A meeting of the Board of Graduate Research will be held on Wednesday 14 May 2014 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

Loree Joyce
Secretary

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 02/2014 meeting have been circulated. 

Attachments 2.1-2.2

To be taken as read and confirmed

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

• Compliance with the Australian Qualifications Framework (AQF)
• EICP Supporting the HDR Lifecycle Program - (Vision Workshop, 8 May)
• HDR Program Pathways Working Party (26 May)
• DDoGS Good Practice Principles of Graduate Research (Attachment 5.1)

Attachment 5.1
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 HIGHER EDUCATION STANDARDS FRAMEWORK – RESEARCH STANDARDS

7.1 The Higher Education Standards Panel in now inviting comment (refer attachment 7.1) on the proposed revisions to the Higher Education Standards Framework (refer attachment 7.2). Development of the proposed Framework has been informed by feedback from previous calls for comment on the ‘Draft Standards for Course Design, Learning Outcomes (Coursework) and Research and Research Training’, as well as feedback from meetings with stakeholders. Amendments relevant to research training include:

Section 4.2 - Research Training

- A standard has been added: "Students are admitted to research training only if the resources required for their project will be available and continuity of supervision is assured." This is a more directly worded version of content from the previous draft;
- A standard has been added that requires at least one of the supervisors of a research student to be a member of staff at the enrolling institution, or formally contracted by the enrolling institution to undertake supervisory duties;
- The draft standard requiring research students be guided to shape the directions of their research, develop capacities for independent research and to present their research findings has been removed;
- The draft standard requiring the monitoring of the standing of research arising from research training has been removed; and
- The draft standard requiring the monitoring of the quality and extent of research training against institutional goals has been removed.

Section 1.5 - Learning Outcomes and Assessment

- The Learning Outcomes (Research Training) section has been rolled into the broader Learning Outcomes section applicable to all levels of study.
- The draft standard requiring research graduates to possess generic skills required for research, including capacities to transfer across different environments and fields of research has been removed;
- The number of assessors for Masters by Research theses has been increased from one to two, but only one assessor is required to be external to the institution;
- A new standard has been added: "The outputs arising from research training contribute to the development of the field of research, practice or creative field and, in the case of doctoral degrees, demonstrate a significant original contribution."

7.2 Members are asked to provide feedback on the proposed Higher Education Standards Framework, specifically in regard to sections 1.5 and 4.2.

Attachments 7.1-7.2

For discussion
8.0 HIGHER DEGREE RESEARCH POLICY

8.1 Proposed amendments to the *Higher Degree Research Policy* in line with the creation of separate AQF Level 8 & 9 and Level 10 policies were considered at prior meetings of the Board. At a meeting with the Dean GGRS, Academic Registrar, Deputy Academic Registrar, Deputy Chair Academic Committee and Project Officer GGRS, it was recommended that one HDR Policy should exist in order to create a clear policy framework for HDR candidates.

8.2 As such, the *Higher Degree Research Policy* has now been amended to include all HDR Programs (Doctorate and Masters Degree (Research)), as well as AQF program information and requirements. Further amendments have also been made based on feedback received to date, as well as to provide clarity and/or additional information for several of the policy sections.

8.3 Members are asked to consider proposed changes to the *Higher Degree Research Policy* (refer attachment 8.1). As extensive amendments are proposed to this policy, an appropriate consultation process should occur prior to approval of Academic Committee being sought. Members are asked to provide feedback on the proposed amendments, as well as to liaise with relevant staff in each of the Groups to obtain feedback. In addition, the proposed amendments will be considered by the HDR Program Pathways Working Party at a meeting to be held on 26 May.

Attachment 8.1

For discussion

9.0 CODE OF PRACTICE FOR THE SUPERVISION OF HIGHER DEGREE RESEARCH STUDENTS

9.1 At the 1/2014 meeting of the Board members were asked to review and provide feedback on the *Code of Practice for the Supervision of Higher Degree Research Students* to ensure accuracy and relevancy of the policy.

9.2 Based on feedback received, the *Code* has been further amended (refer attachment 9.1). Members are asked to consider the proposed amendments.

Recommendation

9.3 The Board is asked to approve amendments to the *Code of Practice for the Supervision of Higher Degree Research Students*, for immediate implementation.

Attachment 9.1

For approval

10.0 PRINCIPLES TO PROMOTE EXCELLENCE IN HDR SUPERVISION PRACTICES

10.1 Professor Rod Barrett will introduce this item.

10.2 Draft Principles to Promote Excellence in HDR Supervision Practices developed by the Excellence in HDR Supervision Working Party were considered at the 6/2013 meeting of the Board. Members agreed that the principles should be returned to the Board following a consultation phase. The principles have now been amended based on feedback received and are included in the ‘Discussion paper: Principles to promote excellence in HDR Supervision’ (refer attachment 10.1).
10.3 Consideration now needs to be given to imbedding the principles in University processes. Members are asked to consider the implementation options detailed in the discussion paper.

For discussion

Attachment 10.1

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

11.0 HDR CONFERALS

Recommendation

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

For ratification

Attachment 11.1

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

12.0 WITHDRAWAL OF PROGRAM – 5361 HDR QUALIFYING PROGRAM

12.1 Members are asked to note the withdrawal proposal for the HDR Qualifying Program 5361 (refer attachment 12.1). The Chair of Programs Committee, on the recommendation of the Char, BGR (April 2014) has executively approved the proposal with a last admit term of semester 1, 2014.

For noting

Attachment 12.1

13.0 HDR CONVENOR MEETINGS

13.1 Members are asked to note the minutes of the Griffith Sciences HDR Convenor Committee meetings held in April 2014 (refer attachment 13.1).

For noting

Attachments 13.1

14.0 OTHER BUSINESS

15.0 2014 MEETING DATES

The next meeting of the Board of Graduate Research will be held on Wednesday 11 June 2014 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

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<th>Meeting Date</th>
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<td>11 June 2014</td>
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<td>23 July 2014</td>
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<td>20 August 2014</td>
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<td>24 September 2014</td>
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Nathan | Gold Coast
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G34_1.04 | G34_1.04
For noting

DISTRIBUTION LIST

Committee Members

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<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>
<td></td>
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<tr>
<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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<tr>
<td>Deans, Research</td>
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<tr>
<td>Professor Gerard Docherty</td>
<td>Appointed (AEL)</td>
<td>Two years, up to 31 December 2015</td>
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<td>Professor David Shum</td>
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<td>Professor David Lambert</td>
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<tr>
<td>Professor Kate Hutchings</td>
<td>Appointed (BUS)</td>
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<td>Professor Rod Barrett</td>
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<td>A/Professor Helen Blanchard</td>
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<tr>
<td>Deputy Chair, Academic Committee</td>
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<td>A/Professor Wendy Loughlin</td>
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<tr>
<td>Research Centre Directors</td>
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<td>Professor Nigel McMillan</td>
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<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>
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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 Grigic (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>
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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>Ms Alyson McGrath</td>
<td>Manager, HDR Student Centre</td>
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<tr>
<td>Dr Vicki Pattemore (or nominee)</td>
<td>Director, Office for Research</td>
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<tr>
<td>Ms Carolyn McDonald</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 Grigic

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Academic Services Officer – Science – Rebecca Voisey
Academic Services Officer – Health – Tristan Damen
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

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