AGENDA

1.0 APOLOGIES

Apologies may be recorded by contacting Vicky Kristoffersen on extension 57255, or by emailing v.kristoffersen@griffith.edu.au.

2.0 CONFIRMATION OF MINUTES

The minutes of the 4/2012 meeting are attached for confirmation.

Attachments 2.1-2.2

3.0 CHAIR’S REPORT

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

- Outcome of her meeting with the Deputy Vice Chancellor (Research) to discuss the concerns about the mid-year scholarship round raised at the last meeting of the Board of Graduate Research.

For noting

4.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

The Deputy Director, Student Administration 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 APPOINTMENT OF EXAMINERS

5.1 An HDR Completions Working Group, chaired by the Deputy Vice Chancellor (Research), was held on Wednesday 2 May 2012. The working group discussed the implementation of strategies to improve the turnaround time for examination of theses and proposed that the requirement for the Dean, Griffith Graduate Research School to sign off on final
approval of Nomination of Examiners forms be removed, as per the attached HDR Policy extract on the Appointment of Examiners.

Recommendation

5.2 The Board is asked to recommend to Academic Committee that the HDR Policy be changed as attached.

Attachment 5.1

6.0 FEES PAID TO EXTERNAL EXAMINERS

6.1 At the April meeting of the Board, it was resolved to recommend to the Deputy Vice Chancellor (Research) that the fee paid to examiners of research doctorates be increased from $398 to $425 as per Universities Australia’s recommended fees. The Deputy Vice Chancellor (Research) approved this recommendation on 29 May 2012.

6.2 The Chair will lead discussion on options to ensure that examiners complete examinations on time and completions reach the target of 218 in 2012.

For discussion

7.0 HDR STUDENT REPRESENTATIVE CONSULTATIVE COMMITTEE

7.1 The Chair will report on the key issues raised at the HDR Student Representative Consultative Committee meetings held on 25 May and 30 May 2012 at the Gold Coast and Nathan campuses respectively.

For discussion

8.0 COMPLETION ASSISTANCE POSTGRADUATE RESEARCH SCHOLARSHIPS

8.1 The Chair will lead discussion on the effectiveness of the Completion Assistance Postgraduate Research Scholarships (CAPRS) in ensuring HDR completions, with reference to the attached document on thesis submission outcomes for awardees.

8.2 The current CAPRS conditions, application form and 3 month progress report are attached for information.

Attachments 8.1-8.4

For discussion

9.0 DEPENDENT CHILD ALLOWANCE

9.1 The Griffith University Postgraduate Research Scholarship (GUPRS) conditions of award include a Dependent Child Allowance. At its last meeting, the Board resolved to consider additional changes to the Dependent Child Allowance at a future meeting. These could include:

- Limiting the number of dependent children for which the allowance can be claimed
- Clarification of the term ‘dependent’
- Including the Dependent Child Allowance in the Australian Postgraduate Award (APA) conditions of award, as these are now also available to international students if awarded in conjunction with an International Postgraduate Research Scholarship (IPRS).
Recommendation

9.2 The Board is asked to recommend that the Dependent Child Allowance in the GUPRS conditions be amended as follows:

Dependent Child Allowance is paid by the University to scholarship holders who are international students and ineligible to apply for the Family Payment available through Centrelink. A child is considered dependent if the child is under the age of 18 and wholly dependent on the scholarship holder. The allowance payable will be $3,000 per annum per dependent child residing with the scholarship holder in Australia. The allowance will be paid for a maximum of four children. A scholarship holder who wishes to apply for the Dependent Child Allowance will be required to certify that the spouse is a dependant and to notify the University of any change in the spouse’s situation. To be a dependant, the spouse must not have an income from any source of more than $60.00 per week. A candidate is not entitled to receive the dependent child allowance while in receipt of the Family Payment. A candidate whose child ceases to be dependent must notify the University immediately and the allowance will be terminated.

9.3 The Board is asked to recommend that the amended Dependent Child Allowance also be included in the APA conditions, as these are now available to international students.

10.0 REVIEW OF ADMISSION CRITERIA

10.1 The Dean (Research), SEET will speak to a concern raised within the SEET Group that some applicants are being admitted directly into doctoral programs at competitor universities without having met the criteria for entry at Griffith.

10.2 Griffith’s HDR Policy on admission to candidature states the following:

3.1.1 PhD
An applicant for admission as a PhD candidate will hold:
• a bachelors degree with first-class honours or second-class honours (Division A) or a masters degree, incorporating a significant research component, 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).

3.1.2 MPhil
An applicant for admission as an MPhil candidate will hold:
• a bachelors degree with at least second-class honours (Division B) incorporating a significant research component, 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 B).

3.1.3 PhD/MPhil
• An applicant who does not satisfy the above requirements for direct admission to PhD/MPhil candidature may be offered admission to the Higher Degree Research Qualifying Program.
• An applicant previously enrolled as a PhD/MPhil candidate at this or another university who has failed the examination for the degree normally will not be admitted as a candidate.

For discussion
SECTION II: MATTERS REQUIRING RATIFICATION OF EXECUTIVE ACTION

11.0 HDR CONFERRALS

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 HDR COMPLETIONS WORKING GROUP

12.1 Members are asked to note the agenda, supporting documents and action sheet of the HDR Completions Working Group, chaired by the Deputy Vice Chancellor (Research), which was held on Wednesday 2 May 2012. The supporting documents include information on the following:

- HDR enrolments and completions (research rankings and performance against University targets).
- Sample timeline for thesis submission and examination.
- Overview of the examination process highlighting possible delays (including case studies).

Attachments 12.1-12.5

For noting

13.0 HDR CONVENOR COMMITTEE MEETINGS

13.1 Members are asked to note the minutes of the HTH and SEET Group HDR Convenor Committee meetings held in March 2012.

Attachments 13.1-13.2

For noting

14.0 OTHER BUSINESS

15.0 NEXT MEETING

The next meeting of the Board of Graduate Research will be held on Wednesday 25 July 2012 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

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<tr>
<th>Meeting Date</th>
<th>Allocated Venues</th>
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<tr>
<td></td>
<td>Nathan</td>
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<tr>
<td>25 July</td>
<td>N54_2.06</td>
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<tr>
<td>22 August</td>
<td><strong>N72_-1.18</strong></td>
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<td>19 September</td>
<td>N54_2.06</td>
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<td>17 October</td>
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<td><strong>NO MEETING IN NOVEMBER</strong></td>
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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.

For noting
### DISTRIBUTION LIST

#### Committee Members

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<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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<td><strong>Deputy Chair and Dean (Research), BUS</strong></td>
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<td>Professor Graham Cuskelly</td>
<td>Appointed</td>
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<td><strong>Deans, Research</strong></td>
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<td>Professor Richard Bagnall</td>
<td>Appointed (AEL)</td>
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<td>Professor David Shum</td>
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<tr>
<td>Associate Professor Michael Blumenstein</td>
<td>Appointed (SEET)</td>
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<td><strong>HDR Convenors</strong></td>
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<td>Dr Scott Harrison</td>
<td>Appointed (AEL)</td>
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<td>Professor Kate Hutchings</td>
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<td>Professor Rod Barrett</td>
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<tr>
<td>Professor Nigel Stork</td>
<td>Appointed (SEET)</td>
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<td><strong>Deputy Chair, Academic Committee</strong></td>
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<tr>
<td>Professor Gillian Bushell</td>
<td>Ex Officio</td>
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<td><strong>Research Centre Directors</strong></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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<tr>
<td><strong>Early Career Researcher</strong></td>
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<tr>
<td>Dr Jenny Whitty</td>
<td>Appointed</td>
<td>Two years, up to 31 December 2013.</td>
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<tr>
<td><strong>HDR Student Representative</strong></td>
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<tr>
<td>Ms Nikki Fozzard</td>
<td>Elected</td>
<td>Two years, up to 31 December 2013.</td>
</tr>
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#### Persons with rights of audience and debate

<table>
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<tr>
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<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 Vicky Kristoffersen</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>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 – 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

#### Other Copies

- Corporate Archives & Records Management