GRiffith UNIVERSITY

BOARD OF GRADUATE RESEARCH

A meeting of the Board of Graduate Research will be held on Wednesday 06 February 2013 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

Loree Joyce
Secretary

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 10/2012 meeting are attached for confirmation.

Attachments 2.1-2.2

3.0 CHAIR’S REPORT

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

- OLT funded Research Education Coordination Project
- GGRS Planning Workshop – update on outcomes
- Senior Leadership Conference, to be held 12-13 February
- Autonomous Sanctions process update (attachment 3.1)
- Review of Travel Grants
- Guidelines for allocation of scholarships to continuing students (attachment 3.2)
- Australian Qualifications Framework
- HDR Scholarship Ranking Meeting Minutes (attachment 3.3)
- Update on RIMS implementation

Attachments 3.1 – 3.3

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 REVIEW OF HDR ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

5.1 The Academic Committee (5/2012) resolved to approve the adoption of IELTS 6.5, with no sub-score less than 6.0, or equivalent, for admission to undergraduate programs, to commence from January 2015. The Pro Vice Chancellor (International) advised Academic Committee members that the move to a minimum IELTS score of 6.5 was part of an ongoing strategy to improve the University’s English Language entry standards and the introduction date of 2015 was required to allow an appropriate lead time for the change to be communicated to articulation partners.

5.2 The Chair, Academic Committee advised Academic Committee members that TEQSA will focus on English competence in an upcoming themed audit. The increase to the IELTS entrance score would position the University well to respond to entry standards, but strategies still need to be developed to demonstrate English proficiency upon graduation. It was noted that English language standards for Higher Degree Research students also needed to be reviewed.

5.3 The Chair will lead discussion on the need to review HDR English proficiency requirements, and possible impacts on HDR admissions. Members are asked to note attachment 5.1 which provides a University comparison of HDR IELTS entry requirements, as well as an analysis of current scholarship awardees. Members are also asked to note attachments 5.2-5.3 that detail the Post-Entry Language Assessment structure introduced at James Cook University.

For discussion

6.0 ELECTRONIC SUBMISSION & EXAMINATION OF HDR THESES

6.1 In order to improve the efficiency and turnaround time of the examination process, and to meet the needs of students, Griffith staff and examiners, electronic submission and examination of HDR theses should be considered.

6.2 A case study of a successful on-line examination system is seen at Deakin University. Deakin University developed an in house system to manage the examination process. The HDR Advisor-Examinations, Deakin University has advised that since implementation, the turnaround time for examination of theses has decreased from an average of 4.5 months to 2.7 months. Whilst approximately ¼ of examiners still request a hard copy of the thesis, this request is made through the system where examiners can either download a copy of the thesis, or may request that a hard copy thesis be posted to them. A presentation outlining the implementation of this system is provided (refer attachment 6.1).

6.3 The Chair will lead discussion on the likely benefits of electronic submission and examination of HDR theses. Members are asked to confirm support, or otherwise, for this initiative. Subject to obtaining support from members, further information on the

Attachments 5.1-5.3
possibility of developing or adopting a system to manage the electronic examination of theses will be sought.

Attachment 6.1

7.0 REVIEW OF CONFIRMATION OF CANDIDATURE REQUIREMENTS & ADVERTISING OF SEMINARS

7.1 The Chair has received feedback regarding inconsistencies in interpreting the confirmation of candidature policy, and in advertising confirmation seminars across the University. Inconsistencies have been noted in the interpretation of ‘defence’ of the research paper, length of research papers within Elements, how independent assessors are chosen, and how students learn about forthcoming confirmation seminars and advertising of seminars within each Element.

7.2 Members are asked to advise if standards are set in each of the Groups to ensure consistency in interpretation of the confirmation of candidature policy, as well as advertising of seminars within each Group and Element.

For discussion

8.0 HIGHER DEGREE RESEARCH POLICY – ADMISSION REQUIREMENTS

8.1 The Higher Degree Research Policy states that an applicant for admission to a PhD will hold a masters degree, incorporating a significant research component. The Chair has received advice that concerns have been raised by students within GBS regarding the policy as it is not explicit in stating the standard to be achieved for the masters research component.

Recommendation

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

3. ADMISSION

3.1 Qualifications for Candidature

3.11 PhD

An applicant for admission as a PhD candidate will hold a level 8 degree as defined by the Australian Qualifications Framework, or equivalent:

- a bachelors degree with first-class honours or second-class honours (Division A) or a masters, incorporating a significant research component of a standard comparable to a bachelors degree with second-class honours (Division A), from a recognised institution; or
- a record of research, or a qualification granted by a professional or other body deemed by the Dean, Griffith Graduate Research School to be of a standard comparable to a bachelors degree with second-class honours (Division A).

For consideration
9.0 LAPSED CANDIDATURE – MINIMUM REENROLMENT PERIOD

9.1 At the 10/2012 meeting of the Board members discussed the change to the policy for submission of a thesis as a lapsed candidate to require a minimum re-enrolment period of three months (9/2011 BGR). The policy prior to this was that a period of re-enrolment may be required at the discretion of the Dean, GGRS.

9.2 As the Dean, GGRS has recently approved several submissions of theses as lapsed candidates where a minimum period of re-enrolment was not necessary in all cases, the Board was asked to recommend that the requirement for a period of re-enrolment for lapsed candidates be at the discretion of the Dean, GGRS.

9.3 The Board resolved that further information on this policy be obtained from the former Dean, GGRS and brought to the Board for consideration. The former Dean, GGRS Professor Parlo Singh, has advised that the minimum enrolment period was requested for the following reasons:

- At the point of lapse of candidature, a student would have used all their RTS, and still would not have produced a quality thesis that was ready for examination. If the student was working independently on the dissertation during the lapse of candidature period, then academic staff from Griffith would need sufficient time to read the entire thesis, provide feedback to the student, and then read any further revisions to the thesis prior to examination. Providing substantive feedback after reading the entire dissertation is demanding on academic time. This feedback can only be provided to the student while they are officially enrolled at Griffith. Two reasons for this: (1) workload demand on academic time, (2) students need access to Griffith resources to undertake revisions.

- Implications for research ethics - if a student is not enrolled at Griffith - what work on the dissertation can be completed during lapse of candidature, and what work can be completed when enrolment resumes. Research ethics covers Griffith employees and students.

- Departments have introduced final thesis quality check mechanisms and these need to be undertaken while the student is enrolled at Griffith.

- The three month period ensures that all the thesis examination paperwork is submitted and completed to the satisfaction of the Deans’ Research, Directors of Research Centres, HDR Convenors, Supervisors, HDR Office. The student must be enrolled in a HDR program at the point of time when the examination process commences.

Recommendation

9.4 The Board is asked to recommend to Academic Committee for approval that section 5.0 Examination of the Higher Degree Research Policy be revised as follows:

**Submission of Thesis - PhD/MPhil**

A student will be enrolled in a program at the time the thesis is submitted for examination. A former candidate who did not submit a thesis within the period of candidature, may, if authorised to do so by the Dean, Griffith Graduate Research School, after consultation with the candidate’s principal supervisor and Dean (Research), submit the thesis within a period of three years from the lapse of candidature. This is subject to any conditions imposed by the Dean, Griffith Graduate Research School which must normally include a minimum period of re-enrolment of three months in a program of study.

For consideration
SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

10.0 HDR CONFERRALS

Recommendation

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

Attachment 10.1

For ratification

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

11.0 BGR 2012 ANNUAL REPORT AND 2013 WORK PLAN

11.1 Members are asked to note the BGR 2012 Annual Report and 2013 Work Plan (refer attachment 11.1).

Attachment 11.1

For noting

12.0 2011 HERDC HDR LOAD REPORT

12.1 Members are asked to note the 2011 HERDC Weighted HDR Load Report (refer attachment 12.1) which indicates that Griffith University has the 2nd highest load amongst Queensland Universities.

Attachment 12.1

For noting

13.0 TEQSA ADVICE REGARDING JOINT PHD PROGRAMS

13.1 Members are asked to note advice recently issued by TEQSA in relation to the format in which Joint PhD testamur should be issued. TEQSA has advised:

Joint PhDs between Australian institutions (Domestic)

TEQSA's view is that two providers offering a joint degree may confer a single qualification, under the authority of both governing bodies, on a single testamur bearing the crests and authorising signatures of both providers. This is transparent and ensures that the issuing organisations are clearly identifiable. They have also confirmed that it is not acceptable for each provider to confer its own qualification on its own testamur. A joint course must lead to only a single qualification. A general guiding principle embedded in the AQF Issuance Policy is that information provided about the degree on the testamur, or other official documents, is transparent to the users of these documents and statements should reflect the nature of the course joint or dual. Statements about the cooperation are acceptable.

Joint PhDs between an Australian and overseas institution (International)

In terms of an international joint PhD degree, TEQSA recognises that there will be instances in some countries where it is not permissible for a single testamur to be issued. In these cases, appropriate wording should be placed on each of the degree certificates to
ensure it is clear that only one course of study has been undertaken. It is important to note that there are local requirements for approvals of joint courses offered overseas.

13.2 As dual badging is an issue for many Universities, DDOGS will be following up this requirement with TEQSA.

For noting

14.0 IT ACCESS FOR HDR STUDENTS

14.1 Due to an issue identified with a GBS student regarding IT access for an HDR student where IT access did not cover the length of the program and lapsed without warning, this issue has now been addressed. Members are asked to note the following advice provided by the Associate Director, Collaboration & IT Access, INS:

"A change has been implemented which will automatically create access to the Staff Active Directory environment for all HDR students. Access will remain in place until they complete their program or withdraw. Some manual extensions may still be required if schools want to continue access for HDR students after they receive their PhD."

For noting

15.0 RESEARCH SKILLS FOR AN INNOVATIVE FUTURE: BUSINESS VIEWS AND NEEDS

15.1 Members are asked to note the report titled ‘Research Skills for an Innovative Future: Business Views and Needs’ (refer attachment 15.1) which summarises the proceedings of two workshops commissioned by DIISR designed to bring together business and university representatives to discuss the value of HDR graduates as employees within their organisation.

For noting

Attachment 15.1

OTHER BUSINESS

16.0 NEXT MEETING

The next meeting of the Board of Graduate Research will be held on Wednesday 13 March 2013 at 2.00pm in N54_2.06 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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<td>13 March 2013</td>
<td>N54_2.06</td>
<td>G34_1.04</td>
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<td>17 April 2013</td>
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<td>15 May 2013</td>
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25 September 2013 | N54_2.06 | G34_1.04
23 October 2013 | N54_2.06 | G34_1.04

No Meeting Scheduled for November

11 December 2013 | 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.

For noting

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><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>
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<td>Professor David Shum</td>
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<td>Professor David Lambert</td>
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<td><em>HDR Convenors</em></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><em>Deputy Chair, Academic Committee</em></td>
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<td>Professor Gillian Bushell</td>
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<tr>
<td><em>Research Centre Directors</em></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><em>Early Career Researcher</em></td>
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<td>Dr Jenny Whitty</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2013.</td>
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<td><em>HDR Student Representative</em></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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<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>
</tr>
<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>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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<td>Dr Vicki Pattemore (or nominee)</td>
<td>Director, Office for Research</td>
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<tr>
<td>Ms Linda O’Brien</td>
<td>PVC (INS) (representing 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 – 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
Project Officer, HDR Student Centre – Terry Boothby
Thesis Examinations Coordinator, HDR Student Centre – Minerva Capati
Research Scholarships Coordinator, HDR Student Centre – Terri Bowness
Research Methodologist – Bill Metcalf
Senior Academic Fellow (Higher Degree Research Education), GIHE – Parlo Singh

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