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

MINUTES

PRESENT:
Professor Sue Berners-Price
Professor Graham Cuskelly
Professor Richard Bagnall
Professor David Shum
Professor David Lambert
Dr Scott Harrison
Professor Kate Hutchings
Professor Rod Barrett
Professor Nigel Stork
Professor Gillian Bushell
Professor Abdul Sattar
Ms Barbara Biviano
Ms Annette McCarthy (on behalf of Ms Nicole Brigg)
Ms Julene Finnigan
Ms Alyson McGrath
Dr Vicki Pattemore
Ms Joanna Richardson (on behalf of Ms Linda O’Brien)
Secretary, Ms Loree Joyce
Mr Andrew Quek (invitee)

APOLOGIES:
Professor Andrew O’Neil
Ms Nicole Brigg
Ms Linda O’Brien
Dr Jenny Whitty
Ms Nikki Fozzard
Associate Professor Duncan Nulty

1.0 CONFIRMATION OF MINUTES

The minutes of the 10/2012 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 POLICY – ADMISSION REQUIREMENTS

2.1 The Board considered the proposed changes to the Higher Degree Research Policy, which has been revised to explicitly state the standard required for the research component of a masters program in order to be eligible for admission.

Resolution

2.2 The Board resolved to recommend to Academic Committee that Section 3.1 – Qualifications for Candidature of the Higher Degree Research Policy be changed as follows:

3.1 Qualifications for Candidature

3.1.1 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...
3.0 LAPSED CANDIDATURE – MINIMUM REENROLMENT PERIOD

3.1 At the 10/2012 meeting of the Board the Chair advised members that she had recently approved several submissions of theses as lapsed candidates and noted that a minimum period of re-enrolment was not necessary in all cases. As such, the Chair requested that the policy be changed back to the original requirement for a period of re-enrolment for lapsed candidates to be at the discretion of the Dean, GGRS. Members requested further advice from the former Dean, GGRS concerning this policy change.

3.2 Members noted the comments provided by the former Dean, GGRS and considered the proposed change to the Higher Degree Research Policy, which has been revised to state that students will normally be required to re-enrol for a minimum of three months. This amendment will allow the Dean, GGRS to waive this requirement in cases where a minimum reenrolment period is not needed.

Resolution

3.3 The Board resolved to recommend to Academic Committee that Section 5.0 Examination of the Higher Degree Research Policy be changed 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 include a minimum period of re-enrolment of three months in a program of study.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

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 REVIEW OF HDR ENGLISH LANGUAGE PROFICIENCY (ELP) REQUIREMENTS

5.1 The Chair discussed the adoption of IELTS 6.5, with no sub-score less than 6.0, or equivalent, for admission to undergraduate programs and the need to review ELP requirements for HDR students. The Chair advised that if the IELTS requirement was to be increased to a level of 7.0, with no sub-score less than 6.5, this would have a
significant impact on the eligibility of students for admission to a HDR program (as
evident from the analysis of applicants in the 2013 scholarship round). The Chair advised
that Griffith’s current requirements are on par with competitor Universities, however noted
that some universities have raised certain IELTS sub-scores to 6.5. The Chair
recommended that a development framework be created, similar to the JCU model, to
support students from non-English Speaking backgrounds upon admission.

5.2 Members discussed the need for improved ELP of HDR students to ensure students are
able to complete their research and writing of the thesis, as well as meeting TEQSA
requirements. Members agreed that rather than increasing the ELP admission
requirement, a framework to support students upon admission would be preferable. The
cost implications in implementing such a framework were noted as a concern. Members
advised that many activities and programs already exist at Griffith to support students,
such as the EnglishHELP program, Student Linx, and a dedicated HDR International
Advisor. Members recommended that an audit of activities and programs currently
offered at Griffith be completed in order to develop a framework that utilises existing
programs as much as possible.

Resolution

5.3 The Board resolved to recommend that the Graduate Education Officer (yet to be
appointed) create a framework to develop the English language proficiency of HDR
students from non-English speaking backgrounds, to be considered at a future meeting of
the Board.

6.0 ELECTRONIC SUBMISSION & EXAMINATION OF HDR THESSES

6.1 The Chair discussed the need for electronic examination of HDR theses in order to
improve the efficiency and turnaround time of the examination process. The HDR
Convenor, Business advised that GBS is moving to electronic submission of all
undergraduate and postgraduate theses to improve efficiency. Members also noted that
examiners are increasingly requesting an electronic copy of the thesis.

6.2 Members confirmed support for this initiative and noted the need for further investigation
into systems adopted by other universities (including Deakin University) and to scope
requirements for adopting or developing a system at Griffith, including budget
considerations.

6.3 The Deputy Director advised members that the planned developments to the PeopleSoft
research modules may include improved functionality for the examination of theses. The
Associate Director INS (SIR) advised that INS could investigate possible systems for
this initiative and noted the need for any such system to be able to integrate with
PeopleSoft. It was also noted that creative works need to be taken into account.

Resolution

6.4 The Board resolved to recommend that INS, in consultation with the Deputy Director,
Student Administration, scope the requirements for developing or adopting a system to
manage the electronic examination of theses, to be considered at a future meeting of the
Board.

7.0 REVIEW OF CONFIRMATION OF CANDIDATURE REQUIREMENTS & ADVERTISING OF
SEMINARS

7.1 The Chair discussed feedback received regarding inconsistencies in interpreting the
confirmation of candidature policy, and in advertising confirmation seminars across the
University. The Chair requested advice from each the Deans (Research) as to how
standards are set in each of the Groups.
7.2 The Griffith Business School has a confirmation guide that outlines expectations, processes, and additional criteria to ensure consistency across the Group. Whilst the other Groups do not have Group level guidelines, consistency is maintained through the involvement of HDR Convenors, as well as the Deans (Research) who are required to approve the appointment of independent assessors, as well as confirming students candidature. It was noted that the model for confirmation of candidature used within the Centre for Environment and Population Health was exemplary and should be adopted by Elements/Groups as much as possible.

7.3 Members discussed the requirements for the appointment of the independent assessor and recommended reviewing the University's policy to specify the requirement for the assessor to be an accredited supervisor. The Research Centre Director, IIIS advised that the independent assessor, who is often external to the University for IIIS students, should be utilised as much as possible for their expert advice in order to inform the progression of the student's research.

7.4 Members noted that whilst there is significant disciplinary diversity within Groups, such as in AEL, it would still be beneficial to develop general guidelines on Group requirements.

Resolution

7.5 The Board resolved to recommend that Deans (Research) develop or review confirmation of candidature guidelines to ensure consistency within Groups and Elements, to be brought to a future meeting of the Board.

8.0 CHAIR’S REPORT

8.1 The Chair thanked Professor Gillian Bushell for her significant contribution to the BGR as the Deputy Chair, Academic Committee.

8.2 The Chair welcomed Professor David Lambert as a member of BGR, as the Dean (Research) SEET.

8.3 The Chair informed members of Ms Nikki Fozzard’s resignation from the BGR, effective March 2013. The Chair thanked Ms Nikki Fozzard for her contribution to the BGR as the HDR Student Representative.

8.4 Update on RIMS Implementation
The Deputy Director, Student Administration informed members that the University will not be going ahead with the HDR module of RIMS and instead the HDR Student Centre will be working to leverage more functionality from People Soft. It is anticipated that funding will be approved to proceed with the on-line application project, which will be integrated with People Soft and include workflow functionality. As the HDR Student Centre has lost staff resources, improved systems are required to streamline processes, however it will still be some time before such system improvements are implemented. Members requested that in the meantime, the HDR Student Centre work with Groups to streamline processes wherever possible. The Chair suggested that a workshop involving key staff from the HDR Student Centre and Groups would be valuable.

The Director, OR informed members that RIMS is progressing for implementation in OR, with modules planned for initial release being outputs, grants, contracts, research centres, and ethics (animal and human).

8.5 OLT funded Research Education Coordination Project
The Chair discussed the University of Technology Sydney led OLT funded Research Education Coordination project. The purpose of this project is to develop resources to assist academics who are involved in research education coordination (HDR Convenors in the Griffith context), with an emphasis on developing leadership in research education. The HDR Convenor role at Griffith was identified as a model of research education.
coordination and as such Griffith University is to be included in this project, along with Macquarie University, and ANU.

8.6 **GGRS Planning Workshop – update on outcomes**
The Chair discussed the Workshop Action Plan and advised members that the Graduate Education Officer Position has been approved for a two-year fixed period to allow sufficient time for the training framework to be developed. The position will be advertised shortly. The Chair also discussed the provision of consistent and co-ordinated services to HDR students on all campuses through ongoing discussions with the Gold Coast Association of Postgraduates and the Griffith University Postgraduate Students Association. Further, the Chair advised that the structure of the HDR Convenor Role is currently being reviewed, in consultation with the DVC (Academic).

8.7 **Senior Leadership Conference**
The Chair advised that she will be attending the Senior Leadership Conference from the 12th to 13th February which will include a breakout session on enhancing the experience of HDR students.

8.8 **Autonomous Sanctions process update**
The Chair discussed the issue of Autonomous Sanctions and reminded Deans (Research) to inform staff in their Group about Autonomous Sanctions and the importance for the University to comply with such sanctions. The Chair asked members to note the process flow document for assessing applicants from sanctioned countries. She also advised that a process to assess the risk for currently enrolled students is currently being finalised, in consultation with the Legal Services Unit.

8.9 **Review of Travel Grants**
The Chair discussed the need to review the HDR student travel grant scheme in order to make travel grants more equitable. The Chair advised that the International Experience Incentive Scheme may provide an opportunity for more HDR students to access funds for conference travel and wider promotion of this scheme to HDR students is currently being investigated.

8.10 **Guidelines for Allocation of Scholarships to Continuing Students**
The Chair tabled the Continuing Student Scholarship Allocation Guidelines. The Chair advised that this initiative is to assist students to complete in a timely manner by ensuring that outstanding continuing students are provided financial support. The Chair requested that members email feedback to her.

8.11 **Australian Qualifications Framework**
The Chair advised members that compliance with the Australian Qualifications Framework is a priority for BGR to ensure HDR programs are compliant. Compliance issues will be identified and considered at a future meeting of the Board.

8.12 **HDR Scholarship Ranking Meeting Minutes**
The Chair asked members to note the minutes of the HDR Scholarship End-of-Year Ranking Meeting.

**Resolution**

8.13 The Board resolved that the Deans (Research) continue to inform staff in each of their Groups about Autonomous Sanctions and implications for HDR students.

8.14 The Board resolved that members provide feedback to the Chair regarding the guidelines for allocation of scholarships to continuing students. Upon revisions being made, executive approval from the DVC (Research) is to be obtained.

8.15 The Board resolved that a HDR processing workshop involving key staff from the HDR Student Centre and Groups be held to assist in streamlining processes.
9.0  HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

9.1  The Manager, HDR Student Centre advised that a significant number of candidates who have exceeded their maximum submission date will shortly be lapsed. The Resource Manager, PFS advised that PFS (Business Intelligence Unit) should be consulted regarding the timing of this process.

9.2  The Manager, HDR Student Centre advised that there are currently a large number of applications for admission to process, however due to staff resourcing issues it may take some time to progress all applications through the approval process.

9.3  The Manager, HDR Student Centre advised that staff on the Gold Coast are now co-located with Student Administration in the Student Centre building (G33). This location allows students to have easy access to Griffith International, cashiers etc. in the one location, and feedback from the BGR student representative is currently being sought on the HDR student experience. Moving forward, Student Administration front counter staff will be trained to deal with more complex HDR student issues.

9.4  Members discussed the Graduate Diploma (Research Studies) programs in regard to pathways for admission and information contained on the program catalogue. Members agreed that the Board does not need to be included in discussions or approve any proposed changes to these programs and requested that this matter be addressed by the HDR Student Centre, in consultation with the Manager, Academic Program Services.

10.0  BGR 2012 ANNUAL REPORT AND 2013 WORK PLAN

10.1  Members noted the BGR 2012 Annual Report and 2013 Work Plan.

11.0  2011 HERDC HDR LOAD REPORT

11.1  Members noted the 2011 HERDC Weighted HDR Load Report.

12.0  TEQSA ADVICE REGARDING JOINT PHD PROGRAMS

12.1  Members noted the advice recently issued by TEQSA in relation to the format in which Joint PhD testamurs should be issued.

13.0  IT ACCESS FOR HDR STUDENTS

13.1  Members noted advice provided by the Associate Director, Collaboration & IT Access, INS in relation to IT access for HDR students.

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

14.1  Members noted the report titled ‘Research Skills for an Innovative Future: Business Views and Needs’

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 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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<td>13 March</td>
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<td>17 April</td>
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NO MEETING IN NOVEMBER

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
13 March 2013

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>Professor David Lambert</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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www.griffith.edu.au/committees
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

Name  Position

Ms Barbara Biviano (or nominee)  Deputy Director, Student Administration

Ms Nicole Brigg  Director International

Ms Julene Finnigan  Resource Manager, PFS

Ms Loree Joyce  Secretary to the Board of Graduate Research

Associate Professor Duncan Nulty  Nominee of Director, GIHE

Ms Alyson McGrath  Manager, HDR Student Centre

Dr Vicki Pattemore (or nominee)  Director, Office for Research

Ms Carolyn McDonald  Associate Director, Scholarly Info & Research, INS

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 – Sonya Grieve

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

Other Copies

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