A meeting of the Board of Graduate Research will be held on Wednesday 23 September 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 06/2015 meeting have been circulated.

To be taken as read and confirmed

Attachments 2.1 and 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:

- PhD Industry Experience Program (launching 8 October)
- Tropical Research Network Conference
- International Student Barometer (ISB) Presentation (2/09/2015)
- Australian Council of Learned Academies (ACOLA) Review of Australia’s Research Training System - Institutional Response to Consultation Questions (refer attachment 5.1)
- Scholarship Overpayments

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8.0 THESIS AS A SERIES OF PUBLISHED AND UNPUBLISHED PAPERS

8.1 The information on the HDR website pertaining to the inclusion of publications within the body of a HDR thesis has been amended following feedback received by the Board (6/2015). The information has been amended to include more explicit requirements for candidates, supervisors, and thesis examiners.

8.2 Members are asked to consider and provide any feedback on the proposed changes to the HDR website ‘Thesis as a series of published and unpublished papers’ (refer attachment 8.1).

8.3 A template for additional or varied Group/Element requirements has also been developed for consideration (refer attachment 8.2). Example table of contents are also provided for reference as developed by A/Prof Rodney Stewart, School of Engineering (refer attachment 8.3) and the University of Melbourne (refer attachment 8.4)

Attachments 8.1-8.4

For consideration

9.0 MINIMUM FACILITIES AND RESOURCES TO BE PROVIDED TO HDR CANDIDATES

9.1 The guidelines for the ‘Minimum Standard of Resources, Facilities and other Support’ to be provided to HDR candidates has been reviewed to ensure that HDR candidates are appropriately resourced, the standards are in line with best practice across the sector, and are able to be implemented across each of the Groups.

9.2 A review of the Group HDR candidate financial support models, including recommendations for change, has been completed. Members are asked to consider and endorse the recommendations as contained within the ‘Review of HDR Candidate Financial Support Models’ (refer attachment 9.1).

9.3 Members are also asked to consider and provide feedback on the amended ‘Minimum Standard of Resources, Facilities and other Support’ (refer attachment 9.2).

9.4 A comparison of resources provided to HDR candidates across the sector is provided for reference (refer attachment 9.3)

Recommendation

9.5 The Board is asked to endorse the recommendations as contained within the ‘Review of HDR Candidate Financial Support Models’, for consideration by Executive Group.

Recommendations 9.1-9.3
10.0 HDR PUBLICATIONS

10.1 The number of Griffith HERDC eligible outputs, showing those outputs where a HDR candidate is listed as an author, is provided for discussion (refer attachment 10.1).

For discussion

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

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

12.0 HDR CONVENOR MEETINGS

12.1 Members are asked to note the minutes of the AEL HDR Convenor Committee meeting held in July 2015 (refer attachment 12.1).

For noting

13.0 HDR LOAD REPORT

13.1 Members are asked to note the HDR Load Report as at 17 September 2015 (refer attachment 13.1).

For noting

14.0 OTHER BUSINESS

14.1 Extension to maximum submission date, inclusion of HDR Convenor in the approval process.

15.0 2015 MEETING DATES

The next meeting of the Board of Graduate Research will be held on Wednesday 28th October 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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<tbody>
<tr>
<td></td>
<td>Nathan</td>
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<tr>
<td>23 September 2015</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>28 October 2015</td>
<td>N54_2.06</td>
</tr>
<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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</thead>
<tbody>
<tr>
<td>Professor Sue Berners-Price</td>
<td>Chair</td>
<td></td>
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<tr>
<td>Professor Graham Cusksely</td>
<td>Appointed (GBS)</td>
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<tr>
<td>Deans, Research</td>
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<tr>
<td>Professor Gerard Docherty</td>
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<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>
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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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<tr>
<td>Research Centre Directors</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>
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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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<tbody>
<tr>
<td>Ms Kathy Gragic (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>
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<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>
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**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 Gragic
- 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**

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