GRiffith UNIVERSITY

BOARD OF GRADUATE RESEARCH

A meeting of the Board of Graduate Research will be held on Wednesday 29 July 2015 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 04/2015 meeting have been circulated. 

To be taken as read and confirmed

Attachments 2.1 and 2.2

3.0 MEMBERSHIP

3.1 The Board welcomes Professor Christine Smith to the Board who has been appointed as the GBS HDR Convenor representative for the remainder of the two year term, ending 31 December 2015.

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

- Mid-year scholarship round, minutes provided (refer attachment 5.1).
- Appointment of Confirmation of Candidature Independent Assessor.

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

7.0 PRESENTATION – EICP PROJECT: SUPPORTING RESEARCH TRAINING PROGRAM

7.1 Ms Barbara Buckley will provide an update on the HDR Lifecycle Project.

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

8.0 HIGHER DEGREE RESEARCH POLICY

8.1 Members considered proposed amendments to the Higher Degree Research Policy at the 3/2015 (May) meeting of BGR. The Board recommended that the Policy be further amended for consideration at a future meeting of the Board. This has now occurred.

8.2 Members are asked to consider proposed changes to the Higher Degree Research Policy (refer attachment 8.1). The policy has been further amended in regard to the following items:

- Section 6 (Program Requirements) amended to advise that the inclusion of any specific skills training and/or a coursework component in the PhD or MPhil program will be completed to the satisfaction of the Dean, Research, rather than to the satisfaction of the Dean, Griffith Graduate Research School.
- 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 for HDR candidates based on the time-based nature of HDR programs.
- Section 8.11 (Remote Candidature) members to consider amending the decision maker to the Dean, Griffith Graduate Research School.
- Section 8.13 (Suspension of Candidature) members to consider amending the decision makers for sick leave to simplify the process. Also amended to include leave duration entitlements.
- Section 8.15 (Concurrent Enrolment) amended to reflect the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’.
- Section 8.16.3 (Confirmation of Candidature) amended to make explicit the responsibilities of the Dean (Research) prior to making a recommendation to the Dean, Griffith Graduate Research School to downgrade candidature or for termination of candidature.
- Section 9.2 (Submission of Thesis or other Research Output) amended to include a maximum period of reenrolment for a lapsed candidate submission of six months.
- Section 10 (Award of Degree) amended to include both an Eligibility to Graduate and Conferral of Award section to align with the Student Review and Appeals Policy.

The policy has also been amended, as previously considered at the 3/2015 (May), as follows:

- Section 7.2.8 (Establishing Equivalence) amended to reflect the Higher Degree Research Scholarship Application Assessment and Award Policy.
• Section 7.5 (English Language Requirements) amended to remove GELI as an ISLPR testing centre.
• Section 7.6 (Recognition of Prior Learning) amended to separate out the requirements for granting credit for prior coursework vs recognition of prior research, and to specify a minimum period of enrolment for transferring candidates. Also amended to remove the UCAS agreement specific information.
• Section 7.7 (Admission and Readmission Procedures) amended to align admission decision makers with the Student Review and Appeals Policy.
• Section 7.9 (Review and Appeal) amended to align the 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 8.18 (Termination of Candidature) amended to align the review process with the Student Review and Appeals Policy.

Recommendation

8.3 The Board is asked to recommend to Academic Committee that the amended Higher Degree Research Policy be approved, 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 amendments to the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’, for immediate implementation.

Attachment 9.1

For approval

10.0 ACADEMIC MISCONDUCT POLICY – HIGHER DEGREE RESEARCH STUDENTS

10.1 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 decision-makers in academic misconduct matters, as well as amendment to the noting to be recorded on transcripts.

10.2 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.
10.3 Members are asked to consider the amended Academic Misconduct Policy – Higher Degree Research Students (refer attachments 10.1 and 10.2 – clean copy).

Recommendation

10.4 The Board is asked to recommend to University Council that the amended Academic Misconduct Policy – Higher Degree Research Students be approved for immediate implementation, following endorsement by Academic Committee.

Attachments 10.1 – 10.2

For approval

11.0 GRIFFITH UNIVERSITY CODE FOR THE RESPONSIBLE CONDUCT OF RESEARCH

11.1 As per the University's standard policy review cycle, the Office for Research conducted an administrative review of the Griffith University Code for the Responsible Conduct of Research in 2014. That review identified the need for further consultation and revisions to take account of recent changes to University policy. Proposed amendments to the Code include:

- more practical advice to researchers;
- more guidance provided to HDR candidates and supervisors, as well as speaking to the supervision of other research trainees;
- articulating the research integrity principles for scientific work with animals; and
- discussing the retention, reuse and sharing of data.

11.2 Members are asked to consider and provide any feedback on the proposed changes to the Griffith University Code for the Responsible Conduct of Research, for consideration by Research Committee.

Attachment 11.1

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

12.0 HDR CONFERRALS

Recommendation

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

Attachment 12.1

For ratification

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

13.0 HDR CONVENOR MEETINGS

13.1 Members are asked to note the minutes of the GBS HDR Convenor Committee meeting held in May 2015 (refer attachment 13.1).

Attachment 13.1

For noting

14.0 HDR LOAD REPORT
14.1 Members are asked to note the HDR Load Report as at 23 July 2015 (refer attachment 14.1).

For noting

15.0 OTHER BUSINESS

16.0 2015 MEETING DATES

The next meeting of the Board of Graduate Research will be held on Wednesday 26th August 2015 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

<table>
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<th>Meeting Date</th>
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<td>26 August 2015</td>
<td>N54_2.06</td>
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<tr>
<td>23 September 2015</td>
<td>N54_2.06</td>
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<tr>
<td>28 October 2015</td>
<td>N54_2.06</td>
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<tr>
<td>9 December 2015</td>
<td>N54_2.06</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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<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>
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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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<tr>
<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 2015</td>
</tr>
<tr>
<td>Professor Christine Smith</td>
<td>Appointed (BUS)</td>
<td>Two years, up to 31 December 2015</td>
</tr>
<tr>
<td>Prof Liz Conlon</td>
<td>Appointed (HTH)</td>
<td>Two years, up to 31 December 2015</td>
</tr>
<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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<tr>
<td>Research Centre Directors</td>
<td></td>
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<tr>
<td>Professor Nigel McMillan</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2015</td>
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<tr>
<td>Professor Greer Johnson</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2016</td>
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<tr>
<td>Early Career Researcher</td>
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<tr>
<td>Dr Jahangir Hossain</td>
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<td>Two years, up to 31 December 2015.</td>
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<tr>
<td>HDR Student Representative</td>
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<tr>
<td>Ms Courtney Wright</td>
<td>Elected</td>
<td>Two years, up to 31 December 2015.</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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</thead>
<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>
<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>Professor Andrea Bishop</td>
<td>Director, Office for Research</td>
</tr>
<tr>
<td>Ms Louise Howard</td>
<td>Director, Library and Learning Services (INS)</td>
</tr>
<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 Grgic
- 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