A meeting of the Board of Graduate Research was held at 2.00pm on Wednesday 29 July 2015 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

Loree Joyce  
Secretary

MINUTES

PRESENT:
Chair - Professor Sue Berners-Price  
Professor Gerard Docherty  
Professor Graham Cuskelly  
Professor David Shum  
Professor David Lambert  
Professor Liz Conlon  
Professor Nigel McMillan  
Associate Professor Sarah Baker  
Professor Christine Smith  
Professor Wendy Loughlin  
Ms Courtney Wright

APOLOGIES:
Associate Professor Helen Blanchard  
Dr Jahangir Hossein  
Professor Greer Johnson

Persons with Rights of Audience and Debate:
Professor Sarah Todd  
Ms Lucy Butler (on behalf of Ms Louise Howard)  
Mr Adam Jones (on behalf of Ms Alyson McGrath)  
Professor Andrea Bishop  
Ms Julene Finnigan  
Ms Loree Joyce (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 4/2015 meeting of the Board of Graduate Research were taken as read and confirmed.

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

4.0 PRESENTATION – EICP PROJECT: SUPPORTING RESEARCH TRAINING PROGRAM
4.1 Ms Barbara Buckley provided an update on the HDR Lifecycle Project. The go live date for the HDR Student Lifecycle project is 21 September, and the myGriffith (Student Portal) project is 29th September. Ms Buckley advised that information sessions for
candidates and staff will be held during September, and support resources will also be made available.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

5.0 HIGHER DEGREE RESEARCH POLICY

5.1 Members were asked to consider proposed changes to the Higher Degree Research Policy. The Policy has been amended as follows:

- Section 6 (Program Requirements) amended to advise that the inclusion of any specific skills training and/or a coursework component in the PhD or MPhil program will be completed to the satisfaction of the Dean, (Research), rather than to the satisfaction of the Dean, Griffith Graduate Research School.
- Section 7.2.8 (Establishing Equivalence) amended to reflect the Higher Degree Research Scholarship Application Assessment and Award Policy.
- Section 7.5 (English Language Requirements) amended to remove GELI as an ISLPR testing centre.
- Section 7.6 (Recognition of Prior Learning) amended to separate out the requirements for granting credit for prior coursework vs recognition of prior research, and to specify a minimum period of enrolment for transferring candidates. Also amended to remove the UCAS agreement specific information.
- Section 7.7 (Admission and Readmission Procedures) amended to align admission decision makers with the Student Review and Appeals Policy.
- Section 7.9 (Review and Appeal) amended to align the review process with the Student Review and Appeals Policy.
- Section 8.8 (Enrolment Status) amended to include more explicit reference to the Student Administration Policy and to include requirements for part-time and full-time enrolment for HDR candidates based on the time-based nature of HDR programs.
- Section 8.11 (Remote Candidature) amended to include the Dean, Griffith Graduate Research School as the decision maker.
- Section 8.13 (Suspension of Candidature) amended to the Head of Element as the decision maker for sick leave requests. Also amended to include leave duration entitlements.
- Section 8.15 ( Concurrent Enrolment) amended to reflect the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’.
- Section 8.16 (Review of Progress) amended to reflect the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’.
- Section 8.16.3 (Confirmation of Candidature) amended to make explicit the responsibilities of the Dean (Research) prior to making a recommendation to the Dean, Griffith Graduate Research School to downgrade candidature or for termination of candidature.
- Section 8.18 (Termination of Candidature) amended to align the review process with the Student Review and Appeals Policy.
- Section 9.2 (Submission of Thesis or other Research Output) amended the requirements for lapsed candidate submission.
- Section 10 (Award of Degree) amended to include both Eligibility to Graduate and Conferral of Award information in order to align with the Student Review and Appeals Policy.

5.2 Members endorsed the proposed amendments, subject to the following:

- Section 8.12: (Study Away) periods of study away of 6 to 12 months duration are to be approved by the Dean (Research). The principal supervisor will remain as the approver for periods up to 3 months, and Head of Element approval is to be amended to periods of between 3 and 6 months.
- Section 8.16.3 (Confirmation of Candidature) requires further amendment to the process for providing a candidate with an opportunity to respond where a
recommendation of downgrade or termination of candidature is made. This may not be appropriate where, for example, supervision cannot be confirmed, or where a candidate has previously been provided an opportunity to respond.

- Section 9.2 (Submission of Thesis or other Research Output) requires further amendment as follows: ‘A former candidate who did not submit the thesis within the period of candidature, may, if authorised to do so by the Dean, Griffith Graduate Research School, on the recommendation of the candidate’s principal supervisor and Dean (Research), submit the thesis within a period of three years from the lapse of candidature. This may be subject to any conditions imposed by the Dean, Griffith Graduate Research School, such as a minimum period of reenrolment.’

- Rather than stating ‘Head of Element or delegate’ throughout the policy, can this instead reflect what occurs in practice which is that such responsibilities are always delegated to the HDR Convenor.

Resolution

5.3 The Board resolved to recommend to Academic Committee that, subject to further amendments as specified by the Board, the amended Higher Degree Research Policy be approved for immediate implementation.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

6.0 SCHEDULE OF RESPONSIBILITIES

6.1 Members were asked to consider proposed changes to the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’. The Schedule has been amended in order to align matters and decision makers with the Higher Degree Research Policy and the Higher Degree Research Scholarship Application Assessment and Award Policy. The Schedule has also has been amended to include a description of the approving authorities and their delegates.

6.2 Members endorsed the proposed amendments, subject to amending the responsible authorities for approving requests to study away as detailed in 5.2 above.

Resolution

6.3 The Board resolved to approve amendments to the ‘Schedule of Responsibilities and Authorisation for Research Training Matters’, subject to further amendments as specified by the Board, for immediate implementation.

7.0 HDR CONFERRALS

Resolution

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

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

8.0 GRIFFITH UNIVERSITY CODE FOR THE RESPONSIBLE CONDUCT OF RESEARCH

8.1 Members were asked to consider and provide any feedback on the proposed changes to the Griffith University Code for the Responsible Conduct of Research. Members provided feedback as follows:

- Section 8.2 refers to ‘College Deputy Directors (Research)’ and ‘College Directors’. Members were not aware of these position titles.
Section 12.1 advises that ‘...authorship must be based on substantial contributions in a combination of one or more of...’. Members advised that the word ‘combination’ should be removed from this sentence.

Resolution

8.2 The Board resolved to provide feedback on the proposed changes to the Griffith University Code for the Responsible Conduct of Research, for consideration by Research Committee.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

9.0 ACADEMIC MISCONDUCT POLICY – HIGHER DEGREE RESEARCH STUDENTS

9.1 Members were asked to consider and provide feedback on the proposed changes to the Academic Misconduct Policy – Higher Degree Research Students. Members were advised that it is anticipated the policy will be amended further subsequent to the meeting once further advice is provided by the Senior Policy Officer, Office for Research. Members provided feedback as follows:

- There needs to be sufficient prevention strategies in place as any occurrence of research misconduct may impact the reputation of the University. The use of plagiarism software should be implemented as a requirement.
- The policy needs to include advice in regard to the usual expectations of supervisors to correct a candidate’s work.
- The descriptors ‘Tier 1’ and ‘Tier 2’ could be used in reference to the terms, ‘less serious’ and ‘more serious’ academic misconduct to align with the Student Academic Misconduct Policy.
- HDR candidates are expected to know and understand what is research misconduct due to their prior experience conducting research, as such perhaps all cases referred to the Dean (Research) should be treated as a ‘Tier 2’ ‘serious misconduct’ cases.
- There needs to be a process in place to ensure a central record is kept of findings of academic misconduct.
- If the decision maker is aware of any prior findings of academic misconduct against a candidate prior to making a decision about whether a candidate has engaged in academic misconduct, this may bias their decision.
- Dealing with academic misconduct as an emergency (section 5.7) may need to have additional (heightened) courses of action available to sufficiently respond to cases that pose a high risk.

9.2 Members were advised to provide any further feedback to the Secretary, BGR.

Resolution

9.3 The Board resolved to recommend that the Academic Misconduct Policy – Higher Degree Research Students be further amended, for consideration at the next meeting of the Board.

10.0 CHAIR’S REPORT

10.1 2015 Mid-Year Scholarship Round
The Chair asked members to note the minutes of the 2015 mid-year scholarship round selection meeting. A total of 71 scholarships were offered in the round, which included 2 continuing candidate scholarships, and one tuition only scholarship. The Senior DVC advised at the scholarship selection meeting that an opportunity to allocate on strategic grounds needs to be incorporated into the allocation process. The Chair advised that this feedback will be addressed at the next meeting of the Scholarship Ranking Working Party, being held today (29 July).
10.2 **Appointment of Confirmation of Candidature Independent Assessor**
The Chair advised that the addition of the Head of Element (HDR Convenor) as an approver in the appointment an independent assessor for confirmation of candidature has caused confusion whereby the principal supervisor has been removed from the process of nominating the independent assessor. The Chair advised that it was not intended for the principal supervisor to be removed and that this process will now be corrected to reflect the requirement for principal supervisor nomination, Head of Element endorsement, and Dean (Research) approval.

10.3 **Part-time Stipend Scholarships**
The Dean (Research) Health Group advised that the Health Group propose to offer part-time stipend scholarships to domestic applicants in order to attract health professionals who are employed full-time. Whilst part-time stipend scholarships are normally only offered where a candidate has medical or carer reasons, members could see no issue with such a strategy being implemented by the Group, noting however that tax implications may need to be addressed.

11.0 **HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT**

11.1 The Acting Manager, HDR Student Centre presented the HDR Student Centre report. The HDR scholarship offer status for the 2015 mid-year scholarship round compared to the same time last year, shows that 85.2% of awardees have so far accepted or commenced their scholarship. At the same time in 2014, 86.6% of awardees had accepted or commenced their scholarship.

Members were asked to note the number of candidates in each Group who are currently overdue for their confirmation of candidature, as well as the comparative thesis examination status.

12.0 **HDR CONVENOR MEETINGS**

12.1 Members noted the minutes of the GBS HDR Convenor Committee meeting held in May 2015.

13.0 **OTHER BUSINESS**

13.1 Nil.

14.0 **NEXT MEETING**

14.1 Members noted that the next meeting of the Board of Graduate Research will be held on Wednesday 26th August 2015 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

<table>
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<th>Meeting Date</th>
<th>Allocated Venues</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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<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:
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>Professor Graham Cuskelty</td>
<td>Ex Officio (GBS)</td>
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<td>Professor Gerard Docherty</td>
<td>Ex Officio (AEL)</td>
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<td>Professor David Shum</td>
<td>Ex Officio (HTH)</td>
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<tr>
<td>Professor David Lambert</td>
<td>Ex Officio (GSC)</td>
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</tr>
<tr>
<td>Associate Professor Sarah Baker</td>
<td>Appointed (AEL)</td>
<td>Two years, up to 31 December 2015</td>
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<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>Professor Liz Conlon</td>
<td>Appointed (HTH)</td>
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<tr>
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<td>Ex Officio</td>
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<tr>
<td>Professor Greer Johnson</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2016</td>
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<tr>
<td>Dr Jahangir Hossain</td>
<td>Appointed</td>
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</tr>
<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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</thead>
<tbody>
<tr>
<td>Ms Kathy Grigic (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>
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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>Prof Andrea Bishop (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>
</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

www.griffith.edu.au/committees