
<td>Elected</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 Grnic (or nominee)</td>
<td>Academic Registrar</td>
</tr>
<tr>
<td>Professor Sarah Todd</td>
<td>Pro Vice Chancellor (International)</td>
</tr>
<tr>
<td>Ms Julene Finnigan</td>
<td>Resource Manager, PFS</td>
</tr>
<tr>
<td>Ms Loree Joyce</td>
<td>Secretary to the Board of Graduate Research</td>
</tr>
<tr>
<td>Ms Alyson McGrath</td>
<td>Manager, HDR Student Centre</td>
</tr>
<tr>
<td>Dr Vicki Pattemore (or nominee)</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>
</tr>
<tr>
<td>Dr Eliza Mathews</td>
<td>Graduate Education Officer, GGRS</td>
</tr>
</tbody>
</table>

### 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 Grnic
- 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 – Alyson McGrath
- Thesis Examinations Coordinator, HDR Student Centre – Minerva Capati
- Research Methodologist – Bill Metcalf
- Senior Academic Fellow (Higher Degree Research Education) – Parlo Singh

### Other Copies

- Corporate Archives & Records Management