AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Loree Joyce on extension 57255, or by emailing loree.joyce@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The minutes of the 01/2013 meeting are attached for confirmation.

Attachments 2.1-2.2

For confirmation

3.0 CHAIR’S REPORT

3.1 The Chair would like to thank Professor Richard Bagnall for his significant contribution to the BGR as the Dean (Research) Arts, Education & Law Group.

3.2 The Chair welcomes Ms Tracey West as the elected HDR Student Representative for the BGR.

3.3 The Chair will report on matters that have arisen since the previous meeting, including

- GGRS Planning Workshop – update on outcomes
  - Working Party membership (refer attachments 3.1-3.2)
  - Excellence in HDR Supervision Working Party
  - Revised HDR Convenor Role Statement (refer attachment 3.3)
- Senior Leadership Conference, held 12-13 February
- HDR Processing Workshop, held on 13 March (refer attachment 3.4 for meeting notes)
- Internal Audit Plan – HDR Students
- VITAE trial
- Completion Assistance Postgraduate Research Scholarships
- Connecting PhD students with industry
- HDR Student Demographic Program Profile reports (refer attachments 3.5-3.6)
- Use of Plagiarism Software & Electronic Thesis Examination – update

Attachments 3.1 – 3.6

For noting
4.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

4.1 The Manager, HDR Student Centre will present the HDR Student Centre report.

Attachment 4.1

For noting

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

5.0 COMPLIANCE OF HDR PROGRAMS WITH THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

5.1 The Australian Qualifications Framework (AQF) was implemented in 2011 and provides standards for Australian qualifications. The University will need to demonstrate that our HDR programs meet AQF requirements by 01/01/2015. The following issues need to be addressed in order to ensure compliance with the AQF:

- **AQF Specification for the Doctoral Degree:** Doctoral degree qualifications must be designed to enable graduates to demonstrate the learning outcomes specified for a level 10 (doctoral) qualification. The University is required to provide evidence that our students meet the program level attributes and the learning outcomes. BGR will need to map the learning outcomes against the AQF specification for each program, as well as reviewing the current HDR Graduate Attributes to ensure they appropriately reference the AQF descriptors. Refer attachment 5.1 for the AQF Doctoral degree learning outcome descriptors and attachment 5.2 for template to map the learning outcomes.

- **AQF Specification for the Masters Degree:** HDR Masters qualifications must be designed to enable graduates to demonstrate the learning outcomes specified for a level 9 (Masters Degree (Research)) qualification. The University is required to provide evidence that our students meet the program level attributes and the learning outcomes. BGR will need to map the learning outcomes against the AQF specification for each program, as well as reviewing the current HDR Graduate Attributes to ensure they appropriately reference the AQF descriptors. Refer attachment 5.1 for the AQF Masters degree (Research) learning outcome descriptors and attachment 5.3 for template to map the learning outcomes.

- **AQF Qualifications Pathways Policy:** Each qualification needs to include documented pathways consistent with the AQF qualifications pathways policy. A paper addressing program pathways will be presented at a future meeting for consideration by the Board.

- **AQF Qualification Titles:** Non-HDR professional doctorate programs will need to be reconceptualised as Level 9 Masters (Extended) programs. Review of the
Professional Doctorate Policy will be required following changes to the professional doctorate programs. Revised policy to be considered at a future meeting of the Board.

Recommendation

5.2 The Board is asked to nominate members for appointment to an AQF Compliance Working Party to undertake actions required to ensure HDR programs comply with AQF requirements.

Attachments 5.1 – 5.3

For consideration

6.0 REVIEW OF HDR SCHEDULE OF RESPONSIBILITIES

6.1 The Schedule of Responsibilities and Authorisation for Research Training Matters has been revised based on feedback provided at the HDR Processing Workshop held on 13 March 2013 (refer attachment 6.1).

Recommendation

6.2 The Board is asked to approve the revised Schedule of Responsibilities and Authorisation for Research Training Matters. Upon approval of the Schedule, the relevant policies will be amended and approval sought from Academic Committee.

Attachment 6.1

For consideration

7.0 PROPOSED INTEGRATION OF THE ANNUAL PROGRESS REPORT WITH CANDIDATURE MILESTONES

7.1 The Chair will lead discussion on a proposal to integrate the annual progress reporting requirement with the early-candidature, confirmation of candidature, and mid-candidature requirements (refer attachments 7.1-7.2). The proposal has been developed in-line with the strategy to support and improve the HDR student experience, as well as improving operational efficiency. The proposal incorporates feedback received at the HDR Processing Workshop held on 13 March 2013.

Recommendation

7.2 The Board is asked to approve the integration of the Annual Progress Report with candidature milestones. Upon approval of the proposal, the relevant policies will be amended and approval sought from BGR and Academic Committee as required.

Attachments 7.1-7.2

For consideration

8.0 PROPOSED ADOPTION OF FOUR DEDICATED INTAKE PERIODS
8.1 The Manager, HDR Student Centre will lead discussion on a proposal to implement four dedicated intake periods per year (refer attachment 8.1). The proposal has been developed to address issues relating to the HDR student experience, as well as creating an improved workload model. The proposal incorporates feedback received at the HDR Processing Workshop held on 13 March 2013.

Recommendation

8.2 The Board is asked to approve the adoption of four dedicated intake periods with effect from 2014. Upon approval of the proposal, the relevant policies will be amended and approval sought from BGR and Academic Committee as required.

Attachment 8.1

For consideration

9.0 HIGHER DEGREE RESEARCH POLICY – EXAMINATION REQUIREMENTS

9.1 A recent case has highlighted the need to amend the HDR Policy and Professional Doctorate Policy to ensure that the confidentiality of theses examinations is maintained. The policies have been amended to advise that any member of the examination panel must seek approval of the Dean, GGRS prior to initiating contact with an examiner, supervisor, candidate or Chairperson of Examiners.

9.2 Further, recent nomination of examiners has highlighted the need to review the conflict of interest policy. The Deans and Directors of Graduate Studies (DDOGS) developed Conflict of Interest Guidelines (for nominating examiners). These guidelines are currently included as a resource on the HDR website (refer attachment 9.1), but are not referenced either in the policy, or in the website information pertaining to the requirements for the nomination of examiners. The HDR Policy and Professional Doctorate Policy have been amended to include reference to this document and it is also recommended that the website information pertaining to the requirements for the nomination of examiners be amended as detailed in attachment 9.2.

Recommendation

9.3 The Board is asked to recommend to Academic Committee for approval that the Higher Degree Research Policy and Professional Doctorate Policy to be revised as follows:

Appointment of Examiners

A candidate’s supervisor, the independent assessor for the confirmation of candidature, or any other person who has made a significant contribution to the work, or who has a conflict of interest as identified in the Conflict of Interest Guidelines, may not be appointed as an examiner or as Chairperson of Examiners.

The Examination

Members of the examination panel normally may not consult with one another. The examiners will make a separate report and recommendation to the Chairperson of Examiners on the merit of the thesis submitted for examination.

An examiner Any member of the examination panel wishing to enter into a dialogue with another examiner, a supervisor a candidate or the Chairperson of Examiners, should direct any request to the Dean, Griffith Graduate Research
School. A supervisor or candidate may not initiate contact with an examiner or Chairperson of Examiners or vice versa.

5.2 The Board is asked to approve the amended website information pertaining to the requirements for the nomination of examiners.

Attachments 9.1 – 9.2

10.0 REVISED GRIFFITH UNIVERSITY POSTGRADUATE RESEARCH SCHOLARSHIP (GUIPRS) CONDITIONS OF AWARD

10.1 A recent case has highlighted the need to amend the GUIPRS conditions of award, in regard to ineligibility of applicants who have held an AusAID scholarship within the last 2 years. The AusAID Student Contact Officer, Griffith International, has advised that the AusAID scholarships policy states “1.1.2. Awardees who receive an offer of a fully-funded PhD scholarship or post-doctoral fellowship may seek support from AusAID (Canberra) to return temporarily to Australia within the two year exclusion period.”

10.2 As it is not a condition of AusAID that applicants be excluded from applying for external funding within the two year exclusion period, it is recommended that the GUIPRS conditions of award be amended.

Recommendation

10.3 The Board is asked to approve the revised GUIPRS conditions of award as follows:

GUIPRS applicants are not eligible if they:

(iii) are on an overseas student who is currently studying on a scholarship sponsored by the Australian Agency for International Development (AusAID). Applicants or seeking to apply for a GUIPRS within the two years following the conclusion of AusAID–funded study must obtain support from AusAID (Canberra) prior to accepting an award.

11.0 OUTCOME OF DOCTOR OF PHILOSOPHY THESIS EXAMINATION

11.1 This item is confidential and will be tabled at the meeting.

For consideration

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

12.0 HDR CONFERRALS

Recommendation

12.1 The Board is asked to ratify the attached list of HDR conferrals.

Attachment 12.1

For ratification
SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

13.0 REVISED SCHEDULE OF DATES 2013 SCHOLARSHIP ROUNDS

13.1 Members are asked to note the revised schedule of dates for the 2013 scholarship rounds.

Attachment 13.1

14.0 DDOGS GUIDELINES FOR EDITING RESEARCH THESES

14.1 Members are asked to note the current Deans and Directors of Graduate Studies (DDOGS) Guidelines for Editing Research Theses, which have been developed with the support of the Institute of Professional Editors Limited (IPED). DDOGS Executive Committee has circulated the Guidelines to all members to remind institutions of their responsibility to uphold best practice in thesis editing and to request that these Guidelines are made easily available and accessible to both supervisors and students.

Attachment 14.1

15.0 TEQSA QUALITY ASSESSMENT: ENGLISH LANGUAGE PROFICIENCY

15.1 Members are asked to note the Tertiary Education Quality and Standards Agency (TEQSA) Quality Assessment: English Language Proficiency Terms of Reference. This is the second quality assessment to be undertaken by TEQSA as part of its quality assurance and quality enhancement responsibilities outlined in the TEQSA Act, 2011.

Attachment 15.1

16.0 HDR CONVENOR COMMITTEE MEETINGS

16.1 Members are asked to note the minutes of the AEL, SEET and Health HDR Convenor Committee meetings held in February 2013 (refer attachments 16.1 – 16.3).

Attachments 16.1 – 16.3

OTHER BUSINESS

17.0 NEXT MEETING

The next meeting of the Board of Graduate Research will be held on Wednesday 15 May 2013 at 2.00pm in N72_-1.18 and video-conferenced to G34_1.04.
Meetings are held from 2.00pm - 4.00pm and are video-conferenced at the Gold Coast and Nathan campuses.

For noting

DISTRIBUTION LIST

Committee Members

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<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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<td>Deputy Chair and Dean (Research), BUS</td>
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<tr>
<td>Professor Graham Cusksely</td>
<td>Appointed (AEL)</td>
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<td>Professor Richard Bagnall</td>
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<td>Professor David Shum</td>
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<td>Professor Jane Hughes</td>
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<td>Deputy Chair, Academic Committee</td>
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<td>A/Professor Wendy Loughlin</td>
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<td>Research Centre Directors</td>
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<tr>
<td>Professor Andrew O’Neil</td>
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<td>Professor Abdul Sattar</td>
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<td>Early Career Researcher</td>
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<tr>
<td>Dr Jenny Whitty</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2013.</td>
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<tr>
<td>HDR Student Representative</td>
<td>Elected</td>
<td>Two years, up to 31 December 2013.</td>
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<tr>
<td>Ms Tracey West</td>
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Persons with rights of audience and debate

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<thead>
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<th>Name</th>
<th>Position</th>
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<tr>
<td>Ms Barbara Biviano (or nominee)</td>
<td>Deputy Director, Student Administration</td>
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<tr>
<td>Ms Nicole Brigg</td>
<td>Director 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>
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<tr>
<td>Ms Alyson McGrath</td>
<td>Manager, HDR Student Centre</td>
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<tr>
<td>Associate Professor Duncan Nulty</td>
<td>Nominee of Director, GIHE</td>
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<tr>
<td>Dr Vicki Pattemore (or nominee)</td>
<td>Director, Office for Research</td>
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<tr>
<td>Ms Carolyn McDonald</td>
<td>Associate Director, INS (SIR)</td>
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Secretary Academic Committee – Tasha Langham
Academic Services Officer – Science – Kim Hillier
Academic Services Officer – Health – Tristan Damen
Academic Services Officer – Arts – Jillian Misson
Academic Services Officer – Business – Kate Rees
Heads of Schools
Marketing & Communications Coordinator, GGRS – Andrew Quek
Manager, HDR Student Centre – Alyson McGrath
Systems & Support Manager, HDR Student Centre – Andrew Roberts
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