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 05/2015 meeting have been circulated. *Attachments 2.1 and 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

- Griffith English Language Enhancement Strategy (GELES) – Proposed HDR Academic Language and Learning Strategy
- Griffith Graduate Research School and HDR Student Centre Workplace Change
- Electronic Infrastructure Capital Planning (EICP) funding proposal
- HDR Conference (postponed)
- Plagiarism Detection 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 – HIGHER DEGREE RESEARCH STRATEGY

7.1 The Marketing Communications and Events Officer, Griffith Graduate Research School, Mr Andrew Quek, will present the Higher Degree Research Strategy: Enhancing the prospective HDR candidate experience.

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 ACADEMIC MISCONDUCT POLICY – HIGHER DEGREE RESEARCH STUDENTS

8.1 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. Members considered the amended Policy at the 1/2015 (4 February) and 5/2015 (29 July) meetings of the Board. The Board recommended that the Policy be further amended to address feedback provided. The Policy has been amended to:

- Align with the Institutional Framework for Promoting Academic Integrity among Students, where relevant.
- Align with the Student Academic Misconduct Policy, where relevant.
- Link closely with the Australian Code for the Responsible Conduct of Research and the Griffith University Code for the Responsible Conduct of Research.
- Include referral to complaint/allegation and investigation processes in accordance with the GU human research ethics and the animal research ethics manuals.
- Include educational responses and penalties appropriate to HDR candidature.

8.2 Members are asked to consider the amended Academic Misconduct Policy – Higher Degree Research Students (refer attachments 8.1 and 8.2 – clean copy). Note that sections amended subsequent to the 5/2015 BGR are highlighted in yellow. A HDR Candidate academic Misconduct Process Diagram is also provided (refer attachment 8.3)

Recommendation

8.3 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 8.1 – 8.3

For approval

9.0 SCHOLARSHIP ALLOCATION WORKING PARTY RECOMMENDATIONS

9.1 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) and three times in 2015 (March, May July).

9.2 The Scholarship Allocation Working Party has provided interim recommendations. Members are asked to endorse the recommendations and note the planned pilot of the scholarship scoring scheme (refer attachment 9.1).

Attachment 9.1

For consideration

10.0 AUSTRALIAN COUNCIL OF LEARNED ACADEMIES (ACOLA) CONSULTATION

10.1 A draft document has been prepared summarising feedback received in response to the ACOLA consultation questions for the review of Australia’s research training system (refer attachment 10.1).

10.2 Members are asked to consider and provide any further feedback on the draft document in order to finalise the institutional response to ACOLA which is due to be submitted by 31 August 2015.

10.3 The Australian Council of Graduate Research (ACGR) response to the ACOLA consultation questions is provided for noting (refer attachment 10.2).

Attachments 10.1 – 10.2

For consideration

11.0 THESIS AS A SERIES OF PUBLISHED AND UNPUBLISHED PAPERS

11.1 The information on the HDR website pertaining to the inclusion of publications within the body of a HDR thesis requires review in order to include more explicit requirements. This is prompted by feedback received by the Chair, BGR that the vagueness of this information is resulting in issues and confusion for candidates, supervisors, and thesis examiners.

11.2 Members are asked to consider the current requirements as detailed on the HDR website ‘Thesis as a series of published and unpublished papers’ (refer attachment 11.1) and provide feedback to inform amendment to the requirements.

11.3 The Monash University thesis including published works Faculty specific requirements are provided for reference (refer attachment 11.2).

Attachments 11.1-11.2

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 CAPRS & PAS SELECTION MEETING

13.1 Members are asked to note the minutes of the Round 3, 2015 CAPRS and PAS Scholarship Selection Meeting (refer attachment 13.1)

Attachment 13.1

14.0 HDR CONVENOR MEETINGS

14.1 Members are asked to note the minutes of the AEL and Health HDR Convenor Committee meetings held in May and July 2015 respectively (refer attachments 14.1-14.2).

Attachments 14.1-14.2

For noting

15.0 HDR LOAD REPORT

15.1 Members are asked to note the HDR Load Report as at 24 August 2015 (refer attachment 15.1).

Attachment 15.1

For noting

16.0 OTHER BUSINESS

17.0 2015 MEETING DATES

The next meeting of the Board of Graduate Research will be held on Wednesday 23rd September 2015 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

<table>
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<tr>
<th>Meeting Date</th>
<th>Allocated Venues</th>
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<tr>
<td></td>
<td>Nathan</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><em>Deputy Chair and Dean (Research), GBS</em></td>
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<tr>
<td>Professor Graham Cuskelley</td>
<td>Appointed (GBS)</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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<td>Professor David Lambert</td>
<td>Appointed (GSC)</td>
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<td><em>HDR Convenors</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 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>
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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><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>
<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>
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<tr>
<td><em>Early Career Researcher</em></td>
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<tr>
<td>Dr Jahangir Hossain</td>
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<tr>
<td><em>HDR Student Representative</em></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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<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>
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<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