1.0 CONFIRMATION OF MINUTES

The minutes of the 1/2013 meeting of the Board of Graduate Research were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

2.0 HIGHER DEGREE RESEARCH POLICY – EXAMINATION REQUIREMENTS

2.1 The Board considered the proposed changes to the Higher Degree Research Policy and Professional Doctorate Policy. The policies have been revised to ensure that the confidentiality of theses examinations is maintained by explicitly stating that any member of the examination panel must seek approval of the Dean, GGRS prior to entering into a dialogue with any other member of the examination panel.

2.2 The policies have also been revised to ensure that persons with a conflict of interest are not appointed as an examiner by including reference to the Conflict of Interest Guidelines.

Resolution

2.3 The Board resolved to recommend to Academic Committee that Section 5 – Examination of the Higher Degree Research Policy be amended as follows:
5 Examination

5.2.1 Appointment of Examiners

5.2.3 PhD/MPhil

A staff member of the University will act as Chairperson of Examiners. The Chairperson of Examiners will not act as an examiner. The examiners and the Chairperson of Examiners will constitute the examination panel.

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 identity of members of the examination panel will be made known to the candidate following examination of the thesis.

5.3 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.

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.

2.4 The Board resolved to recommend to Academic Committee that Section 5.3 – Examination of Doctoral Program of the Professional Doctorate Policy be changed as follows:

5.3 Examination of Doctoral Program

5.3.2 Research Component

Appointment of Examiners

Upon notification of intention to submit the research component, and after consultation with the supervisor/s, the Dean (Research) will appoint at least two examiners and one reserve examiner (or a third examiner if a live performance is part of the examination), all of whom will be external to the University. One of the external examiners may be drawn from the relevant profession or industry. A staff member of the University will act as Chairperson of Examiners. The Chairperson of Examiners will not be an examiner. The examiners and the Chairperson of Examiners will constitute the Examination Panel.

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 identity of members of the Examination Panel will be made known to the candidate following examination of the thesis or other work but prior to any oral examination which may be required.
5.3.3 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 Chair of Examiners on the merit of the research component submitted for examination.

Any examiner 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.

In the case of an examination including an exhibition or performance of a professional practice component, depending on the program, the candidate may be required to attend and discuss the product of their professional practice with the examiners. The candidate’s supervisor/s will not be present.

2.5 The Board resolved to approve the amended website information pertaining to the requirements for the nomination of examiners.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

3.0 HDR CONFERRALS

Resolution

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

4.0 OUTCOME OF DOCTOR OF PHILOSOPHY THESIS EXAMINATION

Resolution

4.1 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

5.0 COMPLIANCE OF HDR PROGRAMS WITH THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

5.1 Ms Karen van Haeringen, Deputy Academic Registrar, discussed the Australian Qualifications Framework (AQF) and the issues that need to be addressed to ensure HDR programs comply with AQF. These issues include:

- CRICOS registration of PhD and MPhil programs. Griffith University’s PhD/MPhil programs currently have an arbitrary ASCED FOE code applied, however registration of each discipline specific PhD/MPhil program is required, at a minimum broad field of education level. In creating discipline specific PhD/MPhil programs it needs to be taken into account that the registered program name is the name that will appear on the student’s testamur.
• CRICOS registration of Graduate Diploma Research Studies programs for the SEET and AEL Groups. These programs also need to be discipline specific in order to receive CRICOS registration. This issue is currently being addressed by the Deans of each relevant Group.

• Learning outcomes for each HDR qualification. Graduates must be able to demonstrate the learning outcomes specified for the level of qualification. Learning outcomes are to be mapped for each program, noting that for each discipline specific PhD/MPhil program, the learning outcomes may differ. Further, for those programs that include a coursework component, the courses must also meet the learning outcomes specified for the level of the qualification. In order to demonstrate that graduates meet the required learning outcomes, HDR Graduate Attributes need to appropriately reference the AQF qualification level descriptors. Consideration may also need to be given to incorporating additional criteria into the examination process, where examiners certify that the student has achieved the learning outcomes for the program.

• Non-compliant non-HDR Professional Doctorate programs may be withdrawn or re-conceptualised as Masters (Extended), resulting in the need to amend the Professional Doctorate Policy.

• A paper is currently being finalised by A/Professor Wendy Loughlin and Professor Gillian Bushell to address the compulsory research requirements for undergraduate and postgraduate programs. Consideration will need to be given to the minimum requirements to be included in undergraduate and postgraduate programs that will enable progression to a HDR program. This paper will be presented at a future meeting of the Board.

• Whilst the University needs to be AQF compliant by 01/01/2015, all required changes and relevant documentation is to be completed by mid 2014.

5.2 Members noted the issues to be addressed in order to comply with AQF. The Chair recommended that AQF compliance issues, including issues associated with CRICOS registration of PhD and MPhil programs, should be discussed at the next meeting of the Deans and Directors of Graduate Studies (DDoGS) in order to ascertain how these issues are being addressed by other Universities, and to possibly develop some consistency across the sector. Following the DDoGS meeting (being held 6-7 May) an AQF Compliance working party should be established.

Resolution

5.3 The Board resolved to recommend that the Chair provide an update following the meeting of the DDoGS.

5.4 The Board resolved to recommend that members be nominated for appointment to an AQF Compliance Working Party at the next meeting of the Board.

6.0 REVIEW OF HDR SCHEDULE OF RESPONSIBILITIES

6.1 The Chair advised members that 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, in consultation with the Dean (Research), GBS. The Chair noted that the amendments to the HDR Qualifying Program will not be made until this program is withdrawn.

6.2 Members were asked to review the changes, in consultation with Heads of Element and HDR Convenors, and to forward feedback to the Chair if there are any issues with the proposed changes, or if further changes are recommended.

Resolution
6.3 The Board resolved to recommend that members provide feedback on the revised Schedule of Responsibilities and Authorisation for Research Training Matters to the Chair within two weeks.

7.0 PROPOSED INTEGRATION OF THE ANNUAL PROGRESS REPORT WITH CANDIDATURE MILESTONES

7.1 The Chair discussed the proposal to integrate the annual progress reporting requirement with the early-candidature, confirmation of candidature, and mid-candidature milestones. Members considered the proposal and recommended that the integration of reporting requirements occur, subject to the following issues being addressed:

- Implementation plan to be created, including interim measures for students who commenced in their HDR program prior to 01/01/2011.
- Disciplinary measures where students fail to submit a report by the due date to be investigated i.e. do not enrol in following semester.
- Requirements for early and mid-candidature milestones, including forms used within Groups, to be reviewed and amended as needed to ensure that students are provided with an opportunity to report on any problems/difficulties that may have impeded progress.
- Due date for early and mid-candidature milestones to be captured centrally in the PeopleSoft student system.
- Process in place to ensure that candidates report at least once per year, for example in instances where the completion of a candidature milestone is postponed.

Resolution

7.2 The Board resolved to approve the proposal to integrate the Annual Progress Report with candidature milestones. Following amendment to policy and process as detailed in the proposal and addressing matters as outlined above, to the satisfaction of the Board, recommendation to be made to Academic Committee to approve changes.

8.0 PROPOSED ADOPTION OF FOUR DEDICATED INTAKE PERIODS

8.1 The Manager, HDRSC discussed the proposal to adopt four dedicated intake periods per year with effect from 2014. The Chair advised that UWA has four scholarship rounds each year, with separate rounds for domestic and international applicants. Members agreed that due to the differing needs and program completion periods of international and domestic students, separate scholarship rounds and closing dates would be beneficial. It was recommended that this scholarship round model be further investigated and mapped against the four intake periods.

8.2 Members considered the proposal and noted the benefit to the student experience as a result of cohort commencements. However, also noted that flexibility will still be required to accommodate commencements outside of the set intakes, as needed. Members recommended the adoption of four dedicated intake periods.

Resolution

8.3 The Board resolved to approve the proposal to adopt four dedicated intake periods. Following amendment to policy and process as detailed in the proposal, to the satisfaction of the Board, recommendation to be made to Academic Committee to approve changes.
9.0 CHAIR’S REPORT

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

9.2 The Chair welcomed A/Professor Wendy Loughlin as Ex Officio member of BGR, as the Deputy Chair, Academic Committee.

9.3 The Chair welcomed Ms Tracey West as a member of BGR, as the HDR Student Representative.

9.4 The Chair welcomed Professor Jane Hughes in her return to member of BGR, as a HDR Convenor, SEET Group.

9.5 The Chair welcomed Ms Carolyn McDonald as a person with rights of audience and debate, as Associate Director, INS (SIR).

9.6 The Chair welcomed invitees Ms Karen Van Haeringen, Deputy Academic Registrar, Mr Paul Lin, HDR Scholarships Officer and Mr Andrew Roberts, Systems and Support Manager, HDR student Centre.

9.7 GGRS Planning Workshop – update on outcomes
The Chair advised members that the Graduate Education Officer, Ms Eliza Matthews, will commence in the role on 22 April and will progress initiatives outlined in the Workshop Action Plan. The Chair asked members to note the membership for the Orientation and Induction Taskforce, and the Skills Development Working Party and asked members to advise the Chair of any further nominations prior to the next meeting of the Board.

Professor Rod Barrett briefed members on the work undertaken by the Excellence in HDR Supervision Working Party. A number of meetings were held in late 2012, and Professor Parlo Sing and Dr Calvin Smith have now also been appointed as members of this working party. Resources have been gathered from other Universities to inform the development of Griffith University’s principles for excellence in supervision. Six principles have so far been drafted, which will be further developed in the following months. Once finalised, the principles will be presented to the Board for consideration.

The Chair advised that following discussion with the DVC (Academic), the HDR Convenor Role has been revised and has subsequently been endorsed by Executive Group. The Chair also advised that she had raised the issue of the need to empower HDR Convenors at a presentation to the 2/2013 Academic Committee, and the issue is on the Agenda for discussion at an Academic Managers forum being held later in the year. Members noted that recognition of workload is an ongoing issue for this role.

Members discussed workload recognition and noted that it is not possible to specify how the workload is recognised i.e. percentage contribution to service, but instead just need to ensure that it is recognised. It was also noted that the workload for this role varies considerably across Elements, for example subject to the number of HDR students enrolled in the Element as well as expectations of the role in each Element. Members were advised that the Health Group are appointing Deputy Heads of School (Research) in some Schools, who will take on duties of the HDR Convenor.

9.8 Senior Leadership Conference
The Chair advised that she attended the Senior Leadership Conference from the 12th to 13th February, which included a breakout session where she spoke about enhancing the experience of HDR students.
9.9 HDR Processing Workshop
The Chair advised that a HDR Processing Workshop was held on 13 March to assist in streamlining processes. Key staff from the HDR Student Centre and Groups discussed proposals to adopt four dedicated intake periods as well as integrating the Annual Progress Report with candidature milestones. The confirmation of candidature process was also discussed and the Chair reminded Deans (Research) that they were asked at the 1/2013 meeting of the Board to review confirmation of candidature guidelines to ensure consistency within Groups and Elements, to be brought to a future meeting of the Board. The Chair advised that the workshop was productive and resulted in a clear path for moving forward.

9.10 Internal Audit Plan
The Chair advised that an internal audit of HDR students is occurring this year. The objective of this audit is to review and test the system of governance, risk and controls operating in the Griffith Graduate Research School and Academic Administration across all aspects of the lifecycle of HDR students. The final report will be completed by 23 August, to be tabled at Audit Committee on 4 September.

9.11 Vitae Trial
Vitae is a UK organisation who are developing resources to support the professional development of doctoral researchers and research staff. Vitae is currently trialling the Vitae Researcher Development Framework Planner which will enable up to 50 Griffith HDR students and early career researchers to participate in a 3-month trial and use the planner to manage their professional development and provide feedback on their experience.

9.12 Review of Completion Assistance Postgraduate Research Scholarships
The Chair advised that an analysis of the success of Completion Assistance Postgraduate Research Scholarship (CAPRS) awardees will be undertaken to inform a review of the CAPRS Guidelines. The revised Guidelines will be brought to the next meeting of the Board for consideration.

9.13 Connecting PhD Students with Industry
The DVC (Research) is discussing with Government the opportunity for Government to play a role in connecting PhD students with industry. The Chair asked members to advise on ideas for industry links for PhD students, within two weeks. It was suggested that existing industry connections accessed by students enrolled in undergraduate programs could be used. The Dean (Research) Health advised that he will provide the Chair with information on industry links being promoted through Research Australia.

9.14 HDR Student Demographic Profile Reports
The Chair asked members to note the HDR Student Demographic Profile Reports created by PFS and advised members to liaise with the Secretary, BGR if any further reports or additional information to be provided in the reports, is required.

9.15 Use of Plagiarism Software & Electronic Thesis Examination
Ms Carolyn McDonald, Associate Director INS (SIR) briefed members on the progress of implementing plagiarism software, as well as a system to manage electronic thesis examination. Ms McDonald advised that a trial for iThenticate has been negotiated for a small number of licences, however will incur a cost. As such, a business case is to be prepared in order to secure funding.

Ms McDonald also advised that there is no funding allocated this year for implementing an electronic thesis examination system. However Mr Steve Bishop, Associate Director, EIS, will organise a product demonstration with Oracle to investigate if PeopleSoft can meet the requirements for electronic examination. The Chair also requested that INS investigate how other Universities are managing their electronic thesis examination.
Resolution

9.16 The Board resolved that members advise the Chair of any further nominations for the Orientation and Induction Taskforce, and the Skills Development Working Party, prior to the next meeting of the Board.

9.17 The Board resolved to recommend to Academic Committee that the amended HDR Convenor Role Statement be approved.

9.18 The Board resolved that members advise the Chair of possible industry links for PhD students, within two weeks

9.19 The Board resolved that the Chair, in collaboration with INS, prepare a business case to trial plagiarism detection software iThenticate.

9.20 The Board resolved that the Associate Director, INS (SIR) investigate how other Universities are managing their electronic thesis examination.

10.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

10.1 The Manager, HDR Student Centre advised that two additional HDR Officers have been appointed to process applications for sponsored students, resourced by Griffith International. Further, two additional casual staff members have also been appointed. The additional appointments, as well as recent appointments in the scholarships area has made a significant difference in managing the workload associated with HDR application processing and scholarship management.

10.2 Members noted the HDR Student Centre report and requested that information on the number of students who are overdue for confirmation, as well as completion time for those who have confirmed, be included in future reports.

Resolution

10.3 The Board resolved to recommend that in future the HDR Student Centre report include information on the number of students who are overdue for confirmation, as well as completion time for those who have confirmed.

11.0 REVISED SCHEDULE OF DATES 2013 SCHOLARSHIP ROUNDS

11.1 Members noted the Deans and Directors of Graduate Studies (DDOGS) Guidelines for Editing Research Theses.

12.0 DDOGS GUIDELINES FOR EDITING RESEARCH THESES

12.1 Members noted the 2011 HERDC Weighted HDR Load Report.

13.0 TEQSA QUALITY ASSESSMENT: ENGLISH LANGUAGE PROFICIENCY

13.1 Members noted the Tertiary Education Quality and Standards Agency (TEQSA) Quality Assessment: English Language Proficiency Terms of Reference.
14.0 HDR CONVENOR COMMITTEE MEETINGS

14.1 Members noted the minutes of the AEL, SEET and Health HDR Convenor Committee meetings held in February 2013.

15.0 OTHER BUSINESS

15.1 Nil.

16.0 NEXT MEETING

16.1 Members noted that 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.

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<th>Meeting Date</th>
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<th>Gold Coast</th>
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<tr>
<td>15 May</td>
<td>N72_-1.18</td>
<td>G34_1.04</td>
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<td>12 June</td>
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<td>23 October</td>
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**NO MEETING IN NOVEMBER**

| 11 December | 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 May 2013
## DISTRIBUTION LIST

### 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>Deputy Chair and Dean (Research), BUS</td>
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<tr>
<td>Professor Graham Cuskelly</td>
<td>Appointed</td>
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<td>Deans, Research</td>
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<tr>
<td>Professor Richard Bagnall</td>
<td>Appointed (AEL)</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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<td>Associate Professor Scott Harrison</td>
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<td>Professor Kate Hutchings</td>
<td>Appointed (BUS)</td>
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<td>Professor Rod Barrett</td>
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<td>Professor Jane Hughes</td>
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<tr>
<td>Deputy Chair, Academic Committee</td>
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<tr>
<td>Associate Professor Wendy Loughlin</td>
<td>Ex Officio</td>
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<td>Research Centre Directors</td>
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<td>Professor Andrew O’Neil</td>
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<tr>
<td>Professor Abdul Sattar</td>
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<tr>
<td>Early Career Researcher</td>
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<tr>
<td>Dr Jenny Whitty</td>
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<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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### Persons with rights of audience and debate

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<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>
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<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>Associate Professor Duncan Nulty</td>
<td>Nominee of Director, GIHE</td>
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<tr>
<td>Ms Alyson McGrath</td>
<td>Manager, HDR Student Centre</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, Scholarly Info &amp; Research, INS</td>
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### Information Copies (with attachments)

- Deputy Vice-Chancellor (Research) – 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 Grgic
- Secretary Academic Committee – Lea-Anne Stafford
- Academic Services Officer – Science – Silja Leskinen
- Academic Services Officer – Health – Elizabeth Hewitt
- Academic Services Officer – Arts – Jillian Misson
- Academic Services Officer – Business – Glenys-Julie Harris
- Heads of Schools
- Marketing & Communications Coordinator, GGRS – Andrew Quek
- Candidature Coordinator, HDR Student Centre –
- Project Officer, HDR Student Centre –
- Thesis Examinations Coordinator, HDR Student Centre – Minerva Capati
- Research Scholarships Coordinator, HDR Student Centre –

www.griffith.edu.au/committees
Research Methodologist – Bill Metcalf  
Senior Academic Fellow (Higher Degree Research Education), GIHE – Parlo Singh

Other Copies  
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