A meeting of the Board of Graduate Research was held at 2.00pm on Wednesday 10th June 2015 in N72_1.18 and video-conferenced to G34_1.04.

MINUTES

PRESENT:
Chair - Professor Sue Berners-Price
Professor Gerard Docherty
Professor Graham Cuskelley
Professor David Shum
Associate Professor Sarah Baker
Associate Professor Helen Blanchard
Professor Kate Hutchings
Professor Wendy Loughlin
Professor Greer Johnson
Ms Courtney Wright

APOLOGIES:
Professor David Lambert
Professor Liz Conlon
Professor Nigel McMillan
Dr Jahangir Hossein

Persons with Rights of Audience and Debate:
Professor Sarah Todd
Ms Louise Howard
Ms Alyson McGrath
Dr Eliza Howard
Ms Megan Hoffmann (Acting Secretary)

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

2.0 CONFIRMATION OF MINUTES
2.1 The minutes of the 3/2015 meeting of the Board of Graduate Research were taken as read and confirmed; subject to the following inclusion to Item 12 (Other Business) in Paragraph 12.3 for the purposes of clarification:

12.3 It was decided that the current compliance approach to identifying CoI in the nomination of thesis examiners would continue as the amended form is implemented. Consideration will be given to the proposal to move to an audit approach to identifying CoI once the new form has been implemented for a time appropriate to allow an evaluation of its success in lowering CoI cases.

3.0 MEMBERSHIP
3.1 The Board thanked Professor Kate Hutchings for her valuable contribution to the Board as the HDR Convenor Representative for the Griffith Business School.

4.0 PRESENTATION – EICP PROJECT: SUPPORTING RESEARCH TRAINING PROGRAM
4.1 Ms Barbara Buckley and Ms Jacqui Garth provided an update on the HDR Lifecycle Project, including a demonstration of the proposed HDR Portal. Features of the home page and Level 1 page were highlighted. The My Research page was comprehensively addressed in the presentation and its features include a personalised timeline of key dates and milestones, quick links, key contacts, HDR workshops and events and FAQs. The Portal will be live in September 2015. The EICP team are currently progressing into intensive change management transitioning with the assistance of the Transition Coordination Group.

4.2 The Board requested that HDR Convenors and HDR Advocates also be included under the ‘Key Contacts’ feature.

4.3 Further discussion about the HDR Portal included the following:
- The timeline on the My Research page is not technically interactive however candidates will be able to see where they are in relation to dates for milestones. There is no function that will ‘alert’ a candidate if they are late for completion of a milestone.
- The portal has been created specifically for use by HDR candidates. HDR supervisors will have access to a ‘dashboard’ interface that will allow them to view candidate progress against milestones.
- Feedback from HDR candidates to the Board’s HDR Student Representative has indicated that provision for candidates to view their research account would be helpful. At this point, this feature is not included in the HDR Portal. Including it would be quite involved as funding come through multiple sources into a HDR candidate’s research account. If required, this feature may be revisited later as the platform for the portal is in CMS which means that it is quite flexible in terms of additions.

4.4 The Board requested that the EICP team provide a copy of the PowerPoint Presentation for circulation. Refer to Attachment 4.1 for copy of the presentation.

Attachment 4.1

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

5.0 GUIDELINES FOR DEVELOPING COTUTELLE AND JOINT DOCTORAL DEGREE PROGRAMS

5.1 At the 9/2014 (December 2014) meeting of the Board, members considered and provided feedback on proposed amendments to the Guidelines for Developing Joint Doctoral Degree Programs. Amendment is required in order to ensure accuracy of this policy and to reflect current practice, including further clarity of the requirements for establishing a joint degree vs a cotuelle arrangement, the approval process, the program and examination requirements, and the fees and scholarships that may apply. Amendment to the policy name was also proposed, being Guidelines for Developing Cotutelle and Joint Doctoral Degree Programs.

5.2 The Guidelines for Developing Joint Doctoral Degree Programs were subsequently amended to address BGR feedback, as well as further feedback provided by the Senior DVC and PVC (International). Members were asked to consider the proposed amendments.

5.3 Members considered and endorsed the proposed amendments to the Guidelines, subject to the following amendments being made to the satisfaction of the Board:
- Section 3.2: Make it explicit that all requirements need to be met.
- Section 4.2: Take out ‘top quality institution’ and replace with strategic intent.
• Section 4.0: Clarify the requirements and differences of a Joint Doctoral Degree Program.

Resolution

5.4 The Board resolved to recommend to Academic Committee that, subject to further amendments as specified by the Board, the amended Guidelines for Developing Cotutelle and Joint Doctoral Degree Programs be approved for immediate implementation.

6.0 HIGHER DOCTORATES BY PUBLICATION POLICY

6.1 Board members were asked to confirm the following approach with regard to the change of program name from Doctor of Philosophy by Publication to Doctor of Philosophy by Prior Publication:

- Change of program name and the award title to the Doctor of Philosophy by Prior Publication. As per University nomenclature requirements, the award title as detailed on the testamur will read “Doctor of Philosophy by Prior Publication”.
- Change of award abbreviation to PhDPriorPub.
- Transition arrangements (5 candidates currently enrolled in the program). The new program and award title applies only to candidates admitted subsequent to the changes being approved. However, candidates currently enrolled in the program at the time of the changes were approved may either remain in the existing program or transfer to the new program. Candidate who are admitted or transferred to the new program shall graduate with the award title.

6.2 Members considered the proposal to change the program name and award title to the Doctor of Philosophy by Prior Publication, along with the amended Higher Doctorates by Publication Policy. Members endorsed the proposed changes to the program name, award title and Higher Doctorates by Publication Policy.

Resolution

6.3 The Board resolved to recommend to Academic Committee that the amended program name and award title, award abbreviation and transition arrangements for the Doctor of Philosophy by Prior Publication be approved for immediate effect.

6.4 The Board resolved to recommend to Academic Committee that the amended Higher Doctorates by Publication Policy be approved for immediate implementation.

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 OUTCOME OF DOCTOR OF PHILOSOPHY THESIS EXAMINATION

Resolution

8.1 The Board’s recommendation regarding the outcome of the Doctor of Philosophy thesis examination is minuted in a confidential minute extract.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil
SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

9.0 HDR PATHWAY PROGRAMS – GRADUATE DIPLOMA OF RESEARCH STUDIES & GRADUATE CERTIFICATE IN RESEARCH STUDIES PROGRAMS

9.1 The Chair noted that the requirements for each of the Graduate Diploma Research Studies programs vary across the Groups, for example in regard to the requirements for completing the Graduate Diploma or Graduate Certificate in order to progress to a HDR program. The process for considering a HDR application prior to admission to a Graduate Diploma to ensure pathways requirements will be met also varies, as does the need or desire for package offers to be made.

9.2 Members were asked to discuss and provide feedback on the arrangements that are in place for each of these programs, specifically where candidates are seeking admission as a pathway to a HDR program. Members provided the following feedback:

- There needs to be greater clarity around the objectives and purpose of this program as a pathway into a PhD – some areas will allow entry into the Graduate Diploma in cases where entry into the PhD is not also sought.
- There is risk in the current process whereby a student may be admitted to the Graduate Diploma without having first applied for the PhD but then wishes to use the program as a pathway to the PhD. If the student wishes to claim recognition of prior learning towards the Graduate Diploma, it will be up to the Program Convenor to approve this credit – what is the process whereby it is clarified at point of credit approval that a student will still be eligible for entry into the PhD, with the requisite grades?
- A suggestion was made that the application form could be amended to indicate if an applicant was intending on using the program as a pathway to a PhD, which could flag that the application would then need Dean GGRS involvement as approving authority for the pathway and the issuance of a packaged offer.
- Clarification needs to be provided as to whether, as a consistent rule, enrolment in the research component only of the program can allow articulation as a Graduate Certificate and entry into the PhD on that basis.
- The process by which applicants who are unsuccessful in their application for entry to the PhD are considered for the Graduate Diploma pathway needs clarity and formalisation.
- The relative expense of offering the program was raised – GBS reported that it is very expensive to operate and that they are having discussion with an external body about a proposal for this body to take over delivery of the coursework component of the program.
- It was suggested that a conversation needs to happen between the Graduate Diploma Program Convenors and HDR Convenors to facilitate the most appropriate process for using the Graduate Diploma as a pathway into the PhD.

Resolution

9.3 The Board resolved that the Deans (Research) facilitate a discussion between Group Graduate Diploma/Certificate in Research Studies Program Convenors and HDR Convenors with regard to how applicants are being admitted to the program and how it is being used as a pathway to PhD admission. Deans (Research) will bring feedback back to BGR to inform a discussion as to the use of this program as a pathway to a PhD.

10.0 CHAIR’S REPORT

10.1 Review of Australia’s Research Training System

On the 20th May 2015 the Federal Minister for Education and Training announced that he has commissioned the Australian Council of Learned Academies (ACOLA) to undertake a review of Australia’s research training system. This includes but is not limited to review
the Research Training Scheme funding model. This review could lead to recommendations and reform that fundamentally change the way we consider higher degrees by research at Griffith University. ACGR (DDoS) will have as much representation in the discussion as possible.

10.2 **Boosting the Commercial Returns from Research**

On the 26th May 2015, the Australian Government announced that it would undertake a number of actions stemming from recommendations outlined in the Boosting the Commercial Returns from Research discussion paper released late 2014. In terms of the impact on higher degrees by research, the actions include reference to a review of research training arrangements to better ensure that programs are industry relevant.

10.3 **PhD Industry Experience Program**

Griffith University and University of Queensland piloted the previous iteration of this program (the PhD Employment Experience Program) with the State Government last year. There were small number involved but it was a great success – a very positive experience for candidates who were involved. The scheme has now been expanded to include all Queensland Universities are involved and attempt will be made to engage industry across all fields in which candidates are researching.

10.4 **Student Review and Appeals Policy and Procedures – Staff Resources Site and Review of Decision Form**

The Board was asked to note the availability of a staff resources website to accompany the revised *Student Review and Appeals Policy and Procedures*. Attention was drawn to the Review of a Decision Form that a candidate must now complete and submit to the appropriate review officer in order to request a review of a decision as per the *Student Review and Appeals Policy*.

10.5 **Induction for Remote Candidates**

Currently, the Research Education Officer, Dr Eliza Howard, provides individual induction for remote candidates. Each individual induction session usually takes around 1.5 hours. In 2014 we admitted 28 remote candidates. Given these numbers, individual induction provided by Dr Howard is not sustainable. The online induction program that was previously provided is not up to date or in a form currently suitable for use as an induction resource on its own.

The Chair asked for feedback with regard to a proposal to make attendance at on campus induction a requirement for approval of remote candidature arrangements. Currently, applicants who wish to study remotely must completely a request form on which they outline a schedule of visits to campus. It is proposed that the first visit include induction. Members provided the following feedback:

- The question was posed as to the consequences for a remote candidate if they cannot meet the condition of attending an on campus induction. It was indicated that attendance was an expectation but that there may be exceptional circumstances considered. It was acknowledged that there would need to be a degree of flexibility, particularly with regard to remote candidates who were part-time as well because of employment commitments.
- It needs to be made clear at the point of offer of admission as to what we offer remote candidates in terms of what they have access to, and how they access services. We need to deal with expectations up front to address a possible presumption that candidates can access everything remotely.
- Discussion regarding the experience of remote candidates should also refer to the decision making at the time of admitting candidates as studying remotely. Applications for remote candidature need to be looked at carefully to ensure that the arrangement is going to work. If there is clear risk, then the arrangement should not be approved.
It was suggested that the content for induction for remote candidates perhaps should differ slightly to induction for on campus candidates given the different arrangement and challenges that it presents.

It was suggested that, given that the University is moving to a blended learning environment, it is reasonable to consider the use of technology to assist in delivering the compulsory induction program. Currently, lecture capture technology is used to record HDR workshops. It was noted that Dr Howard had anecdotal evidence that remote candidates who attended an on campus induction find it very valuable.

It was agreed that a more sustainable model of delivery of mandatory induction to remote candidates was required and it was suggested that, in the long term, technology will need to be a component of how induction is delivered and should be considered by the Griffith Graduate Research School. In the meanwhile, applications for remote candidature need to be thoroughly considered by decision makers, specifically with regard to the conditions to support remote candidature being clear in the arrangement.

**Resolution**

10.6 The Board resolved that recommendations regarding the University’s approach to remote HDR candidature be brought back to a future meeting of BGR for discussion. These recommendations include proposed changes to HDR policy and procedures to indicate the expectation that remote candidates will attend an on campus induction, review of delegated approvals for remote candidature to ensure consistency of approach and review of communication to prospective candidates to clarify expectations regarding remote HDR candidature.

10.7 **HDR Advocate for Aboriginal and Torres Strait Islander HDR Candidates**
Professor Adrian Miller currently provides informal advocacy and support for Aboriginal and Torres Strait Islander HDR candidates. The Chair announced to the Board that this advocacy will be recognised formally through Prof Miller being listed on the website as a HDR Advocate.

10.8 **2015 Mid-Year HDR Scholarship Round**
The development of a ranking system is continuing to progress through the direction of the working party however it is a very complex process and is taking time. It is proposed to implement training and further refinement of the scoring scheme and ranking process after the mid-year round by drawing upon the round to test the scheme and train HDR Convenors in the scoring process.

The Working Party is also developing a proposal for the separation of domestic and international applicants in the ranking within current rounds and are reviewing our rounds system in general.

11.0 **HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT**

11.1 The Manager, HDR Student Centre presented the HDR Student Centre report. The online application system has been working well since going live. 80 applications are currently being processed through the new online system. Feedback indicates that Deans (Research) appreciate and are using the ‘push back’ function of the system to ensure that applications are fully review before they are escalated to Dean (Research) level.

11.2 Members were asked to note that numbers of scholarships applications for the mid-year round (presented by Group and by country of origin) are up compared to the same period last year. Sciences have been increasing domestic applications. AEL international scholarship applications appear to have dropped down from the same time last year.

11.3 It was suggested that there should be a discussion at a future meeting of the Board regarding strategies for international recruitment of HDR candidates. Currently the
approach is not particularly targeted. The Chair noted that the coordination of an approach to marketing of HDR and recruitment of HDR candidates to facilitate recruitment of high quality applicants from strategic domestic and international markets was part of the Achieving HDR Completions Targets Action Plan and currently being drafted by the Marketing, Events and Communications Officer. It was agreed that this topic should be discussed at a future meeting of the Board and that, in order to inform the discussion, fuller data would need to be provided, e.g. conversion of applications to enrolments, citizenship of applicants, success of our current international scholarship partnerships. It was agreed that Mr Andrew Quek, GGRS’s Marketing, Communication and Events Officer, be invited to this discussion to present on the work that he has been doing with Griffith International regarding an international HDR marketing strategy.

Resolution

11.4 The Board resolved that an informed discussion of the current landscape of international HDR candidate recruitment (including recruitment strategies currently being developed) take place at a future meeting of the Board.

12.0 OTHER BUSINESS

12.1 Nil.

13.0 NEXT MEETING

13.1 Members noted that the next meeting of the Board of Graduate Research will be held on Wednesday 29th July 2015 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

<table>
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<th>Meeting Date</th>
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<td>26 August 2015</td>
<td>N54_2.06</td>
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<tr>
<td>23 September 2015</td>
<td>N54_2.06</td>
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<td>28 October 2015</td>
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**No Meeting Scheduled for November**

| 9 December 2015      | N54_2.06         | G34_1.04          |

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
15 April 2015

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Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</th>
<th>Term of Office</th>
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<tr>
<td>Professor Sue Berners-Price</td>
<td>Chair</td>
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</table>
Deputy Chair and Dean (Research), GBS
Professor Graham Cuskelly
Ex Officio (GBS)

Deans, Research
Professor Gerard Docherty
Ex Officio (AEL)
Professor David Shum
Ex Officio (HTH)
Professor David Lambert
Ex Officio (GSC)

HDR Convenors
Professor Kate Hutchings
Appointed (AEL) Two years, up to 31 December 2015
Professor Liz Conlon
Appointed (HTH) Two years, up to 31 December 2015
Associate Professor Helen Blanchard
Appointed (GSC) Two years, up to 31 December 2015

Deputy Chair, Academic Committee
Professor Wendy Loughlin
Ex Officio

Research Centre Directors
Professor Nigel McMillan
Appointed Two years, up to 31 December 2015
Professor Greer Johnson
Appointed Two years, up to 31 December 2016

Early Career Researcher
Dr Jahangir Hossain
Appointed Two years, up to 31 December 2015

HDR Student Representative
Ms Courtney Wright
Elected Two years, up to 31 December 2015

Persons with rights of audience and debate
Name                       Position
Ms Kathy Grigic (or nominee) Academic Registrar
Professor Sarah Todd        Pro Vice Chancellor (International)
Ms Julene Finnigan          Resource Manager, PFS
Ms Loree Joyce              Secretary to the Board of Graduate Research
Ms Alyson McGrath          Manager, HDR Student Centre
Prof Andrea Bishop (or nominee) Director, Office for Research
Ms Louise Howard            Pro Vice Chancellor (Information Services)
Dr Eliza Mathews            Graduate Education Officer, GGRS

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
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