A meeting of the Board of Graduate Research was held at 2.00pm on Wednesday 4 February 2015 in N54_2.06 and video-conferenced to G34_1.04.

Loree Joyce
Secretary

MINUTES

PRESENT:
Chair - Professor Sue Berners-Price
Professor David Lambert
Professor Gerard Docherty
Professor Graham Cuskelly
Professor Wendy Loughlin
Professor Kate Hutchings
Professor Liz Conlon
Associate Professor Helen Blanchard
Professor Nigel McMillan
Dr Jahangir Hossain
Ms Courtney Wright

APOLOGIES:
Professor David Shum

Persons with Rights of Audience and Debate:
Professor Sarah Todd
Ms Julene Finnigan
Dr Vicki Pattemore
Ms Louise Howard
Ms Alyson McGrath
Dr Eliza Matthews
Ms Loree Joyce (secretary)

Invitees:
Ms Barbara Buckley
Ms Emma Little

1.0 DECLARATION OF INTERESTS
1.1 No conflicts of interest were declared.

2.0 CONFIRMATION OF MINUTES
2.1 The minutes of the 8/2014 meeting of the Board of Graduate Research were taken as read and confirmed; subject to the following amendment to section 13.7 of the Chairs report ‘….HDR Student Centre has identified a number of conflicts of interest for 95% of examiners nominated’.

3.0 MEMBERSHIP
3.1 The Board welcomed Professor Liz Conlon to the Board who has been appointed as the Health HDR Convenor representative for the remainder of the two year term, ending 31 December 2015.

3.2 The Board thanked A/Professor Christopher Klopper for his valuable contribution to the Board as the AEL HDR Convenor representative. A new AEL HDR Convenor
representative will be appointed to the Board for the remainder of the two year term, ending 31 December 2015.

3.3 The Board welcomed Ms Louise Howard, Director Library & Learning Services, to the Board as the Pro Vice Chancellor (Information Services) nominee.

4.0 PRESENTATION – EICP PROJECT: SUPPORTING RESEARCH TRAINING PROGRAM

4.1 Ms Barbara Buckley and Ms Emma Little demonstrated the new Online Admissions system. Information sessions and training for the new system will be held during March/April 2015, with implementation to occur late April 2015. Members discussed the ethics question included in the HDR application form and requested that this be amended to just be a statement regarding the possible need to obtain ethical clearance rather than a question.

Members were advised that further information on the project is available on the project website at www.griffith.edu.au/supporting-research-training. Members thanked the presenters, noting the consultation process for the project and the product to be delivered were both excellent.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

5.0 BOARD OF GRADUATE RESEARCH 2014 ANNUAL REPORT AND 2015 WORKPLAN

5.1 All sub committees of Academic Committee are required to submit an annual report as well as a work plan for the next year. Members were asked to note the 2014 BGR Annual Report and to discuss the tentative work plan for 2015.

5.2 Members endorsed the report, subject to reference to specific HDR candidate hubs in section 4 being removed.

Resolution

5.3 The Board resolved to endorse the Board of Graduate Research 2014 Annual Report and 2015 Work plan, subject to amendment as detailed in 5.2 above, to be progressed to Academic Committee for consideration.

6.0 BOARD OF GRADUATE RESEARCH CONSTITUTION

6.1 Members considered amendment to section 8 of the Board of Graduate Research Constitution as follows:

MEMBERSHIP

8. The members of the Committee shall be:

(a) Dean, Griffith Graduate Research School as Chair
(b) Deputy Chair of Academic Committee
(c) four Deans (Research) or PVC nominee, one from each academic group
(d) two Research Centre Directors jointly nominated by the four Group PVCs.
(e) four HDR convenors or nominee as nominated by PVC, one from each academic group
(f) one Early Career Researcher nominated by the Chair in consultation with the Deans Research (or equivalent)
(g) one representative of the higher degree research students of the University, to be elected by the higher degree research students of the University.
Resolution

6.2 The Board resolved to recommend to Academic Committee that the Board of Graduate Research Constitution be amended

SECTION B: ACTION UNDER DELEGATED AUTHORITY

7.0 HDR CONFERRALS

Resolution

7.1 The Board ratified the list of HDR Conferrals included with the agenda.

8.0 CODE OF PRACTICE FOR THE SUPERVISION OF HDR CANDIDATES - SANCTIONS COMPLIANCE

8.1 Members considered proposed changes to the Code of Practice for the Supervision of Higher Degree Research Students. The Code was amended to include the responsibilities for ensuring that the research training provided does not breach sanctions regulations. Amendment of the Code fulfills recommendation 1.8 of the sanctions compliance implementation plan.

8.2 Members did not request further amendment to the Code, however did discuss the process for changes to supervision and the need to identify country of citizenship on this form. It was also noted that the application for admission should refer to the country of citizenship rather than the country of origin. The Manager, HDRSC advised that these requests will be actioned.

Resolution

8.3 The Board resolved to approve amendments to the Code of Practice for the Supervision of Higher Degree Research Students, for immediate implementation.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

9.0 ACADEMIC MISCONDUCT POLICY – HIGHER DEGREE RESEARCH STUDENTS

9.1 Members were advised that the Academic Misconduct Policy – Higher Degree Research Students has been endorsed by Academic Committee (6/2014) and will be recommended to Council, following consideration by BGR. The Chair advised that further amendment to this policy is required to ensure that it is relevant to higher degree research, for example inclusion of reference to the Griffith University Code for the Responsible Conduct of Research is required. Further amendment to the policy will also need to be informed by precedent of HDR candidate misconduct cases. The Chair recommended that relevant parties be convened to inform further amendment to this policy prior to it being considered by the Board. This is to include, but not limited to, the Chair BGR, Manager Academic Services, Manager Research Ethics and Integrity, Dean(s) Research. Members agreed with this recommendation.

Resolution

9.2 The Board resolved to recommend that the Academic Misconduct Policy – Higher Degree Research Students be further amended for consideration at a future meeting of the Board.
10.0 **CHAIR'S REPORT**

10.1 **GGRS 2015 Operational Plan and 2014 Report on Outcomes**

The Chair asked members to note the GGRS 2015 Operational Plan and 2014 Report on Outcomes, advising that this is a summary report and the full version will be provided for noting at the next meeting of the Board. She asked members to note the relationship between GGRS Operational Plan and the BGR Work Plan.

10.2 **HDR Scholarship Allocation Working Party**

The Chair asked members to note the HDR Scholarship Allocation Working Party progress summary, including the implementation plan for the scholarship scoring scheme.

10.3 **Graduation Ceremonies**

The Dean (Research) AEL advised that at the December Graduation Ceremony that he attended, the shortened HDR thesis titles were provided to candidates immediately prior to the ceremony so that they could confirm their accuracy. This resulted in hand written amendments to the titles that were sometimes difficult to read and/or not appropriate. This process requires review as all titles should be confirmed prior to the graduation ceremony so that last minute amendments are not required. Members discussed the preference for full thesis titles to again be read at Graduation Ceremonies. The Chair advised that whilst reading full thesis title is preferred and would assist to raise the profile of HDRs at Graduation Ceremonies, members were reminded that it has taken some time for reading of the thesis titles to be reintroduced and that the reintroduction was conditional on more succinct versions of the titles being read only. Members discussed the current process for candidates to provide their shortened thesis title on submission and reiterated the need for the title to be confirmed prior to the graduation ceremony.

10.4 **Senior Leadership Forum**

The Chair will present at the Senior Leadership Forum to be held next week (10-11 Feb) that will focus on what we need to do to increase the rate of HDR completions. This will provide an opportunity to raise the profile of HDR candidates in the University.

10.5 **HDR Student Representative Consultative Committee**

The HDR Student Representative Consultative Committee met on the 9th and 11th December 2015 on the Gold Coast and Nathan campuses respectively. The Committee provided the following feedback:

- Candidates do not know about GGRS (who GGRS are and what GGRS do).
- There is strong support for the proposed HDR colloquium.
- Candidates would like workshops that are focused on industry/work ready skills, and career planning. They are keen for an employment forum to be held that focusses on these issues (for both academic and non-academic employment).
- HDRs need to be celebrated, for example their needs to be a thesis submission event/celebration.
- There was positive feedback for the Thinkwell and GGRS workshops.
- There was positive feedback on the QCM HDR colloquium program. The Chair recommended that this might be a model applicable elsewhere and that a presentation on this program could be given at the next meeting of the Board.
- Members agreed with the recommendation for a presentation to be given at the Board.
- In general very positive feedback was received.
10.6 Early Candidature Skills Development Program

In order to give candidates the best start in their HDR program, an early candidature skills development program is proposed. It is intended that this training will be compulsory for all candidates, but will be tailored based on needs. Initial planning has already occurred, in conjunction with GELI, to offer Academic Language and Learning training for HDRS as a need has been identified for upskilling HDRs in academic language, and not just those candidates for whom English is a second language. The training program may also include methodology/statistics training etc, however the framework for the program is to be confirmed following recommendations from a skills development taskforce that is to be convened. It is intended that this program will utilise training that is already in place across the University wherever possible. It is not intended as intensive training but rather an initial touch point to highlight the services available to candidates, and to identify early those candidates who may require additional support or training.

The PVC (International) queried GELI’s role in this training and advised that further discussion will need to occur to ensure there is sufficient budget, noting that the HDR English Help budget is already fully extended. The HDR Convenor representative, Sciences advised that Griffith Honours students complete research writing courses so care will need to be taken to ensure the training program does not duplicate what candidates may have already completed.

10.7 Supervisor Accreditation Process

As part of the HDR Student Lifecycle Audit, the process for maintaining/updating supervisors’ accreditation status was audited and confirmation of this process requested. As such, the Board is asked to note the current process for updating a supervisor’s status from Transitional to Accredited as follows:

- The HDR Student Centre provides the list of HDR conferrals, including supervisor details, to the Board.
- GGRS enter GGRS Program in HDR Supervision workshop attendance in PeopleSoft. Supervisors can view/print their workshop attendance record via the Griffith Portal.
- Deans (Research) advise the HDR Student Centre when a supervisor’s status should be changed from Transitional to Accredited.
- The HDR Student Centre maintain/update the supervisor status in PeopleSoft (Instructor/Advisor Table).

Members requested that the HDR website links to the Supervisor Accreditation Register be updated (as the report has moved). The instructions on how to access this report also require amendment.

Resolution

10.8 The Board resolved that the current process for candidates to provide their shortened thesis title is to be reviewed to ensure this title is reviewed and confirmed prior to the Graduation Ceremony.

10.9 The Board resolved to invite the Deputy Director (Research) QCM to the next meeting of the Board to give a presentation on the QCM HDR colloquium program.

11.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

11.1 The Manager, HDR Student Centre presented the HDR Student Centre report.

12.0 INTERNATIONALISATION STRATEGY

12.1 Members noted the Griffith University Internationalisation Strategy 2014-017.
13.0 HDR CONVENOR MEETINGS

13.1 Members noted the minutes of the GBS HDR Convenor Committee meeting held in December 2014.

14.0 OTHER BUSINESS

15.0 NEXT MEETING

15.1 Members noted that the next meeting of the Board of Graduate Research will be held on Wednesday 11 March 2015 at 2.00pm in **N54_2.06 and video-conferenced to G34_1.04**.

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<tr>
<th>Meeting Date</th>
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<td>11 March 2015</td>
<td>N54_2.06</td>
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<td>9 December 2015</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.

Minutes confirmed by:

**Professor Sue Berners-Price, Chair**
11 March 2015
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>
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<tr>
<td><strong>Deputy Chair and Dean (Research), GBS</strong></td>
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<td>Professor Graham Cuskelley</td>
<td>Ex Officio (GBS)</td>
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<td>Deans, Research</td>
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<td>Professor Gerard Docherty</td>
<td>Ex Officio (AEL)</td>
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<td>Professor David Shum</td>
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<td>Professor David Lambert</td>
<td>Ex Officio (GSC)</td>
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<td>HDR Convenors</td>
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<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 Liz Conlon</td>
<td>Appointed (HTH)</td>
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<td>Associate Professor Helen Blanchard</td>
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<td><strong>Deputy Chair, Academic Committee</strong></td>
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<td>Professor Wendy Loughlin</td>
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<td>Research Centre Directors</td>
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<td>Professor Nigel McMillan</td>
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<td><strong>Early Career Researcher</strong></td>
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<td>Dr Jahangir Hossain</td>
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<td><strong>HDR Student Representative</strong></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

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<tr>
<th>Name</th>
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<tr>
<td>Ms Kathy Grigic (or nominee)</td>
<td>Academic Registrar</td>
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<tr>
<td>Professor Sarah Todd</td>
<td>Pro Vice Chancellor (International)</td>
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<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>
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<td>Ms Alyson McGrath</td>
<td>Manager, HDR Student Centre</td>
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<td>Dr Vicki Pattemore (or nominee)</td>
<td>Director, Office for Research</td>
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<tr>
<td>Ms Louise Howard</td>
<td>Pro Vice Chancellor (Information Services)</td>
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<tr>
<td>Dr Eliza Mathews</td>
<td>Graduate Education Officer, GGRS</td>
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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 Grigic
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
Marketing & Communications Coordinator, GGRS – Andrew Quek
Research Methodologist, GGRS – Bill Metcalf
Thesis Examinations Coordinator, HDR Student Centre – Minerva Capati
Senior Academic Fellow (Griffith Institute for Educational Research) – Parlo Singh

Other Copies
Corporate Archives & Records Management