A meeting of the Board of Graduate Research was held at 2.00pm on Wednesday 22 August 2012 in N72_-1.18 and video-conferenced to G34_1.04.

**MINUTES**

**PRESENT:**
Chair – Professor Sue Berners-Price  
Deputy Chair – Professor Graham Cuskelley  
Professor Richard Bagnall  
Professor David Shum  
Associate Professor Michael Blumenstein  
Dr Scott Harrison  
Professor Kate Hutchings  
Professor Nigel Stork  
Professor Gillian Bushell  
Professor Abdul Sattar  
Ms Nicole Briggs  
Ms Julene Finnigan  
Secretary – Ms Loree Joyce  
Ms Michelle O’Brien  
Dr Vicki Pattemore  
Ms JoAnne Sparks

**APOLOGIES:**
Professor Rod Barrett  
Ms Barbara Biviano  
Dr Jenny Whitty  
Ms Nikki Fozzard  
Associate Professor Duncan Nulty  
Professor Andrew O’Neil

1.0 **CONFIRMATION OF MINUTES**

The minutes of the 6/2012 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 AND PROFESSIONAL DOCTORATE POLICIES**

2.1 The Board considered the proposed changes to Higher Degree Research and Professional Doctorate Policies.

Resolution

2.2 The Board resolved to recommend to Academic Committee that Section 4.13 – Review of Progress PhD/MPhil of the Higher Degree Research Policy be changed as follows:

4.13 **Review of Progress PhD/MPhil**

Progress of all candidates will be monitored via an early candidature milestone, a confirmation of candidature milestone, a mid candidature milestone, as well as annually via a progress report.

4.13.1 **Annual Progress Report**

Candidates are required to complete a report on progress each year in conjunction with their principal supervisor. The Head of Element (or delegated HDR Convenor) or Dean (Research) may require a
candidate to provide additional written reports; to pursue additional courses, seminars or other activities; or to provide additional evidence of progress at other times during the candidature. Supervisors may also be required by the Head of Element (or delegated HDR Convenor) or Dean (Research) to provide additional written reports on progress. In cases where the delegated HDR Convenor is also a candidate’s principal supervisor the Head of Element may not delegate authority.

2.3 The Board resolved to recommend to Academic Committee that Section 5.2 – Appointment of Examiners of the Higher Degree Research Policy be revised as follows:

5.2 Appointment of Examiners

5.2.1 PhD
Upon notification of intention to submit a PhD thesis, 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, with at least one normally being international.

5.2.2 MPhil
Upon notification of intention to submit a MPhil thesis, and after consultation with supervisor/s, the Dean (Research) will appoint two examiners and one reserve examiner (or a third examiner if a live performance is part of the examination), at least one all of whom will be external to the University, with at least one normally being international.

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 nor any other person who has made a significant contribution to the work, or who has a conflict of interest, 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.

2.4 The Board resolved to recommend to Academic Committee that Section 5.2.14 – Review of Progress of the Professional Doctorate Policy be revised as follows:

5.2.14 Review of Progress
A candidate’s progress in the coursework component will be assessed by the School Assessment Board or the Dean (Learning & Teaching). The Dean (Learning & Teaching) will be responsible for determining that the coursework component is satisfactorily completed.

The progress of candidates who have commenced the research component will be monitored via an early candidature milestone, a confirmation of candidature milestone, a mid candidature milestone, as well as annually via a progress report.

Annual Progress Report
Candidates are required to complete a report on progress each year in conjunction with their principal supervisor. The Head of Element (or delegated HDR Convenor) or Dean (Research) may require a candidate to provide
additional written reports; to pursue additional courses, seminars or other activities; or to provide additional evidence of progress at other times during the candidature. Supervisors may also be required by the Head of Element (or delegated HDR Convenor) or Dean (Research) to provide additional written reports on progress. In cases where the delegated HDR Convenor is also a candidate’s principal supervisor the Head of Element may not delegate authority.

2.5 The Board resolved to recommend to Academic Committee that the Professional Doctorate Policy be revised as follows:

2.5.1 Replace the position Deputy Dean (Research) with Dean (Research) as the former position no longer exists (HDR Policy change approved by Academic Committee at its 1/2012 meeting).

2.5.2 Section 5.3.2 Research Component – Submission of Thesis to specify a three month period of re-enrolment prior to the submission of the thesis after the candidature has lapsed (HDR Policy change approved by Academic Committee at its 1/2012 meeting).

2.5.3 Section 5.1.3 Requirements of Candidature to Include additional information on the use of English as a medium for instruction as evidence of English Language Proficiency (ELP) to be consistent with information currently on the University’s website (HDR Policy change approved by Academic Committee at its 2/2012 meeting).

SECTION B: ACTION UNDER DELEGATED AUTHORITY

3.0 OUTCOME OF DOCTOR OF PHILOSOPHY THESIS EXAMINATION

3.1 The Boards’ deliberations on this matter are recorded in a confidential minute extract accompanying these minutes.

4.0 HDR CONFERRALS

Resolution

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

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

Nil.

SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

5.0 GUIDELINES ON PREPARING A RESEARCH PROPOSAL

5.1 The Board considered the proposal to provide applicants with guidelines on preparing a research proposal.

5.2 Members discussed whether it was necessary to provide students with guidelines for writing a research proposal. The HDR Convenor Representative, Arts, Education and Law Group advised that QCM currently has a research proposal template that is given to prospective HDR students. The Director, Griffith International also advised that most competitor Universities provide students with guidelines.
5.3 Members discussed the possible implications of introducing guidelines that are too specific. The Dean (Research), Arts, Education, and Law Group raised a concern that research proposals written to specific guidelines may mislead students to believe that the research proposal accepted at admission would be final, and would not be altered upon enrolment. It was agreed that if the guidelines are introduced, students would need to be advised on their offer of admission that their research proposal may be altered upon enrolment.

5.4 Members agreed that guidelines should be broad enough to allow the Groups to develop their own processes for using such guidelines. It was suggested that the guidelines should also include advice that the proposal be prepared with the assistance of the proposed supervisor.

Resolution

5.5 The Board resolved that the research proposal guidelines be revised and brought to a future meeting of the Board once an analysis of guidelines adopted by competitor Universities has been completed.

6.0 CHAIR’S REPORT

6.1 Submission of Published Papers as a Thesis
The Chair advised that she had received feedback from several academics that the policy for PhD students who include publications within the body of the thesis was either confusing, or they were unaware of the policy. The Chair referred members to a tabled document containing the current policy information (refer Attachment 6.1). The Chair recommended that the information on the website regarding this policy be reviewed, as well as the thesis examinations forms.

Attachment 6.1

6.2 GGRS Planning Workshop
The Chair provided an overview of the format for the workshop to be held on 7 September. The workshop will focus on the student experience and will provide an opportunity for input by key stakeholders in order to develop an action plan for the next three to five years. The Chair also discussed the data that is being collected for the information packs for the workshop attendees. Members discussed the need to create an environment that will encourage student representatives to be forthcoming in providing feedback regarding the student experience. It was suggested that students who had completed their program be nominated to attend the workshop in order to ensure feedback is provided that covers the student experience from start to finish.

6.3 International Student Research Forum (ISRF)
The Chair discussed her attendance at the International Student Research Forum recently held at the University of Nebraska. The ISRF involves the University of Nebraska, the Chinese Academy of Sciences, Griffith University and the University of Tokyo. The forum provides an opportunity for students to showcase their research and build relationships with international colleagues. Each year, ten students from Griffith University present their research at the forum, which is hosted by one of the four collaborating institutions. Although this forum is applicable only to Life Sciences, it is a highly valuable experience for the selected HDR students The Chair suggested that this model could be duplicated for other research areas in the University, by establishing collaborations with appropriate International Universities.

6.4 Supervisor Accreditation Policy
The Chair advised that revision to the Supervisor Accreditation Policy, including a review of staff workshops, would be brought to a future meeting of the Board. In the interim, Deans (Research) were requested to approve any request for a staff member to be given a status of Accredited.
Resolution

6.5 The Board resolved that revisions to the web information and examination forms regarding the policy for PhD students who include publications within the body of the thesis be made and brought to a future meeting of the Board.

7.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

7.1 HDR Student Centre Report
The Manager, HDR Student Centre presented the HDR Student Centre Report on the following:

- HDR Applications
- HDR Scholarships (including Mid-Year Scholarship Round, Completion Assistance Scholarship, and Conference Travel Grant update)
- HDR Student Enrolments
- HDR Thesis Examinations

The Manager, HDR Student Centre advised of a correction to the report (page 8) – the number of theses currently under examination of 252 includes those theses that have already been conferred for 2012, and those students who intend to submit. Members were also asked to omit the second sentence on page 5 of the report.

The Manager, HDR Student Centre advised that the current enrolment number for 2012 will decrease once students who have exceeded their maximum submission date are Lapsed. She advised that of the 147 currently overtime students, 103 will be Lapsed.

The Manager, HDR Student Centre requested confirmation of the proposed closing dates for the 2013 mid and end of year scholarship rounds being Monday 29th April 2013, and Monday 7th October 2013 respectively. Members agreed on the closing dates and recommended that all other dates for scholarship round processing be confirmed at the next meeting of the Board.

The Chair requested that figures on HDR student enrolments include attendance status in future. The Chair also reminded members that the new form for Completion Assistance Scholarship applications should be used, and previous versions of the form will not be accepted.

7.2 Completions Modelling
The Chair briefed members on the University targets for HDR completions and the need to project the likely number of completions in order to brief the University Executive on the realistic targets. The Manager, HDR Student Centre gathered preliminary data for completions projections. The members discussed the projections and recommended that due to the complexity of such modelling an economist or statistician should review the data. It was also suggested that the completions modelling used by other Universities be investigated.

Resolution

7.3 The Board resolved that future HDR Student Centre reports include a breakdown of HDR student enrolments by attendance status.

7.4 The Board resolved that the Manager, HDR Student Centre present the revised schedule of scholarship dates at the next meeting of the Board.

8.0 HDR CONVENOR COMMITTEE MEETINGS

8.1 Members noted the minutes of the AEL, Health and SEET HDR Convenor Committee meetings held in May 2012.
Noted

9.0 CANDIDATURE OFFERS FOR SCHOLARSHIP APPLICANTS

9.1 Members noted the Deputy Vice Chancellor (Research) has approved that all Category B applicants will be made an offer of candidature once their application has been classified as Category B and approved by the Dean, Griffith Graduate Research School.

Noted

10.0 APPOINTMENT OF RESEARCH INTEGRITY ADVISERS

10.1 Members noted that at the meeting 5/2012 of the Research Committee, the Deputy Vice Chancellor (Research) announced the appointment of Research Integrity Advisers (RIAs) within each of the Groups. Their roles are not discipline-specific and researchers may choose who to consult. RIAs do not investigate or assess allegations; rather, they are available to provide advice to Griffith University researchers on research conduct issues and can explain the options open to people considering reporting an alleged breach of the Griffith Code or making an allegation of research misconduct.

Noted

11.0 OTHER BUSINESS

11.1 Subsequent to the meeting of the Board, the Director, Scholarly Info & Research provided a plagiarism detection guidance paper (refer attachment 11.1) based on discussion regarding digital submission of HDR theses at the 6/2012 meeting of the Board.

Attachment 11.1

12.0 NEXT MEETING

12.1 Members noted that the next meeting of the Board of Graduate Research will be held on Wednesday 19 September 2012 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

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<td></td>
<td>Nathan</td>
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<td>19 September</td>
<td>N54_2.06</td>
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<td>17 October</td>
<td>N72_-1.18</td>
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NO MEETING IN NOVEMBER

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<td>12 December</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
19 September 2012
DISTRIBUTION LIST

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment Type</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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<td>Professor Graham Cuskelly</td>
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<td>Deans, Research</td>
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<td>Professor Richard Bagnall</td>
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<td>Professor David Shum</td>
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<td>Associate Professor Michael Blumenstein</td>
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<td>HDR Convenors</td>
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<td>Dr Scott Harrison</td>
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<td>Professor Kate Hutchings</td>
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<td>Professor Rod Barrett</td>
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<td>Professor Nigel Stork</td>
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<td>Deputy Chair, Academic Committee</td>
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<td>Professor Gillian Bushell</td>
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<td>Research Centre Directors</td>
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<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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<td>Dr Jenny Whitty</td>
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<td>Two years, up to 31 December 2013.</td>
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<td>HDR Student Representative</td>
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<tr>
<td>Ms Nikki Fozzard</td>
<td>Elected</td>
<td>Two years, up to 31 December 2013.</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 Barbara Biviano (or nominee)</td>
<td>Deputy Director, Student Administration</td>
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<td>Ms Nicole Brigg</td>
<td>Director International</td>
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<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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<td>Associate Professor Duncan Nulty</td>
<td>Nominee of Director, GIHE</td>
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<td>Ms Michelle O’Brien</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 JoAnne Sparks</td>
<td>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 – Glensy-Julie Harris
Heads of Schools
Marketing & Communications Coordinator, GGRS – Kirsty Patrick
Candidature Coordinator, HDR Student Centre – Sonya Grieve
Project Officer, HDR Student Centre – Terry Boothby
Thesis Examinations Coordinator, HDR Student Centre – Minerva Capati
Research Scholarships Coordinator, HDR Student Centre – David Attenborough
Research Methodologist – Bill Metcalf
Senior Academic Fellow (Higher Degree Research Education), GIHE – Parlo Singh

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