AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Megan Hoffmann on extension 54088, or by emailing m.hoffmann@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The minutes of the 02/2015 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

• HDR Training – Promoting Best Practice
• Implementing Good HDR Supervision Practices
• Student Review and Appeals Policy (refer attachment 5.1)
• DDoGS Conference, 20 – 21 April
• International Student Research Forum (ISRF)
• Accreditation of HDR Supervisors
• HDR Scholarship Allocation Working Party

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

For discussion

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 DEGREE RESEARCH POLICY

7.1 Members are asked to consider proposed changes to the Higher Degree Research Policy (2015/XXXX) (refer attachment 7.1). The policy has been amended as follows:

- Section 10 (Award of Degree) amended to include both an Eligibility to Graduate and Award of Degree section to align with the Student Review and Appeals Policy.
- Section 8.8 (Enrolment Status) amended to include more explicit reference to the Student Administration Policy and to include requirements for part-time and full-time enrolment.
- Section 8.18 (Termination of Candidature) amended to align review process with the Student Review and Appeals Policy.
- Section 8.16 (Review of Progress) amended to reflect the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’.
- Section 7.7 (Admission and Readmission Procedures) amended to align admission decision makers with the Student Review and Appeals Policy.
- Section 7.9 (Appeal) amended to align admission decision reviewers and the review process with the Student Review and Appeals Policy.
- Section 7.5 (English Language Requirements) amended to remove GELI as an ISLPR testing centre.
- Section 7.2.8 (Establishing Equivalence) amended to reflect the Higher Degree Research Scholarship Application Assessment and Award Policy.
- Section 7.2 (Qualifications for Candidature) amended to include Professional Bachelor degrees awarded with honours, to align with the Higher Degree Research Scholarship Application Assessment and Award Policy.
- Section 7.6 (Recognition of Prior Learning) amended to separate out the requirements for granting credit for prior coursework and to specify a minimum period of enrolment.

Recommendation

7.2 The Board is asked to recommend to Academic Committee that the amended Higher Degree Research Policy (2015/XXXX) be approved, for immediate implementation.

Attachment 7.1

For approval
8.0 HIGHER DEGREE RESEARCH SCHOLARSHIP APPLICATION ASSESSMENT AND AWARD POLICY

8.1 Members are asked to consider proposed changes to the Higher Degree Research Scholarship Application Assessment and Award Policy (2015/0000054) (refer attachment 8.1). The policy has been amended in order to align with the Student Review and Appeals Policy. Amendments include reference to the scholarship conditions of award, particularly in regard to termination of scholarship and the decision makers, and the right of award holders to appeal against a decision made in respect to their scholarship.

Recommendation

8.2 The Board is asked to approve amendment to the Higher Degree Research Scholarship Application Assessment and Award Policy, for immediate implementation.

Attachment 8.1

For approval

9.0 SCHEDULE OF RESPONSIBILITIES

9.1 Members are asked to consider proposed changes to the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’. The Schedule has been amended in order to align matters and decision makers with the Higher Degree Research Policy and the Higher Degree Research Scholarship Application Assessment and Award Policy. The Schedule has also been amended to include a summary of the approving authorities and their delegates (refer attachment 9.1).

Recommendation

9.2 The Board is asked to approve amendment to the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’, for immediate implementation.

Attachment 9.1

For approval

10.0 HIGHER DOCTORATES BY PUBLICATION POLICY

10.1 At the 9/2014 the Board endorsed amendment to the Higher Doctorates by Publication Policy which were subsequently approved by Council. Board members are asked to confirm the following matters in regard to the change of program name from PhD by Publication to PhD by Prior Publication as follows:

- Change of program name and the award title to the Doctor of Philosophy by Prior Publication
- Change of award abbreviation to PhDPriorPub
- Transition arrangements (5 candidates currently enrolled in the program). The new program and award title applies only to candidates admitted subsequent to the changes being approved. However, candidates currently enrolled in the program at the time of the changes were approved may either remain in the existing program or transfer to the new program. Candidates who are admitted or transferred to the new program shall graduate with the new award title.

10.2 Members are also asked to endorse the amended Higher Doctorates by Publication Policy. Amendment have been made to the correct the PhD by Prior Publication program name in the policy header, as well as to remove the brackets from the PhD by Prior Publication program name throughout the policy, refer attachment 10.1.
Recommendation

10.3 The Board is asked to recommend to Academic Committee that the amended award title, program abbreviation and transition arrangements for the Doctor of Philosophy by Prior Publication program be approved.

10.4 The Board is asked to recommend to Academic Committee that the amended Doctorates and Higher Doctorates by Publication Policy be approved for immediate implementation.

Attachment 10.1

11.0 ACADEMIC MISCONDUCT POLICY – HIGHER DEGREE RESEARCH STUDENTS

11.1 At the 6/2014 (November) meeting, Academic Committee recommended that amendments to the Academic Misconduct Policy – Higher Degree Research Students be approved by Council, following consideration by BGR. The Deputy Academic Registrar briefed Academic Committee on the changes made and advised that the policy has been strengthened in relation to the definition of ‘student academic misconduct’. The core values of academic integrity now include honesty, trust, fairness, respect and responsibility and are now inclusive of actions that may not be specifically defined in the term ‘student academic misconduct’ but are clearly a breach of those values. The policy has also been amended to include the Dean, GGRS as the initial decision-maker in academic misconduct matters, as well as amendment to the noting to be recorded on transcripts.

11.2 Members considered the amended Academic Misconduct Policy – Higher Degree Research Students at the 1/2015 (4 February) meeting of the Board. The Board recommended that the Policy be further amended for consideration at a future meeting of the Board. This has now occurred.

11.3 Members are asked to consider the amended Academic Misconduct Policy – Higher Degree Research Students and provide feedback (refer attachments 11.1 and 11.2 – clean copy).

Attachments 11.1 – 11.2

For consideration

12.0 ACHIEVING HDR COMPLETION TARGETS

12.1 At the 2/2015 (March) meeting of BGR, 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 has now been developed (refer attachment 14.1).

12.2 Members are asked to consider the Achieving HDR Completion Targets Action Plan.

Attachment 12.1

For consideration

13.0 HDR PATHWAY PROGRAMS – GRADUATE DIPLOMA OF RESEARCH STUDIES & GRADUATE CERTIFICATE IN RESEARCH STUDIES PROGRAMS

13.1 It has been noted that the requirements for each of the Graduate Diploma Research Studies programs vary across the Groups, for example in regard to the requirements
for completing the Graduate Diploma or Graduate Certificate in order to progress to a
HDR program. The process for considering a HDR application prior to admission to a
Graduate Diploma to ensure pathways requirements will be met also varies, as does
the need or desire for package offers to be made.

13.2 Members are asked to discuss and provide feedback on the arrangements that are in
place for each of these programs, specifically where candidates are seeking admission
as a pathway to a HDR program.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

14.0 HDR CONFERRALS

Recommendation

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

Attachment 14.1

For ratification

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

15.0 HDR CONVENOR MEETINGS

15.1 Members are asked to note the minutes of the Health HDR Convenor Committee
meetings held on the 25th March 2015 (refer attachment 15.1).

Attachments 15.1

For noting

16.0 HDR SCHOLARSHIP ALLOCATION WORKING PARTY MEETING

16.1 Members are asked to note the minutes of the HDR Scholarship Allocation Working
Party Meeting held on Thursday 5th March 2015 (refer attachment 16.1).

Attachments 16.1

For noting

17.0 HDR LOAD REPORT

17.1 Members are asked to note the HDR Load Report for May 2015(refer attachment 16.1).

Attachment 17.1

For noting

18.0 OTHER BUSINESS

18.1 Nomination of examiners form.

Attachment 18.1

For noting
19.0 2015 MEETING DATES

The next meeting of the Board of Graduate Research will be held on Wednesday 13 May 2015 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></td>
<td>Nathan</td>
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<tr>
<td>10 June 2015</td>
<td>N54_2.06</td>
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<tr>
<td>29 July 2015</td>
<td>N54_2.06</td>
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<tr>
<td>26 August 2015</td>
<td>N54_2.06</td>
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<td>23 September 2015</td>
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<td>28 October 2015</td>
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<td><strong>No Meeting Scheduled for November</strong></td>
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<tr>
<td>9 December 2015</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>
<td></td>
</tr>
<tr>
<td><em>Deputy Chair and Dean (Research), GBS</em></td>
<td>Appointed (GBS)</td>
<td></td>
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<tr>
<td>Professor Graham Cusckelly</td>
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<tr>
<td><em>Deans, Research</em></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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<tr>
<td>Professor David Lambert</td>
<td>Appointed (GSC)</td>
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<td><em>HDR Convornors</em></td>
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<tr>
<td>Associate Professor Sarah Baker</td>
<td>Appointed (AEL)</td>
<td>Two years, up to 31 December 2015</td>
</tr>
<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>
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<tr>
<td>A/Professor Helen Blanchard</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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<tr>
<td><em>Research Centre Directors</em></td>
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<tr>
<td>Professor Nigel McMillan</td>
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<td>Two years, up to 31 December 2015</td>
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<td>Professor Greer Johnson</td>
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<tr>
<td><em>Early Career Researcher</em></td>
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<td>Dr Jahangir Hossain</td>
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<td><em>HDR Student Representative</em></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>
</tr>
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<tbody>
<tr>
<td>Ms Kathy Grbic (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>
</tr>
<tr>
<td>Ms Alyson McGrath</td>
<td>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 Eliza Howard</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 Grbic
- 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