A meeting of the Board of Graduate Research was held at 2.00pm on Wednesday 10 December 2014 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 David Shum
Professor Graham Cuskelly
Professor Wendy Loughlin
Professor Kate Hutchings
Associate Professor Christopher Klopper
Associate Professor Helen Blanchard
Professor Nigel McMillan
Ms Courtney Wright

APOLOGIES:
Professor Gerard Docherty
Professor Brad Sherman
Professor Rod Barrett
Dr Jahangir Hossain

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

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 8/2014 meeting of the Board of Graduate Research were taken as read and confirmed.

3.0 MEMBERSHIP
3.1 The Board were advised that Professor Rodd Barrett has resigned from the position as the Health HDR Convenor representative to the Board. The Board thanked Professor Barrett for his valuable contribution to the work of the Board. A new Health HDR Convenor nominee will be appointed to the Board for the remainder of the two year term ending on 31 December 2015.

3.2 The Board were advised that Professor Brad Sherman, Research Centre Director has resigned from his position as Research Centre Director and thus as a representative to the Board. A new Research Centre Director nominee will be appointed to the Board for the remainder of the two year term ending on 31 December 2015.
SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

4.0 DOCTORATES AND HIGHER DOCTORATES BY PUBLICATION POLICY

4.1 Proposed amendments to the Doctorates and Higher Doctorates by Publication Policy were considered at the 8/2014 meeting of the Board. Amendments included more explicit admission and candidature requirements for the PhD by Publication program to ensure that only established researchers with substantial international standing in their respective fields are admitted, as well as amendment to the PhD by publication program name in order to avoid any further confusion with the PhD program completed as a series of published or unpublished papers. The policy was further amended based on feedback received.

4.2 Members considered the amended Doctorates and Higher Doctorates by Publication Policy. Members endorsed the proposed changes subject to amending section 4.2.2 to refer to section 4.3.2, and amending the title of section 6.2 to PhD (Prior Pub).

Resolution

4.3 The Board resolved to recommend to University Council that the amended Doctorates and Higher Doctorates by Publication Policy be approved for immediate implementation, following endorsement by Academic Committee.

5.0 PROFESSIONAL DOCTORATE POLICY

5.1 The Professional Doctorate Policy prescribes the general conditions for the award of HDR and non-HDR Professional Doctorate degrees. As all non-HDR Doctorate degrees have now either been withdrawn from offer or reclassified as Masters (Extended) with effect from semester 1 2014 they are no longer managed under this policy. Further, amendments to the Higher Degree Research Policy approved at the 6/2014 (27 November) Academic Committee meeting include the incorporation of all HDR programs into this policy, including Professional Doctorates. As a result the Professional Doctorate Policy is no longer required.

Resolution

5.2 The Board resolved to recommend to Academic Committee that the Professional Doctorate Policy be rescinded with effect from 2015.

6.0 CHANCELLOR’S MEDAL WINNERS

6.1 Members discussed the program duration of the Chancellor’s Medal Winners from 2010 to 2013. Seven of the eleven awardees submitted their thesis for examination prior to their original maximum submission date. Members noted that of the four awardees who did not submit prior to their maximum submission date, some had lengthy candidature durations. As such, members agreed to amend the Chancellor’s Medal for Excellence in the PhD Thesis policy to include the eligibility requirement for submission of the thesis by the original maximum submission date (i.e. within 4 years full-time equivalent).

Resolution

6.2 The Board resolved to recommend to Academic Committee that the Chancellor’s Medal for Excellence in the PhD Thesis policy be amended 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 SANCTIONS COMPLIANCE PROCESS AND POLICY

8.1 Members were advised that at the 22 Oct (17/2014) meeting of Executive Group, the document “Process for managing assessment of HDR and other research program applications in conformity with international sanctions and controls” was approved. This process document, along with the Sanctions Compliance Policy, has now been published in the policy library. Members noted the process document.

8.2 Members were asked to consider 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 fulfils recommendation 1.8 of the sanctions compliance implementation plan. Consideration of this item occurred subsequent to the meeting of the Board as the amended code was not made available at the time of the meeting. The outcome of the Board’s consideration will be reported by the Chair at the next meeting of the Board.

9.0 HIGHER DEGREE RESEARCH SCHOLARSHIP APPLICATION ASSESSMENT AND AWARD POLICY

9.1 Based on feedback provided by the Scholarship Allocation Working Party, amendments to the Higher Degree Research Scholarship Application Assessment and Award Policy were proposed. Amendments include clarification of the qualification, experience, and research output requirements for determining Honours 1 equivalence; inclusion of a definitions section; and amendment to the appeal procedure.

9.2 Members considered proposed changes to the Higher Degree Research Scholarship Application Assessment and Award Policy. Members endorsed the changes subject to amending section 8.3 d) to ‘compatibility/fit between the applicant, environment, and supervision, on the recommendation of the Head of Element’.

Resolution

9.3 The Board resolved to approve the amended Higher Degree Research Scholarship Application Assessment and Award Policy, subject to further amendment as detailed in 9.2 above, for implementation from 2015.

10.0 INTERNATIONAL CONFERENCE TRAVEL GRANTS

10.1 Members were asked to consider the proposed amendments to the Conference Travel Grant Conditions of Award to create a more equitable scheme, to be co funded by GGRS, Griffith Global Mobility (IEIS funds) and the applicable Group or Element.

10.2 Members provided feedback as follows:

- Section 3 Eligibility – Move the DFAT warning to section 6 Insurance. Any exceptions for traveling to a county under a ‘do not travel’ warning requires approval of the VP (Corporate Services) on the recommendation of the PVC International.
- Members were advised that due to the inclusion of IEIS funding, eligibility criteria 3.12 is now required. The term ‘home country’ is to be amended upon confirmation of the description used by Griffith Global Mobility.
- Members were advised that the IEIS requirement for a minimum period of travel of 2 weeks has been waived for this scheme. Members were also advised that Griffith
International is not able to commit further funding to this scheme at present due to competing priorities in the Internationalisation Strategy.

- Section 6 Registration and Insurance - also add World Travel Professionals as a University preferred provider.
- Members were advised that candidates will still be able to apply for funding via other Griffith Global Mobility Schemes that are not for conference attendance.
- The round dates should be amended so that conference attendance dates are not retrospective. If they are to remain retrospective there may be an issue with applicants not registering on My Trips.
- The HDR Student Centre will need to ensure that the requirement to provide the My Trips screen shot is added to the grant award letter if not provided with the application. The conditions of award should also be explicit that awardees will not receive the grant if this requirement is not met.
- All candidates travelling overseas and not just those awarded travel grants should be advised to register on My Trips. Supervisors have a responsibility to make sure they advise candidates to do so as they are approving any overseas travel via requests to study away for periods up to 3 months.
- Section 8 Reporting Requirements and Payment requires review in order to implement a more streamlined reimbursement option.

Resolution

10.3 The Board resolved to approve the Conference Travel Grant Conditions of Award, subject to further amendment as detailed in 9.2 above.

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

11.0 GUIDELINES FOR DEVELOPING JOINT DOCTORAL DEGREE PROGRAMS

11.1 Members were asked to consider and provide feedback on proposed amendments to the Guidelines for Developing Joint Doctoral Degree Programs. Amendments include more explicit requirements for establishing a joint degree, the approval process, the program and examination conditions, the fees and scholarships that may apply, and the addition of a definitions section.

11.2 Members considered proposed changes and provided feedback as follows:

- The guidelines are a hybrid between a cotutelle and a joint doctoral degree. The guidelines should differentiate the different joint degree models as the requirements for each will vary.
- It may become an issue that a lot of proposals are put forward for individual candidates rather than for cohorts of candidates.
- The guidelines need to emphasise that joint degrees may only be established where there is an existing relationship with the partner institution.
- The examination process and award of joint degrees as detailed in section 6 may not be TEQSA compliant. Members were advised that the guidelines are compliant with TEQSA's advice regarding the assessment of joint degrees.
- There should not be two options for the conduct of the examination process.
- Section 3.3 Approval requires further amendment based on recent amendments to Griffith International's MoU and MoA execution requirements.
- The PVC (International) is to be consulted regarding further amendment to the guidelines.
11.3 Members were advised that further amendment to this policy will occur for consideration at the next meeting of the Board based on feedback provided by members, and in consultation with the PVC (International).

Resolution

11.4 The Board resolved to recommend that the Guidelines for Developing Joint Doctoral Degree Programs be further amended for consideration at the next meeting of the Board.

12.0 MINIMUM FACILITIES AND RESOURCES TO BE PROVIDED TO HDR CANDIDATES

12.1 The minimum facilities and resources provided to HDR candidates requires review to ensure that HDR candidates are resourced appropriately and to ensure the requirements reflect current practice and can be accommodated within each Group. Members were asked to discuss the summary of the Group HDR financial support models provided in order to inform amendment to the minimum facilities and resource requirements.

12.2 Members provided feedback as follows:

- There is an issue in supporting scholarship and grant schemes such as Conference Travel Grants and completion scholarships, with inconsistency between and within Groups in funds being made available and applications being supported. There should be equal opportunity for candidates to access support.
- It was noted that GBS candidates are required to purchase a computer from their financial assistance allocation. The Dean (Research) GBS advised that not all candidates want/need a computer so they leave it at each candidate’s discretion to make this decision.
- Members noted the significant discrepancy in the amount of financial assistance provided to candidates between Elements/Groups. However it was also noted that this variation may be acceptable given the variation in cost in supporting candidates in different Elements.
- The Dean (Research) Sciences advised that the financial assistance model introduced in 2014 is working well and that the financial cost category assigned to each candidature is reviewed at confirmation with all being approved by the Dean (Research). The category assigned can be amended during candidature if needed. Members agreed that this model of monitoring projects to ensure they are adequately resourced is a good one.
- Additional financial support is often provided to candidates by their supervisors via their grants etc. It was noted however that more junior supervisors may not have access to such funds.
- There is capacity for further supervision in the Health Group, however resourcing projects is an issue. It is important to ensure that candidates are not accepted if they cannot be adequately resourced.
- HDR candidates are supported at a cost to Elements/Groups and as such it is difficult to obtain further funds within the Group to support candidates.
- The Chair advised that she will convey the feedback of the Board to the Senior DVC.

Resolution

12.3 The Board resolved to convey the feedback provided by the Board to the Senior DVC.

12.4 The Board resolved that the minimum facilities and resources provided to HDR candidates is to be amended for consideration at a future meeting of the Board.

13.0 CHAIR’S REPORT
13.1 Compliance with the Australian Qualifications Framework (AQF)

The Chair advised that all HDR programs are now AQF compliant. Other HDR items relevant to AQF compliance, including the revised HDR Policy and the HDR Program Pathways document, have also now been approved and/or completed.

13.2 Deans and Directors of Graduate Studies (DDoS) conference (13 November)

The Chair was unable to attend the DDoGS conference held on 13 November. However, she did attend the Universities Australia Pro Vice Chancellor (Research) Meeting held in Brisbane from 30-31 October on behalf of the Senior DVC and this agenda included topics similar to the DDoGs conference. Briefings were given by the Department of Education and the Department of Industry representatives, which included the planned review of the Research Training Scheme, the Governments agenda to increase industry interaction and industry relevant research training.

The Chair asked members to note item 20.0 the ‘Department of Education Discussion Paper: Boosting the Commercial Returns from Research’ that includes Government strategies to increase industry relevant research training. The Chair advised that the Graduate Education Officer, GGRS is developing training that includes development of industry relevant skills. The PhD Employment Experience program will also be extended to industry projects in 2015. A meeting with the HDR Student representatives was held on the Gold Coast campus on 9 December where candidates expressed their desire to develop industry relevant skills as part of their HDR program. There needs to be further development of strategies in 2015 to provide industry relevant training.

13.3 End-of-Year Scholarship Round Selection Meeting (8 & 9 December)

The end-of-year scholarship round selection meetings were held on 8 and 9 December. 576 scholarship applications were received for the round with 341 deemed H1 or equivalent and a total of 220 scholarships awarded. Of the 220 scholarship allocated 45 were allocated to AEL, 21 to Business, 55 to Health, and 99 to Science. This allocation included 2 indigenous scholarships (to AEL and to Health). A further four indigenous applicants were offered APAs and one a GUPRS. It was suggested that the award of scholarships to indigenous applicants warrants promotion as this may entice further indigenous students to apply in future rounds. For the Continuing Student Scholarship scheme 6 scholarships were offered. As the total number of scholarships available for allocation in 2015 is 233, those scholarship not allocated as well as those not accepted by awardees will be offered in the mid-year scholarship round.

The Scholarship Allocation Working Party will now pilot a scoring scheme to rank scholarship applicants with the aim of implementing this scheme by the 2015 mid-year scholarship round. The Science Group piloted their own scoring scheme in the last round and the Elements agreed that it was useful. Feedback provided from this pilot will also be used to inform the University wide model.

13.4 CAPRS & PAS Selection Meeting

Members noted the minutes of the CAPRS and PAS selection meeting held on 24 November 2014. The CAPRS scheme is achieving its objectives of supporting timely completion with the majority of awardees submitting by the specified date. As a consequence the CAPRS funds are no longer being recycled and as such, the Senior DVC has now committed further funds to the CAPRS budget.

13.5 Fee-Paying Places for Domestic HDR Candidates

At the 19 November 2014 (19/14) meeting of Executive Group, the decision was made that domestic fee-paying places can now be offered for HDR programs. The group also decided that defined domestic fee bands for HDR programs should be set as per what currently occurs for international HDR fee bands. A working party will be convened to undertake this task to be co convened by the PVC (International) and the Dean, GGRS.
13.6 **Internationalisation Strategy**

The Internationalisation Strategy has now been considered by Academic Committee and is on the University website. The strategy will be provided for noting at the next meeting of the Board.

13.7 **Nomination of Examiners – Conflicts of Interest**

The Chair advised that the Thesis Examinations Coordinator, HDR Student Centre is currently identifying conflicts of interest for 95% of examiners nominated. Normally this conflict is based on publications between the supervisor and the examiner. Members were advised that this is disadvantaging candidates as it can delay the examination process. This issue was previously discussed at the April 2014 BGR meeting where members recommended that a process be put in place to ensure conflict of interest is checked prior to receipt by the HDR Student Centre.

Members discussed this issue and whilst it was suggested that perhaps the conflict of interest guidelines were too strict and should be amended, members were reminded that the guidelines have been developed by the Deans and Directors of Graduate Studies. Members recommended that the nomination of examiners form should be amended. The form currently includes a tick box to confirm that there are no conflicts of interest, however it would assist if the questions were more explicit and/or it included a clear set of statements. For example, the form could list the main conflict of interest areas (i.e. working relationship/publications, personal relationship, legal relationship, business/professional/social relationship) with a tick box for each to confirm that no such conflict exists. Members were advised that UQ has such specification on their nomination of examiners form. Members agreed that the nomination of examiners form should be amended (with the UQ form as a reference point) for consideration at the next meeting of the Board.

13.8 **Marketing Campaign – Interdisciplinary Research**

As previously reported to BGR, the Graduate Schools Global Summit attended by the Chair in in September 2014 was focussed on interdisciplinary research with institutions keen to restructure to be an interdisciplinary research institution. As this is Griffith’s strength, the Marketing and Communications Officer, GGRS is incorporating this into our HDR marketing campaign and is seeking interdisciplinary research candidates to profile. The Marketing and Communications Officer will contact each of the Deans (Research) shortly regarding possible case studies. The Student Representative to the Board advised that her research is interdisciplinary and that she would be happy to be profiled if needed.

The Graduate Education Officer, GGRS advised that a HDR colloquium will be held in 2015 of relevance to all HDR candidates and supervisors, with a focus on research relationship building and interdisciplinary research. The University Final of the 3 Minute Thesis competitions will be the centrepiece of this event.

13.9 **2015 BGR Meeting Dates**

Members were asked to note the 2015 BGR meeting dates included on the agenda.

**Resolution**

13.10 The Board resolved that the nomination of examiners form is to be amended for consideration at the next meeting of the Board.

14.0 **HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT**
14.1 The Manager, HDR Student Centre presented the HDR Student Centre report. She advised that the number of acceptances have significantly increased from this time last year, but noted that the number of applications has decreased. She also advised that the new online admission application with workflow will be live at the end of May 2015 (once the mid-year scholarship round closes) and updates regarding implementation will be sent out via the HDR Convenor Group. The application will be demonstrated to members at the February 2015 meeting of the Board.

15.0 HDR CONVENOR MEETINGS

15.1 Members noted the minutes of the AEL, Health and Science HDR Convenor Committee meetings held in August 2014.

16.0 HDR SCHOLARSHIP ALLOCATION WORKING PARTY

16.1 Members noted the minutes of the 3/2014 HDR Scholarship Allocation Working Party meeting held on 23 October 2014.

17.0 2015 SCHOLARSHIP ROUND SCHEDULE OF DATES

Members noted amendments to the schedule of dates for the 2015 scholarship rounds

18.0 HDR PROGRAM PATHWAYS

Members noted amendments to the HDR Program Pathways diagram.

19.0 DISCUSSION PAPER: BOOSTING THE COMMERCIAL RETURNS FROM RESEARCH

Members noted the Department of Education Discussion Paper: Boosting the Commercial Returns from Research.

20.0 OTHER BUSINESS

20.1 A concern was raised regarding the requirement for doctoral candidates to publish during candidature in that the website was not clear in specifying that this requirement is for doctoral candidates only. The term used on the website of ‘expected’ to publish rather than ‘required’ was queried, and also if the process for obtaining an exemption from this requirement could be specified on the site. Members agreed that the website should be updated to match the wording used in the policy.

20.2 A query was raised regarding software that could be used to detect plagiarism in HDR theses. Members were advised that INS has previously provided a paper for this purpose with recommended software. This paper will be distributed to members following confirmation with INS that the content is still current.

Resolution

20.3 The Board resolved that the requirement to publish during candidature website is to be amended to reflect policy.

20.4 The Board resolved that the previously developed INS paper detailing plagiarism detection software to be used for HDR theses is to be redistributed.

21.0 NEXT MEETING

21.1 Members noted that the next meeting of the Board of Graduate Research will be held on Wednesday 4 February 2015 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.
# Allocation of Venues

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<tr>
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<th>Gold Coast</th>
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<td>N54_2.06</td>
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No Meeting Scheduled for November

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<td>9 December 2015</td>
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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
4 February 2015
Committee Members

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<th>Name</th>
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<tbody>
<tr>
<td>Professor Sue Berners-Price</td>
<td>Chair</td>
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<td>Deputy Chair and Dean (Research), GBS</td>
<td>Ex Officio (GBS)</td>
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<td>Professor Graham Cuskelky</td>
<td>Ex Officio (GBS)</td>
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<td>Professor Gerard Docherty</td>
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<td>Professor David Shum</td>
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<td>Professor David Lambert</td>
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<td>HDR Convenors</td>
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<tr>
<td>Associate Professor Christopher Klopper</td>
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<td>Appointed (BUS)</td>
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<td>Professor Wendy Loughlin</td>
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<td>Dr Jahangir Hossain</td>
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<td>Ms Courtney Wright</td>
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Persons with rights of audience and debate

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<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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<tr>
<td>Ms Julene Finnigan</td>
<td>Resource Manager, PFS</td>
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<td>Ms Loree Joyce</td>
<td>Secretary to the Board of Graduate Research</td>
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<tr>
<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>
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<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