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 9/2012 meeting are attached for confirmation.

Attachments 2.1-2.2

For confirmation

3.0 CHAIR’S REPORT

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

- DDoGS Conference, held in Melbourne 12-14 November.
- Association of Chinese Graduate Schools (ACGS) International Forum, held in China 21-24 November.
- Autonomous Sanctions
- GGRS Planning Workshop – Update on Outcomes
- University HDR Load Report - Update on targets
- End of Year Scholarship Round Final Deans Ranking Meeting, held on 5/12/12
- GUCAS Joint Degree Program Assessment Panel, held on 3/12/12

Attachment 3.1

For noting

4.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

4.1 The Manager, HDR Student Centre will provide an oral report on HDR Student Centre activities, including an update of the end-of-year scholarship round.

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 GRADUATE DIPLOMA AND GRADUATE CERTIFICATE OF RESEARCH STUDIES PROGRAMS – RECOGNITION IN HDR POLICIES

5.1 The Graduate Diploma of Research Studies was approved at the October Programs Committee for the SEET and AEL Groups. As such, this program is now available in each of the four Groups.

5.2 At the October Programs Committee, the SEET Group proposed that students who have completed prior relevant coursework be awarded up to 40CP of credit towards the Graduate Diploma of Research Studies. However this does not comply with the University’s Credit Transfer Policy. As such, it was proposed that students who have completed prior relevant coursework be permitted to graduate with a Graduate Certificate after completing a 40CP dissertation component (plus a research methods course if required). This proposal was subsequently supported by the Dean, GGRS.

5.3 As both the Graduate Diploma and Graduate Certificate are level 8 programs, this is compliant within the Australian Qualifications Framework for progression to a level 10 Doctoral program. However the HDR Policy and the Research Postgraduate Scholarship Application Assessment and Award Policy and are not explicit in regard to recognition of such programs. As such, each of these policies (refer attachments 5.1 and 5.2 respectively) have been revised accordingly. Members are also asked to note that as an award will be given upon completion of the Graduate Diploma or Graduate Certificate program, work undertaken as part this program may not be recognised towards the PhD/MPhil program.

5.4 Members are asked to note that the change to the Research Postgraduate Scholarship Application Assessment and Award Policy, section 12. Remote Candidature was approved at the 2/2012 BGR.

Recommendation

5.5 The Board is asked to recommend to Academic Committee for approval that the Higher Degree Research Policy be revised as per attachment 5.1.

5.6 The Board is asked approve the revisions to the Research Postgraduate Scholarship Application Assessment and Award Policy, as per attachment 5.2.

Attachment 5.1-5.2

For consideration

6.0 SUPERVISOR ACCREDITATION POLICY – RECOGNITION OF WORKSHOPS & APPROVAL OF ACCREDITED STATUS

6.1 Once a Transitional supervisor has successfully supervised a student to completion (or an experienced supervisor commences at GU) approval is sought to update the supervisors’ status to Accredited. However, the HDR Supervisor Accreditation Policy does not specify the responsible person(s) for approving this status. As such, it is proposed that the policy be amended to include the requirement for a recommendation.
by the Head of Element and approval by the Dean (Research) be obtained where a status of Accredited is requested (refer revised policy, attachment 6.1).

6.2 Members are asked to note that the revised policy also incorporates the outcomes of the flying minute from the 9/2012 BGR, where recommendations were made as follows:

- Completion of elective 7019GIHE - HDR Supervision recognised as equivalent to completing the Managing the Supervisory Process workshop.
- Completion of the IRUA Seven Secrets of Highly Successful Researchers workshop recognised as equivalent to completing the Managing the Supervisory Process workshop.
- Recognition of further workshops or training undertaken by staff to be deemed equivalent to one or more of the Program in Higher Degree Research Supervision workshops. To be determined on a case-by-case basis and at the discretion of the Dean (Research).
- A review of the workshops included in the Program in Higher Degree Research Supervision to occur based upon outcomes of the working party for quality supervision.

6.3 Members are advised that further proposed changes to the Supervisor Accreditation Policy will be brought to a future meeting of the Board, based upon outcomes of the working party for quality supervision, and the action plan from the GGRS planning workshop.

Recommendation

6.4 The Board is asked to recommend to Academic Committee for approval that the Higher Degree Research Supervisor Accreditation Policy be revised as per attachment 6.1.

Attachment 6.1

For consideration

7.0 COMPLETION ASSISTANCE POSTGRADUATE RESEARCH SCHOLARSHIP (CAPRS) CONDITIONS OF AWARD

7.1 Members are asked to consider the proposed revisions to the CAPRS conditions of award (refer attachment 7.1).

7.2 Members are asked to note revisions to the CAPRS application form (refer attachment 7.2). The application form now includes an example completion plan on page 7.

Recommendation

7.3 The Board is asked to approve the proposed changes to the CAPRS conditions of award.

Attachments 7.1-7.2

For consideration

8.0 DIGITAL SUBMISSION OF HDR THESES – ACADEMIC PLAGIARISM DETECTION SOFTWARE

8.1 The DVC (Research) approved the recommendations from the 1/2012 BGR for the digital lodgement of thesis, to take effect from 1 July 2012. One of the
recommendations included the requirement that on submission, the student and their supervisor must sign a declaration that the thesis has been passed through academic plagiarism software and that no plagiarism has been detected.

8.2 At the 6/2012 BGR, the Associate Director, Scholarly Information and Research advised that the software currently used for undergraduate assignments (SafeAssign) is not suitable for HDR theses. As such, the BGR recommended that the requirement for HDR theses to be passed through plagiarism detection software be placed on hold, while an alternative solution is sourced. Subsequent to this meeting the Director, Scholarly Information & Research provided a plagiarism detection guidance paper that was distributed to members with the 7/2012 BGR Minutes (refer attachment 8.1)

8.3 Concerns have been raised by students and supervisors regarding issues with cost, access, and effectiveness of the suggested plagiarism detection software. As a result, the Dean, GGRS has advised the HDRSC not to enforce this requirement and to amend the declaration signed by the student and supervisor.

8.4 It is recommended that the declaration made by the supervisor and student upon submission be amended as follows: "I advise that I have discussed the issue of plagiarism with my principal supervisor and declare that no part of this thesis has been plagiarised."

Recommendation

8.5 The Board is asked to approve the recommendation that the requirement for HDR theses to be passed through plagiarism detection software to again be placed on hold.

8.6 The Board is asked to approve an amendment to the declaration by the supervisor and student upon submission as above.

Attachment 8.1

For consideration

9.0 INDIGENOUS HDR STUDENT STRATEGY

9.1 At the 4/2011 BGR members sought feedback from the Groups on the development of an indigenous HDR student strategy. GBS has now developed a strategy for recruiting, developing and supporting indigenous HDR students (refer attachment 9.1). The Dean (Research), GBS and the GBS HDR Program Director will present this strategy.

Attachment 9.1

For discussion

10.0 LAPSED CANDIDTURE – MINIMUM REENROLMENT PERIOD

10.1 At the 9/2011 BGR members recommended a change to the policy for submission of a thesis as lapsed candidate to require a minimum re-enrolment period of three months. The policy prior to this was that a period of re-enrolment may be required at the discretion of the Dean, GGRS.

10.2 The Dean, GGRS has recently approved several submissions of theses as lapsed candidates and has noted that a minimum period of re-enrolment was not necessary in all cases.

Recommendation
10.3 The Board is asked to recommend that the requirement for a period of re-enrolment for lapsed candidates be at the discretion of the Dean, GGRS.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

11.0 HDR CONFERALS

Recommendation

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

Attachment 11.1

For ratification

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

12.0 COMPLIANCE OF PROGRAMS WITH THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

12.1 Members are asked to note the University’s Australian Qualifications Framework Implementation Plan (refer attachment 12.1). The University will need to demonstrate to TEQSA by 2015 that we have evidence that our students meet the program level attributes and the learning outcomes. There are also particular implications for the University’s Professional Doctorate programs and the naming of such programs. In 2013, the Board of Graduate Research will need to review HDR programs to ensure compliance with the AQF.

Attachment 12.1

For noting

13.0 GGRS OPERATIONAL PLANS – 2013 PLAN AND OUTCOMES FOR 2012

13.1 Members are asked to note the 2013 GGRS Operational Plan (refer attachment 13.2), as well as achievements reported for the 2012 GGRS Operational Plan (refer attachment 13.1).

Attachments 13.1-13.2

For noting

14.0 NOMINATION OF EXAMINERS – HDR QUALIFYING PROGRAM

14.1 It has been brought to the attention of the Dean, GGRS that the requirements for the nomination of examiners for the HDR Qualifying Program are not well defined. However, as the Graduate Diploma of Research Studies programs have now been approved for each of the four Groups, members are asked to note that the requirements for the qualifying program will not be reviewed. Instead, the examination requirements will now be addressed as per the policies applicable to the Graduate Diploma programs.

For noting

15.0 DELEGATION OF AUTHORITY – GRANTING OF ACADEMIC AWARDS
15.1 Members are asked to note the below extract of the 4/2012 Council minutes regarding delegation of authority to approve granting of academic awards.

15.2 17 DELEGATION OF AUTHORITY TO APPROVE GRANTING OF ACADEMIC AWARDS

Council noted the recent review of the process for approving academic awards and the proposal to delegate authority in order to streamline the approval process. Council resolved to delegate authority to:

a. the Deans (Learning and Teaching) of the relevant academic group to approve the granting of academic awards to
   I. undergraduate students, and
   II. coursework postgraduate students
   who have satisfied the academic requirements for the award of a degree;

b. the Dean, Griffith Graduate Research School to approve the granting of
   I. higher degree by research awards, and
   II. doctorates and higher doctorates by publication awards
   to candidates who have satisfied the requirements for the award of a degree.

For noting

16.0 POLICY ON THE USE OF SECONDARY DATA

16.1 At the 8/2012 meeting of the Board, the Chair raised the issue of the use of secondary data by HDR students. The Board resolved that the development of a policy on the use of secondary data by HDR students be referred to the Office for Research. The Senior Policy Advisor, Office for Research, has subsequently advised that this issue is discussed in the GU Research Ethics Manual, Booklet 42 – Retesting and the Reuse of Data (refer attachment 16.1).

Attachment 16.1

For noting

17.0 CONCERNS ABOUT ACADEMIC EDITING SERVICES

17.1 Members are asked to note the amended information to be provided to students and supervisors to inform the appropriate use of academic editing services, resulting from recommendations made at the 8/2012 BGR. This information was prepared by Dr Bill Metcalf, GGRS, Ms Pamela Humphrey, GELI, and Mr John Smith, GELI (refer attachment 17.1). Members are again asked to bring this issue to the attention of HDR Convenors and supervisors.

Attachment 17.1

For noting

18.0 HDR CONVENOR COMMITTEE MEETINGS

18.1 Members are asked to note the minutes of the GBS, SEET and Health HDR Convenor Committee meeting held from September to November 2012 (refer attachments 18.1-18.4).

Attachments 18.1-18.4

www.griffith.edu.au/committees
19.0 APPOINTMENT OF HDR ADVOCATES - ARTS, EDUCATIONS & LAW GROUP

19.1 Members are asked to note the appointment of the following three AEL HDR Advocates: Professor Catherine Beavis, Professor Philip Stenning, and Dr Scott Harrison.

19.2 Information about the AEL HDR Advocate role and how it may assist HDR candidates, supervisors, and other staff involved in HDR work is available on the AEL Research website, in the HDR Section at: http://www.griffith.edu.au/arts-education-law/research/higher-degree-research-resources

20.0 OTHER BUSINESS

21.0 NEXT MEETING

The next meeting of the Board of Graduate Research will be held on Wednesday 6 February 2012 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

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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.

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For noting

DISTRIBUTION LIST

Committee Members

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<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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<tr>
<td><em>Deputy Chair and Dean (Research), BUS</em></td>
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<tr>
<td>Professor Graham Cuskelly</td>
<td>Appointed (BUS)</td>
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<td><em>Deans, Research</em></td>
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<td>Professor Richard Bagnall</td>
<td>Appointed (AEL)</td>
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<td>Professor David Shum</td>
<td>Appointed (HTH)</td>
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<tr>
<td>Associate Professor Michael Blumenstein</td>
<td>Appointed (SEET)</td>
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<td>HDR Convenors</td>
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Dr Scott Harrison Appointed (AEL)
Professor Kate Hutchings Appointed (BUS)
Professor Rod Barrett Appointed (HTH)
Professor Nigel Stork Appointed (SEET)

**Deputy Chair, Academic Committee**
Professor Gillian Bushell Ex Officio

**Research Centre Directors**
Professor Andrew O’Neil Appointed
Professor Abdul Sattar Appointed

**Early Career Researcher**
Dr Jenny Whitty Appointed Two years, up to 31 December 2013.

**HDR Student Representative**
Ms Nikki Fozzard Elected Two years, up to 31 December 2013.

**Persons with rights of audience and debate**

<table>
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<th>Name</th>
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<tbody>
<tr>
<td>Ms Barbara Biviano (or nominee)</td>
<td>Deputy Director, Student Administration</td>
</tr>
<tr>
<td>Ms Nicole Brigg</td>
<td>Director International</td>
</tr>
<tr>
<td>Ms Julene Finnigan</td>
<td>Resource Manager, PFS</td>
</tr>
<tr>
<td>Ms Vicky Kristoffersen</td>
<td>Secretary to the Board of Graduate Research</td>
</tr>
<tr>
<td>Ms Michelle O’Brien</td>
<td>Manager, HDR Student Centre</td>
</tr>
<tr>
<td>Associate Professor Duncan Nulty</td>
<td>Nominee of Director, GIHE</td>
</tr>
<tr>
<td>Dr Vicki Pattemore (or nominee)</td>
<td>Director, Office for Research</td>
</tr>
<tr>
<td>Ms JoAnne Sparks</td>
<td>Director, Scholarly Info &amp; Research, INS</td>
</tr>
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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 – Kirsty Patrick
Manager, HDR Student Centre – Michelle O’Brien
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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