A meeting of the Board of Graduate Research was held at 2.00pm on Wednesday 3rd February 2016 at 2.00pm in N54_2.06 and video-conferenced to G40_8.29.

Loree Joyce
Secretary

MINUTES

PRESENT:
Chair - Professor Sue Berners-Price
Professor David Shum
Professor Graham Cuskelley
Professor Gerard Docherty
Professor Wendy Loughlin
Associate Professor Sarah Baker
Associate Professor Helen Blanchard
Dr Lee Morgenbesser
A/Professor Sarojni Choy (on behalf of Prof Greer Johnson)

APOLOGIES:
Professor Greer Johnson
Professor Nigel Stork
Professor Christine Smith
Professor Nam-Trung Nguyen
Professor Liz Conlon
Mr Blayne Arnold

Persons with Rights of Audience and Debate:
Ms Rebecca Seymour (nominee)
Mr Adam Jones
Dr Rachael Pitt
Ms Julene Finnigan
Professor Andrea Bishop
Mrs Louise Howard
Ms Loree Joyce

Professor Sarah Todd

Invitees:

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

2.0 CONFIRMATION OF MINUTES
2.1 The minutes of the 9/2015 meeting of the Board of Graduate Research were taken as read and confirmed.

3.0 MEMBERSHIP

Appointments
3.1 The Board noted the following appointments:
  • Professor Nam-Trung Nguyen appointed as a Research Centre Director representative to the Board for a two year term from 1/01/2016 to 31/12/2017.
  • Dr Lee Morgenbesser appointed as the Early Career Researcher representative to the Board for a two year term from 1/01/2016 to 31/12/2017.
  • Professor Nigel Stork appointed to the Board as the Acting Dean (Research) Griffith Sciences from 1/01/2016.
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE
Nil

SECTION B: ACTION UNDER DELEGATED AUTHORITY

4.0 HDR CONFERRALS

Resolution

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

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES
Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

5.0 MINIMUM FACILITIES AND RESOURCES FOR HDR CANDIDATES

5.1 A review of the guidelines for the ‘Minimum Standard of Resources, Facilities and Other Support’ has been undertaken by the Griffith Graduate Research School with the rationale of ensuring that:
- HDR candidates are appropriately resourced; and
- The standards are in line with best practice across the sector; and
- The standards are able to be implemented by the Groups.
This review has encompassed Group HDR candidate financial models.

5.2 The Senior Deputy Vice Chancellor is engaged in ongoing discussion through Executive Group regarding proposed amendment to the HDR candidate financial model and associated budget implications in moving towards finalising and implementing the recommendations. Members were advised that the recommendations as contained within the ‘Review of HDR Candidate Financial Support Models’ have been amended following feedback provided at the 2 December 2015 meeting of Executive Group. Members were asked to endorse the recommendations, to be considered at the 17 February 2016 meeting of Executive Group. The Board was advised that its role in considering the recommendations is to ensure that they align with best practice and support a financial support model that is fair and consistent.

5.3 Members endorsed the recommendations as contained with the ‘Review of HDR Candidate Financial Support Models’, subject to the following:
- Amend recommendation 1) as follows - The minimum research allowance be increased to $4,500 for a four year doctoral candidature. As the University is promoting timely completions (within 3-3.5 years) the funding to be provided should not be specified as four years. It was noted that the 4 year timeframe is consistent with the RTS entitlement.
- Amend the name of the three category bands as contained within recommendation 2), as the categories of high and low cost already have a meaning related to grant funding. Change of name to either bands or category numbers was suggested.
- Amend recommendation 3) as follows - However Research Centres will be expected required to allocate additional funding to candidates to support conference attendance.
- Budget information to be amended to remove reference to any GGRS cfwd budget, and just refer to the total GGRS budget for 2016.
- Members discussed the current process for the allocation of a research allowance with the Science Group. Members were advised that the category that is allocated for a research project is reviewed at confirmation and amended if the incorrect classification was assigned, or if the project has changed. The Science Group has guidelines on the classification of a research project as either category 1, 2 or 3.
- Members queried the timing of implementation, noting that some Groups have already finalised their budget for 2016. Members were advised that the timing for
implementation and associated budget implications would be considered by Executive Group.

- Members queried the process to be adopted for 50% of the cost of the CAPRS or PAS to be borne by the Element in the event that the candidate does not submit on time. If the Head of Element is still required to sign the candidate’s application form and provide account codes, this may still result in Elements not being able to support the application due to budget concerns.

5.4 Members were asked to approve the proposed amendments to the ‘Minimum Standard of Resources, Facilities and other Support’, subject to Executive Group approval of the financial support model. Members discussed the standards and provided feedback as follows:

- Amend the name of the three category bands (refer to 5.3 above).
- Remove the research allowance allocation for ‘reasonable inter-library loans’ as this expense is no longer incurred by candidates.
- Amend advice regarding provision of guidelines on ethical and safety procedures at the Element level to specify that this is in addition to Group/University level guidelines.

Resolution

5.5 The Board resolved to endorse the recommendations as contained within the ‘Review of HDR Candidate Financial Support Models’, subject to amendment as noted above, for consideration by Executive Group.

5.6 The Board resolved to approve the ‘Minimum Standard of Resources, Facilities and Other Support’, subject to amendment as noted above, and subject to Executive approval of the financial support model.

6.0 ACHIEVING HDR COMPLETION TARGETS

6.1 Members considered the ‘Achieving HDR Completion Targets Action Plan’, previously endorsed at the 2/2015 (March) BGR meeting. Members noted the items completed to date. The Chair informed members that HDR load as a proportion of all student load at Griffith continues to increase with this now at 4.8%, placing Griffith 11th across the sector. However, the number of HDR completions as a proportion of HDR load has remained stagnant with the percentage still at approximately 15%, placing Griffith at 16th across the sector. To be in line with the sector the number of completions as a proportion of load should be at least 20%, which would require in excess of 300 completions per year. The Chair advised that Achieving HDR Completion Targets will remain as a standing item on the BGR Agenda during 2016 with strategies underpinning the plan to progress for consideration at each meeting.

6.2 Members discussed the ‘Achieving HDR Completion Targets Action Plan’ and provided feedback as follows:

- The length of the examination process should also be considered and initiatives developed that reduce the number of theses requiring revision. Data on the percentage of theses that require minor or major revision should be looked at. Examiner responses could also be analysed to determine if there are common issues that could be addressed. The Chair advised that she is not getting the sense that there are significant issues with theses that need to be addressed, and that the vast majority of examination outcomes are minor revisions only.
- Confirmation is the pivotal point of candidature to ensure candidates are on track to complete on time. It is at this point where problems should be identified and dealt with, the scope of the project deemed appropriate etc. At present, confirmation is often viewed as an informal process and issues are not being dealt with adequately. A cultural shift is required to ensure this milestone is treated as a formal process with requirements strictly adhered to.
• Members requested that further data be provided to show what is currently occurring, and whether there have been improvements over time in the number of completions and completion times. This will assist to identify issues and inform the development of further strategies. Members requested that the data be identified by program type, residency status, and attendance status. Data collated by Nigel Palmer looking at a sector analysis of HDR programs over a 10 year period may also be of interest to members.
• Further information on a candidate’s research project should be obtained prior to admission. This will enable more informed decisions to be made at admission regarding the resourcing needs, the feasibility of the project etc. More work needs to occur prior to admission to ensure the research project is ready to go, instead of using the first year of candidature to refine or develop the research proposal.
• The frequency of contact between candidates and supervisors plays a significant role in keeping candidates on track. Strategies to support communication should be considered, as well as a means of capturing engagement between the candidate and supervisor so that this ‘data’ can be viewed by the Dean (Research) as a further tool to manage candidate progress.
• We need to identify if there are points throughout candidature where progress is being hindered so that a framework can be developed to provide additional support when it is required. This will also assist to inform further development of the skills development framework if, for example, where progress is being hindered due to a lack of academic skills.
• There needs to be a mechanism in place to monitor supervisor performance and to flag if there are issues.

Resolution

6.3 The Board resolved to amend the ‘Achieving HDR Completion Targets Action Plan’ to incorporate feedback provided.

7.0 THREE YEAR MILESTONE PROPOSAL

7.1 Members considered the proposal to implement a three year milestone. The purpose of the milestone is to provide additional support to candidates in their final year of candidature and facilitate the timely submission of their thesis for examination. Members discussed the proposal and provided feedback as follows:
• The requirements for the milestone may need to be broad as depending on the discipline/research project/candidate, the writing of the thesis may occur at different stages throughout candidature. For example the draft thesis may not be prepared until 6 months prior to submission.
• An oral presentation would be beneficial, and perhaps should be given to a small expert audience.
• We need to ensure that the requirements for this milestone are not too cumbersome as the last year of candidature is often the most productive so we do not want to hinder progress towards completion.
• The milestone will need to be a formative assessment as it should not be possible for a candidate to ‘fail’ at such a late stage in candidature.
• If a candidate’s publication plan is to be reviewed as part of this milestone, it should be made clear that it is expected that the candidate will have published, or be well on the way to having a paper accepted by the time the three year milestone is completed.
• The milestone due dates need to be enforced with limited scope for extensions. There need to be consequences associated with non-milestone completion.
• Members were requested to provide any further feedback to the Secretary BGR, following consultation within each Group.

Resolution

7.2 The Board resolved to consider the three year milestone proposal at the next meeting of the Board, following consideration by each of the Groups.
8.0 2017 HDR CANDIDATE INTAKE DATES

8.1 Due to the implementation of the Griffith University trimester model commencing from 2017, members were asked to consider the 2017 HDR candidate intake dates. The Chair asked members to note the historical intake data provided which shows that most candidates commence in Intake 1, dominated by domestic candidates from the end of year scholarship round. Intake 3 is also dominated by domestic candidates, which aligns with the mid-year scholarship round. International candidates are dispersed throughout all of the intakes suggesting that commencement is tied to visa processing times.

8.2 The Chair proposed that the mid-year scholarship round closing date be brought forward so that the intake 3 date can be moved to coincide with the Trimester 2 start date, being 3 July 2017. This will mean that fees will be charged for the month of July, however the intake is likely to be predominantly domestic candidates so the impact should be minimal. This will also mean that local inductions will need to fit around the start of the coursework Trimester. Groups and Elements will need to be mindful not to exclude candidates completing a program with coursework where possible by liaising with the Program Convenors. It is not anticipated that moving the mid-year scholarship round closing date will result in any issues. The Chair also proposed to move the intake 4 date to reduce the amount of time between intake 4 and intake 1 of the following year.

8.3 Members discussed the proposed intake dates. It was noted that the proposed scholarship rounds and intake dates should work well with the completion dates of honours students.

Resolution

8.4 The Board resolved to endorse the 2017 HDR candidate intake dates as follows:

<table>
<thead>
<tr>
<th>Trimester Start Date</th>
<th>HDR Candidate Intake Date</th>
<th>Timeframe from last intake</th>
<th>Scholarship Round Offers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1 - 27 February 2017</td>
<td>Intake 1 - 15 Feb 2017</td>
<td>4 months</td>
<td>End of year round – early December</td>
</tr>
<tr>
<td></td>
<td>Intake 2 – 24 April 2017</td>
<td>~2 months</td>
<td></td>
</tr>
<tr>
<td>Trimester 2 – 3 July 2017</td>
<td>Intake 3 – 3 July 2017</td>
<td>~2 months</td>
<td>Mid-year round – early June</td>
</tr>
<tr>
<td></td>
<td>Intake 4 –16 October 2017</td>
<td>~3.5 months</td>
<td></td>
</tr>
</tbody>
</table>

9.0 THESIS AS A SERIES OF PUBLISHED AND UNPUBLISHED PAPERS

9.1 Members were asked to consider the proposed changes to the HDR website ‘Thesis as a series of published and unpublished papers’. The information has been amended to include more explicit requirements for candidates, supervisors, and thesis examiners, and has also been amended based on feedback received at the 7/2015 (September) BGR meeting. Members discussed the amendments and agreed to provide any further feedback to the Secretary, BGR following the meeting.

9.2 The Deans (Research) were asked to discuss the development of additional or varied requirements for each Group. GBS advised that it is difficult to obtain consensus within the Group and as such the requirements will most likely include several options. The Health and Science requirements will be considered at their next HDR Convenor meetings. The AEL requirements have been drafted and will be further amended.

Resolution

9.3 The Board resolved to approve the amendments to the HDR website ‘Thesis as a series of published and unpublished papers’.

9.4 Deans (Research) to advise the additional or varied requirements for their Group for inclusion of papers within a thesis, via the Group Requirements Template provided.
10.0 PUBLICATION GUIDELINES

10.1 The Director, Library and Learning Services introduced this item. The ‘Strategic publishing guidelines for authors: From planning to scholarly impact’ has been in development for over 12 months. The guidelines have been designed for HDRs, ECRs, and researchers to help them plan and prepare publications and avoid pitfalls, and also to provide guidance around building a scholarly profile. The guidelines will be hosted on the library website, with links to be placed on all relevant University websites.

10.2 Members considered the guidelines. It was requested that financial gain be removed from 1.1 Desired Outcomes as publishing is a requirement as an employee. Members were asked to provide any further feedback on the guidelines directly to the Director, Library and Learning Services within 7 days.

Resolution

10.3 The Board resolved to provide feedback on the ‘Strategic publishing guidelines for authors: From planning to scholarly impact’, for consideration by INS.

11.0 CHAIR’S REPORT

11.1 HDR Candidate Intake 1, 2016
The Chair informed members that there are so far 123 candidates enrolled to commence in intake 1, being 15th February 2016. The GGRS Inductions will be occurring on the 24th and 26th of February.

11.2 HDR Candidate Visa Delays
The Australian Council of Graduate Research (ACGR) has provided advice regarding reported delays in HDR student visa processing (575 Visa). To reduce visa processing delays the Department of Immigration and Border Protection has recommended that candidates be informed of the documentation that they should submit with the visa application. This information has now been incorporated into our HDR program offer letters.

11.3 Autonomous Sanctions
Many of the sanctions, as they relate to HDR applicants, have now been lifted for Iranian citizens which will alleviate much of the heavy workload involved in the assessment of Iranian HDR applications. The Dean GGRS is currently discussing the implications of the changes with the Head, Legal Services. The changes have no bearing on Griffith’s legislative obligations under the Defence Trade Controls Act 2012 (DTCA).

11.4 Business Considered at Prior BGR Meeting
As many members were an apology for the last meeting of the Board (9/2015) the Chair asked members to note the outcomes of the 9/2015 meeting including amendment to the requirements for remote candidature, the review of admission requirements across the sector, and the Watt Review recommendations.

11.5 HDR Induction Quiz
The Chair advised that candidates will no longer be required to complete the GGRS HDR Induction Quiz. This was introduced as a component of the on-line induction, however as induction is no longer conducted on-line the quiz is no longer purposeful. Alternative methods will be adopted as part of the Induction session to assess that candidates understand the information provided.

11.6 GGRS and HDR Student Centre Workplace Change
The amalgamation of GGRS and the HDR Student Centre will occur on 29 February 2016, coinciding with the commencement of Dr Sharon Saunders in the role Director Griffith Graduate Research School.
The Chair advised that the GGRS Marketing, Communications and Events Officer, Mr Andrew Quek, is leaving the University. The position has now been advertised.

12.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

12.1 The Acting Manager, HDR Student Centre presented the HDR Student Centre report. Members were advised that the Intake 1 commencing enrolments are not yet finalised. Information regarding the commencing candidates will be sent to Groups as soon as possible (noting that this may be delayed due to an issue with the availability of the report).

12.2 The Chair advised that this will be the last HDR Student Centre report and from the next meeting a GGRS report will be provided at each meeting, with additional candidate data to be provided.

13.0 2016 SCHOLARSHIP ROUND SCHEDULE OF DATES

13.1 Members noted the schedule of dates for the 2016 scholarship rounds.

14.0 NEXT MEETING

14.1 Members noted that the next meeting of the Board of Graduate Research will be held on Wednesday 9th March 2016 at 2.00pm in N54_2.06 and video-conferenced to G40_8.29

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Allocated Venues</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 February 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>9 March 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>13 April 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>11 May 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>8 June 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>27 July 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>24 August 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>21 September 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>26 October 2016</td>
<td>N54_2.06</td>
</tr>
<tr>
<td>7 December 2016</td>
<td>N54_2.06</td>
</tr>
</tbody>
</table>

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
9 March 2016
DISTRIBUTION LIST

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Sue Berners-Price</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Deputy Chair and Dean (Research), GBS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Graham Cuskelly</td>
<td>Ex Officio (GBS)</td>
<td></td>
</tr>
<tr>
<td>Deans, Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Gerard Docherty</td>
<td>Ex Officio (AEL)</td>
<td></td>
</tr>
<tr>
<td>Professor David Shum</td>
<td>Ex Officio (HTH)</td>
<td></td>
</tr>
<tr>
<td>Professor Nigel Stork</td>
<td>Ex Officio (GSC)</td>
<td></td>
</tr>
<tr>
<td>HDR Convenors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor Sarah Baker</td>
<td>Appointed (AEL)</td>
<td>Two years, up to 31 December 2016</td>
</tr>
<tr>
<td>Professor Christine Smith</td>
<td>Appointed (BUS)</td>
<td>Two years, up to 31 December 2017</td>
</tr>
<tr>
<td>Professor Liz Conlon</td>
<td>Appointed (HTH)</td>
<td>Two years, up to 31 December 2016</td>
</tr>
<tr>
<td>Associate Professor Helen Blanchard</td>
<td>Appointed (GSC)</td>
<td>Two years, up to 31 December 2017</td>
</tr>
<tr>
<td>Deputy Chair, Academic Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Wendy Loughlin</td>
<td>Ex Officio</td>
<td></td>
</tr>
<tr>
<td>Research Centre Directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Nam-Trung Nguyen</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2017</td>
</tr>
<tr>
<td>Professor Greer Johnson</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2016</td>
</tr>
<tr>
<td>Early Career Researcher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Lee Morgenbesser</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2017</td>
</tr>
<tr>
<td>HDR Student Representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Blayne Arnold</td>
<td>Elected</td>
<td>Two years, up to 31 December 2017</td>
</tr>
</tbody>
</table>

Persons with rights of audience and debate

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Kathy Grigic</td>
<td>Academic Registrar (or nominee)</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>Mr Adam Jones</td>
<td>Acting Manager, HDR Student Centre</td>
</tr>
<tr>
<td>Professor Andrea Bishop</td>
<td>Director, Office for Research (or nominee)</td>
</tr>
<tr>
<td>Ms Louise Howard</td>
<td>Pro Vice Chancellor (Information Services) (or nominee)</td>
</tr>
<tr>
<td>Dr Rachel Pitt</td>
<td>Graduate Education Manager, 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 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