A meeting of the Board of Graduate Research will be held on Wednesday 22 October 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 07/2014 meeting have been circulated. To be taken as read and confirmed

Attachments 2.1-2.2

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

- Compliance with the Australian Qualifications Framework (AQF)
- Sanctions Compliance Policy & Process Flowchart (refer attachments 5.1 & 5.2)
- Conference Travel Grant Round 2, 2014 Selection Meeting (14 October)
- Fees for Domestic HDR Candidates
- PhD Employment Experience Program – Media Release (refer attachment 5.3)
- Griffith University Indigenous Australian Postgraduate Research Scholarship

Attachments 5.1-5.3
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 DEGREE RESEARCH POLICY

7.1 Proposed amendments to the Higher Degree Research Policy endorsed at the 5/2014 BGR meeting were considered at the 7/2014 (September) Programs Committee (PC) meeting. PC requested further amendment to the Policy, refer to the minute extract, attachment 7.1. The Policy has been further amended to address the feedback provided by PC.

7.2 Members are asked to consider proposed changes to the Higher Degree Research Policy (refer attachment 7.2 and 7.3 - clean copy). The additional changes are highlighted in yellow.

Recommendation

7.3 The Board is asked to recommend to Academic Committee that the Higher Degree Research Policy be amended, for immediate implementation.

Attachments 7.1 – 7.3

For approval

8.0 NSC NEW PROGRAM PROPOSAL

5667 MASTER OF SCIENCE

8.1 Members, on the recommendation of Programs Committee (7/2014) and the Griffith Sciences Group Board (15 August 2014), are asked to consider the attached proposal to introduce a new Master of Science (5667), as contained in 2014/0004914, for introduction in Semester 2, 2015.

8.2 The School of Natural Sciences proposes to introduce a new 2-year full-time (160CP) Master of Science, designed for both the domestic and international market to provide in-depth training in the student’s area of specialisation. The existing Master of Science with Honours program was deemed to be invalid with regards to the AQF, both in terms of award title and program structure and has been withdrawn. However there remains considerable interest from the open market as well as four different Chinese partner institutions to develop a Masters level program to offer training in the proposed specialisations.

8.3 To be eligible for admission to the Master of Science program, a student must hold:

- Clinical and Molecular Microbiology specialisation
  - A BSc with major studies in microbiology in a biological science discipline (biochemistry; biomedical science; biotechnology; molecular biology; genetics; plant science) with an equivalent GPA of 5.0 or better OR
  - the Graduate Diploma of Clinical Microbiology (4167). These students will be eligible for 30 credit points of advanced standing towards the Clinical and Molecular Microbiology major in lieu of first year coursework.

- Food Security specialisation
  - A BSc in a relevant science discipline (chemistry, microbiology, food science, plant science) with an equivalent GPA of 5.0 or better.
Medicinal Chemistry specialisation
  • A BSc with major studies in chemistry or biological chemistry (biochemistry; organic, analytical, or physical chemistry) with an equivalent GPA of 5.0 or better.

Nanoscience specialisation
  • A BSc in a relevant science discipline (chemistry, physics, materials engineering, chemical engineering) with an equivalent GPA of 5.0 or better.

8.4 To be eligible for the award of Master of Science (MSc), a student must acquire 160 credit points as prescribed below:

Clinical & Molecular Microbiology Major
  • gain 10 credit points for the prescribed courses;
  • gain 30 credit points for the listed elective;
  • successfully complete the 120 credit point dissertation.

Food Security Major
  • gain 40 credit points for the prescribed courses;
  • successfully complete the 120 credit point dissertation.

Medicinal Chemistry Major
  • gain 30 credit points for the prescribed courses;
  • gain 10 credit points for the listed elective;
  • successfully complete the 120 credit point dissertation.

Nanoscience Major
  • gain 30 credit points for the prescribed courses;
  • gain 10 credit points for the listed elective;
  • successfully complete the 120 credit point dissertation.

8.5 HDR Candidature and examination requirements as detailed in the Higher Degree Research Policy will apply to this program, except where noted in the program proposal. Variations include the requirements for at least one supervisor to be appointed to each candidature instead of two, and for two examiners who are internal to the University instead of at least one being external.

Recommendation

8.6 The Board is asked to seek approval of Academic Committee for:

  • the proposal to introduce a new Master of Science (5667), as detailed in 2014/0004914, in Semester 2, 2015; and
  • for the program to be accredited by the University for a period of 5 years up to December 2019.

For approval

9.0 HLS MAJOR CHANGE PROPOSAL
5626 MASTER OF MEDICAL RESEARCH

9.1 Members, on the recommendation of Programs Committee (7/2014) and the Dean (Learning & Teaching), Griffith Health (21 August 2014), are asked to consider the attached proposal for changes to the Master of Medical Research (5626), as contained in 2014/0004619, for introduction in Semester 1, 2015.

9.2 The Griffith Health Executive proposes changes to the Master of Medical Research to resolve a number of issues identified in a recent review of the program. The new Master of Medical Research was approved at the 10/2013 meeting of Programs Committee, but no applications, international or domestic, have been received for the program to date. It is felt that the more involved HDR application process may be discouraging some applicants, particularly international students, from applying for the program. Other issues include the reclassification of the program as a HDR program.
and the general program structure; which does not provide appropriate recognition in supervising Master of Medical Research students within their Schools. The changes proposed are as follows:

- The program Host will change from the School of Medical Science (MSC) to the Griffith Health Executive (HLS) because of the need to carefully review dissertation proposals prior to approval.
- Additional information be added to attendance mode to clarify coursework requirements and campus locations.
- Admission requirements be amended to clarify Dissertation Supervision requirements.
- A revised program structure.
- The inclusion of the dissertation title on each student’s academic transcript, as approved by Programs Committee as part of the original program proposal, is to remain, as this will clearly identify the student’s area of research to potential employers, HDR assessors etc.

9.3 To be eligible for admission to the Master of Medical Research, a student must fulfil the following criteria:

- hold a Bachelor degree in medical science, biological science, pharmaceutical science or a related health discipline from Griffith University or from another university or institution which is of equivalent standard with:
  - a GPA of at least 4.5 (using a 7.0 scale) over the second and third year of the Bachelor degree OR
  - a GPA of at least 5.0 (using a 7.0 scale) over the final year of the Bachelor degree; OR
  - a GPA of least 4.5 (using a 7.0 scale) over the entire degree with evidence of a completed research project course.
- A candidate whose level of achievement falls below the above level may apply for special consideration in writing.

9.4 No changes are proposed to degree requirements.

Recommendation

9.5 The Board, on the recommendation of Programs Committee (7/2014) and the Dean (Learning & Teaching), Griffith Health (21 August 2014), is asked to recommend to Academic Committee the proposal for changes to the Master of Medical Research (5626), as contained in 2014/0004619, for implementation in semester 1, 2015.

For approval

10.0 10.0 EDN MAJOR CHANGE PROPOSAL (2014/0004195)

5608 MASTER OF EDUCATION AND PROFESSIONAL STUDIES RESEARCH
5633 MASTER OF ARTS RESEARCH 8/2014 PC meeting

10.1 Members, on the recommendation of Programs Committee, and the Dean (Learning & Teaching), Arts, Education and Law (15 September 2014), are asked to consider the attached proposal for changes to the Master of Education and Professional Studies Research (5608) and Master of Arts Research (5633), as contained in 2014/0004195, for implementation in Semester 1, 2015.

10.2 The School of Education and Professional Studies proposes changes to the admission requirements for entry into the Master of Education and Professional Studies Research and Master of Arts Research. These changes are proposed as a result of a request from staff from the Higher Degree Research Student Centre, who have asked that the admission requirements for these programs be amended to cater for those students wishing to apply for the program who have completed a coursework Masters degree.
10.3 An applicant for admission to the Master of Education and Professional Studies Research or Master of Arts Research program is required to hold:

- a Graduate Certificate or Graduate Diploma postgraduate qualification with a GPA of at least 5.0 in a related discipline; OR
- a bachelor degree with at least Second Class Honours (Division B) in a related discipline.

10.4 No changes are proposed to degree requirements.

Recommendation

10.5 The Board, on the recommendation of Programs Committee and the Dean (Learning & Teaching), Arts, Education and Law (15 September 2014), is asked to recommend to Academic Committee the proposal for changes to the Master of Education and Professional Studies Research (5608) and Master of Arts Research (5633), as contained in 2014/0004195, for implementation in Semester 1, 2015.

Attachment 10.1

For approval

11.0 DOCTORATES AND HIGHER DOCTORATES BY PUBLICATION POLICY

11.1 At the 7/2014 BGR meeting a prior decision to withdraw the PhD by Publication program (6002) from offer was overturned by the Board. The Board recommended that this program continue to be offered, subject to the Doctorates and Higher Doctorates by Publication Policy being amended. Such amendment is required to ensure that only established researchers with substantial international standing in their respective fields are admitted by making explicit the admission and candidature requirements for this program. Amendment to the program name was also recommended in order to avoid any further confusion with the PhD program completed as a series of published or unpublished paper.

11.2 Members are asked to consider proposed changes to the Doctorates and Higher Doctorates by Publication Policy (refer attachment 11.1).

Recommendation

11.3 The Board is asked to recommend to University Council that the Doctorates and Higher Doctorates by Publication Policy be amended.

Attachment 11.1

For approval

12.0 PRINCIPLES TO PROMOTE EXCELLENCE IN HDR SUPERVISION PRACTICES

12.1 The Principles to Promote Excellence in HDR Supervision Practices were endorsed at the 7/2014 meeting of the Board. Members are now asked to consider strategies to embed the principles in various University processes. The ‘Principles to promote excellence in HDR supervision at Griffith University’ is attached (refer attachment 12.1). This document also includes implementation strategies.

12.2 The HDR Director GBS and the Director (L&T) Science have developed a HDR Supervision Peer Review discussion document titled ‘Enhancing the Quality of Griffith University HDR Supervision Through Standards, Processes, and Responsibility: HDR Supervisor Peer Review’ (refer attachment 12.2). A summary of strategies adopted at some other institutions is also provided (refer attachment 12.3).
12.3 Members are asked to consider and provide feedback on each of the above documents in regard to the strategies for embedding and measuring supervision principles and practices.

For discussion

13.0 **MINIMUM FACILITIES AND RESOURCES TO BE PROVIDED TO HDR CANDIDATES**

13.1 The minimum facilities and resources provided to HDR candidates requires review to ensure that HDR candidates are resources appropriately and to ensure the requirements reflect current practice and can be accommodated within each Group. The current requirements are attached (refer attachment 13.1) as well as a summary of the facilities and resources provided at some other institutions (refer attachment 13.2).

13.2 Members are asked to discuss the minimum facilities and resources to be provided to HDR candidates and propose amendments to these requirements.

For discussion

14.0 **SCHOLARSHIP ROUND SCHEDULE OF DATES**

14.1 Members are asked to consider the proposed schedule of dates for the 2015 scholarship rounds (refer attachment 14.1).

Recommendation

14.2 The Board is asked to approve the proposed schedule of dates for the 2015 scholarship rounds.

For approval

15.0 **LOAD AND COMPLETION DATA – SECTOR COMPARISON**

15.1 The number of Griffith HDR completions compared to the HDR Load has been analysed against select Go8 and IRU Universities. This analysis is provided for discussion (refer attachment 15.1).

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

16.0 **HDR CONFERRALS**

Recommendation

16.1 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

17.0 **HDR CONVENOR MEETINGS**

17.1 Members are asked to note the minutes of the GBS HDR Convenor Committee meeting held in July 2014 (refer attachment 17.1).
18.0 HDR SCHOLARSHIP ALLOCATION WORKING PARTY

18.1 Members are asked to note the minutes of the 2/2014 HDR Scholarship Allocation Working Party meeting held on 16 September 2014 (refer attachment 18.1).

Attachment 18.1

19.0 OTHER BUSINESS

20.0 2014 MEETING DATES

The next meeting of the Board of Graduate Research will be held on Wednesday 10 December 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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<tr>
<td></td>
<td>Nathan</td>
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<tr>
<td>No Meeting Scheduled for November</td>
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<tr>
<td>10 December 2014</td>
<td>N54_2.06</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

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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>
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<tr>
<td><strong>Deputy Chair and Dean (Research), GBS</strong></td>
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<tr>
<td>Professor Graham Cuskeley</td>
<td>Appointed (GBS)</td>
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<tr>
<td><strong>Deans, Research</strong></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><strong>HDR Convenors</strong></td>
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<tr>
<td>Dr Christopher Klopper</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>Professor Rod Barrett</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><strong>Deputy Chair, Academic Committee</strong></td>
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<tr>
<td>A/Professor Wendy Loughlin</td>
<td>Ex Officio</td>
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<tr>
<td><strong>Research Centre Directors</strong></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 Brad Sherman</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2015</td>
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<tr>
<td><strong>Early Career Researcher</strong></td>
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<tr>
<td>Dr Jahangir Hossain</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2015</td>
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<tr>
<td><strong>HDR Student Representative</strong></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>
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<tbody>
<tr>
<td>Ms Kathy Grgic (or nominee)</td>
<td>Academic Registrar</td>
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<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>Dr Vicki Pattemore (or nominee)</td>
<td>Director, Office for Research</td>
</tr>
<tr>
<td>Ms Carolyn McDonald</td>
<td>Director, Library and Learning Services (INS)</td>
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<tr>
<td>Dr Eliza Mathews</td>
<td>Graduate Education Officer, GGRS</td>
</tr>
</tbody>
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### Information Copies (with attachments)

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- Pro Vice-Chancellor (Information Services) – Linda O’Brien
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- Academic Registrar – Kathy Grgic
- Secretary Academic Committee – Tasha Langham
- 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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