CONFIRMATION OF MINUTES

The minutes of the 2/2013 meeting of the Board of Graduate Research were taken as read and confirmed, subject to including the outcome of item 10.0 of the 2/2013 Agenda.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

REVISED BOARD OF GRADUATE RESEARCH CONSTITUTION

2.1 The Board considered the proposed changes to the Board of Graduate Research Constitution. The Constitution has been revised to include a function to make recommendations to Academic Committee on program content and structure for new programs seeking recognition as higher degrees by research. The Constitution has also been revised to include a function to systematically monitor and review higher degree by research programs.

Resolution

2.2 The Board resolved to recommend to Academic Committee that the Board of Graduate Research Constitution be amended.
SECTION B: ACTION UNDER DELEGATED AUTHORITY

3.0 HDR CONFERRALS

Resolution

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

SECTION C: RECOMMENDATIONS AND REPORTS TO OTHER COMMITTEES

4.0 DRAFT RESEARCH PLAN 2013-2017

4.1 The Chair discussed the draft Research Plan 2013-2017, as well as the draft Academic Plan 2013-2017. The Chair asked members to note those sections of the draft Academic plan that relate to higher degree research and training, including:

- **Goal 4.1** to enhance career outcomes of graduates where all students are to experience at least one of the following by 2017: work integrated learning, service learning, or a research project/practicum.

- **Goal 5.7** The DVC (Academic) will work with the DVC (Research) to revise the definition of research active status to include HDR completions and external research grants, with variation in expectations across appointment levels.

4.2 Members discussed the draft Research Plan and provided feedback as follows:

- **Goal 3- Research Training.** Elaboration on what is a 'large and vibrant graduate research community as an essential part of its research fabric' was recommended to inform a best practice model for the University. The Manager, HDR SC requested clarification of 'This strategy will include targeted approaches for sponsored cohorts of high quality international students where research and English language prerequisites will be managed as internal (attainment-dependent) milestones within the PhD pathway program'. Subsequent to the meeting, additional feedback regarding the proposed 'PhD pathway program' was obtained and forwarded to the DVC (Research).

- **Goal 9.5 Streamline HDR admission processes for students from high quality Asian partner institutions.** The Dean (Research) AEL noted that whilst this goal is from an overarching goal to enhance our engagement with Asia and the near Pacific, that Goal 9.5 should be adopted elsewhere to address strategic partnerships in other regions.

Resolution

4.3 The Board resolved to provide the above feedback to the DVC (Research).
SECTION D: MATTERS NOTED, CONSIDERED OR REMAINING UNDER DISCUSSION

5.0 AUSTRALIAN QUALIFICATIONS FRAMEWORK ISSUES

5.1 Associate Professor Wendy Loughlin briefed members on the issues as outlined in the Research Components in AQF Level 8 and Level 9 Qualifications Discussion Paper.

5.2 A/Professor Loughlin advised that Masters Degrees (Coursework and Extended) must demonstrate research by the execution of a substantial research based project, and that this requirement may be achieved by completion of a 10CP research component. It is proposed that the Masters (Extended) would include a minimum 30CP research-based project, however Masters (Coursework) would include the minimum 10CP, and students seeking progression to an HDR program would have the option to complete an additional 30CP research project.

5.3 A/Professor Loughlin further advised that there is currently inconsistency in the research requirements for end on Bachelors Honours degrees vs embedded Honours degrees which will need to be addressed to meet AQF requirements and to ensure that such degrees provide a pathway for higher degree research.

5.4 The Chair discussed the sectors move away from BHonours degrees and noted the HDR pathway model that has been adopted by Macquarie University where a 2 year Master of Research program has replaced all Honours programs. The structure for Year 1 is a BPhilosophy at AQF Level 8 (funded by CSP) and Year 2 is a Master of Research AQF Level 9 (funded by RTS).

5.5 Members noted that there may be resource implications for supervising research projects in the Masters programs, as well as HDR programs, particularly if it is confirmed that supervisors are required to be meet the University’s definition of ‘research active’. Members also expressed concern that in ensuring AQF compliance, this process should improve practice at the University, for example by improving HDR program pathway and training needs, rather than just being a compliance exercise.

5.6 As it is necessary to address the issues outlined in the discussion paper in further detail in order to provide clear advice about the nature and availability of research pathways from AQF Level 8 and Level 9 qualifications, the Chair recommended that an AQF Compliance Working Party be established. The working party should include each of the four Deans (Research), the four Deans (Teaching & Learning), the Deputy Chair Academic Committee, the Deputy Academic Registrar, the GGRS Project Officer, and the Chair, as the Dean, GGRS. Members requested that the Deans be able to appoint a nominee to attend the working party on their behalf.

Resolution

5.7 The Board resolved to recommend the establishment of an AQF Compliance Working Party.

6.0 POSTGRADUATE PUBLICATION AWARDS

6.1 The Chair discussed a proposal to implement a Postgraduate Publication Award (PPA) Scheme at Griffith. This Scheme is being proposed in response to requests from Elements to offer such awards to their students, to provide an incentive for students to submit their thesis for examination, and also due to inclusion of this scheme in the draft Research Plan 2013-2017 (Goal 2.5). The Chair noted the Monash University case study and advised that whilst no central budget is available at this stage, a framework can be established now to facilitate requests from Elements to offer PPAs where they have funding to do so.
6.2 Members discussed this proposal and noted that there is a need to facilitate production of quality publications rather than just quantity, as per requirement to publish during candidature. The Deans (Research) advised that Groups do not currently have the budget to offer PPAs, however may be able to in the future. It was also noted that issues regarding taxability, administration, and authorship protocols of PPAs need to be considered.

Resolution

6.3 The Board resolved to recommend that Postgraduate Publication Award Guidelines be presented at a future meeting of the Board.

7.0 HIGHER DEGREE RESEARCH POLICY – UPGRADE PROCESS

7.1 The Board considered the proposed changes to the Changing from a research masters to doctoral candidature website information to allow students to request a program upgrade at the same time as confirmation of candidature.

Resolution

7.2 The Board resolved to approve the amended website information to allow requests and approval for program upgrades to occur in conjunction with confirmation of candidature.

8.0 CHAIR’S REPORT

8.1 The Chair welcomed Professor Gerard Docherty as a member of the BGR, as the Dean (Research), Arts, Education & Law Group.

8.2 The Chair welcomed A/Professor Wendy Loughlin as Ex Officio member of BGR, as the Deputy Chair, Academic Committee.

8.3 The Chair welcomed invitees Dr Eliza Matthews, Graduate Education Officer GGRS, and Mr Andrew Quek, Marketing, Communications and Events Officer GGRS.

8.4 GGRS Planning Workshop – update on outcomes

The Graduate Education Officer, Dr Eliza Matthews, advised members that she has commenced an audit and met with key staff to progress the research training initiatives outlined in the GGRS Workshop Action Plan. Dr Matthews advised that effective coordination and communication of research training that is offered is the key issue. In addressing this issue, improving research training can be achieved within existing frameworks and resources. Dr Matthews also advised that she is currently assessing the orientation and induction needs of HDR students with a plan to establish short, medium and long term goals to address this issue.

The Chair advised members that she met with the HDR Student Representatives this week. The representatives responded very well to the action currently being taken by Dr Matthews to progress research training initiatives, and induction needs.

8.5 Office of Learning and Teaching (OLT) Workshop on Local Leadership of Research Education

The Chair advised that following feedback from AEL concerning issues associated with the HDR Convener Role, the Chair and Manager, HDRSC are working to address these issues. This will be discussed further at the next AEL HDR Convener meeting, and following this meeting feedback will be sought from each of the Groups.
The Chair attended a workshop for the OLT project on local leadership of research, held in Sydney on 3 May. The workshop was attended by HDR Convenors (or their equivalent) from several institutions to look at issues and challenges associated with this role. Whilst feedback was received that Griffith’s HDR Convenor Role is well developed, there are still issues around empowering this role. The outcomes of this project will include the production of resources for Convenors, to be accessible on the web at www.first.edu.au/. It is intended that a follow up workshop will be held in Brisbane towards the end of 2013.

8.6 Deans and Directors of Graduate Studies (DDoS) conference
The Chair briefed members on her attendance at the DDoGS conference held on 6-7 May in Brisbane.

Ms Lisa Schofield, DIICCSRTE presented the review of research training to DDoGS. Under the 2012 National Research Investment Plan, Action 7 the Australian Research Committee will: ‘Propose measures to help ensure the future supply of research skills can meet demand; examine the structural issues associated with research careers in higher education and propose measures to make these careers more attractive, including by increasing the flexibility for early to mid-career researchers to gain experience in other roles and/or sectors; and propose measure to provide research students with the generic skills and innovation capabilities needed to be productive in a wide range of employment contexts, including business.’ Ms Schofield also discussed the review of Research Training Arrangements which will take into account supply vs demand issues, models and pathways, support mechanisms, funding mechanisms, and international research students. The terms of reference for this review are currently being developed.

Professor David Siddle updated DDoGS on the Higher Education Standards Panel. The Panel is currently drafting standards for research training, to be available in 3-4 weeks. The standards will be developed using DDoGS best practice guidelines as reference points, and will be used by TEQSA to regulate research and research training. The standards will include learning outcomes for Masters and PhD programs and as such the Chair noted that Griffith should not commence mapping learning outcomes for HDR programs at this stage. It was noted that consideration will need to be given to how learning outcomes will be assessed where examiners are the only assessors for HDR thesis. Professor Siddle also advised that the standards may include the requirement for supervisors to be ‘research active’ according to their institutional definition.

The Chair presented to DDoGS regarding CRICOS registration compliance issues for MPhil and PhD programs, noting the extreme variations in registering programs across the sector. The Chair advised BGR members that the DVC (Academic) is discussing this issue further with TEQSA and we are currently awaiting further advice.

The Chair advised members that PhD program pathways were also discussed at the DDoGS conference. The Group of Eight (Go8) DDoGS have met with Government to discuss proposals for new pathway programs. It was noted that the sector is moving away from BHonours programs and is instead moving towards a Masters program model. Macquarie University has already introduced a new Bologna-compliant pathway to HDR with a Master of Research replacing all Honours programs. This 2 year master degree consists of a 1st year BPhil funded by CSP, and a 2nd year MResearch funded by RTS.

Members discussed HDR program pathways and noted that this issue needs to be progressed prior to the deadline to meet AQF program compliance requirements. Program pathways needs to be discussed at the University level, to include both Deans (Research) and Deans (Learning and Teaching).

8.7 Autonomous Sanctions
An Autonomous Sanctions update was provided both at the DDoGS conference, and also at the Australasian Research Training Administrators (ARTA) Conference. Where institutions have implemented a process to assess applicants from sanctioned countries, it was evident that most are requesting the supervisor to assess the applicants risk in the
first instance. The Chair advised that she will be attending a DFAT seminar in Brisbane on 23 May regarding this issue, and will also be meeting with the Head, Legal Services Unit. Following each of these meetings, the process to assess applicants from sanctioned countries may be amended.

8.8 Griffith University Aboriginal and Torres Strait Islander HDR Development Group (“Grow Our Own” Strategy)
The Chair recently met with Professor Adrian Miller, Indigenous Research Network, the HDR Director GBS, as well as representatives from Gumurrrii regarding the need to develop a Griffith University Indigenous HDR Student Strategy. At this meeting Professor Miller proposed a “Grow Our Own” strategy for attracting HDR students and building networks.

8.9 Appointment of two HDR Indigenous Student Liaison Officers
Two Gumurrrii Learning Assistance Officers, Mr John Graham and Ms Shelly Daylight, have been appointed as HDR student liaison officers to provide advice and support to indigenous HDR students.

8.10 HDR Liaison Officer, International Office
Griffith International has appointed a HDR Liaison Officer, Ms Huda AlMaarofi, to assist sponsored HDR applicants, and in particular applicants from Middle Eastern countries, to find a supervisor. Ms AlMaarofi will regularly meet with each of the Deans (Research) to assess the suitability of applicants.

8.11 Internal Audit Plan
The Chair advised that the internal audit of HDR students has been deferred until 2014.

8.12 Revised Schedule of Responsibilities and Authorisation for Research Training Matters
The Project Officer, GGRS advised that as no feedback regarding the amendments to the Schedule of Responsibilities and Authorisation for Research Training Matters has been received (as requested at the 2/2013 meeting of the Board), the amended approval requirements in the HDR and Professional Doctorate Policies will now be progressed to Academic Committee for approval.

8.13 Adoption of Four Dedicated Intake Periods and Integration of Candidature Milestones
The Project Officer, GGRS advised that following a review of the mid-year scholarship round, the four dedicated intake periods will be mapped to align with scholarship rounds (that may be separated based on citizenship), with implementation to be effective from 2014. In regard to the integration of candidature milestones, as this will require system modifications and major changes to process, the 2013 Annual Progress Reporting Round will proceed as normal, with the integration of milestones planned for implementation effective from 2014.

8.14 PhD by Publication Program
The Chair proposed a change of name for the PhD by Publication program to the PhD by Previous Publication program, to remove confusion with the option to prepare the theses as a series of published and unpublished papers in the PhD program. Members agreed to this name change. The Chair advised that this change will be progressed for approval in line with further program changes to be made to comply with AQF. As such a program proposal form will be completed to action this change at a later date.

8.15 Report form GGRS Marketing, Communications and Events Officer
GGRS Marketing, Communications and Events Officer, Mr Andrew Quek briefed members on GGRS marketing and events. He advised that scholarship information evenings were held in April at the Nathan and Gold Coast campuses and received 81 attendees. This event was partnered with an ER event and it is intended that this will continue to occur for future events in order to leverage ERs resources, and to utilise attendance of academics from a broader range of disciplines. Mr Quek advised that the Three Minute Thesis final will again include an Honours student category, with the Griffith University final to be held on Wednesday 18th September. He informed members that
GGRS and the HDR Student Centre are currently reviewing the HDR website with the aim of reorganising content to make it clearer for current vs future students. He advised members that he welcomes any feedback regarding the HDR website to inform further improvement of this site.

Resolution

8.16 The Board resolved to recommend to Academic Committee that the amended HDR and Professional Doctorate Policies (based on the revised Schedule of Responsibilities and Authorisation for Research Training Matters) be progressed to Academic Committee for approval.

8.17 The Board resolved to recommend the change of name for the PhD by Publication program to the PhD by Previous Publications program.

8.18 The Board resolved that members provide feedback regarding the review of the HDR website to the GGRS Marketing, Communications and Events Officer, Mr Andrew Quek.

9.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

9.1 The Manager, HDR Student Centre asked members to note the HDR Student Centre report. It was noted that the overall thesis progression for this year is higher than at the same time last year. She also advised that details of students who have not yet confirmed their candidature, as noted in the report, will be provided to each of the Deans (Research).

9.2 The Manager, HDR Student Centre advised members that the HDR SC would like to commence utilising Google Groups to share information with HDR Convenors. Both GGRS and the HDR SC would utilise this forum to post information relating to policy and procedures, to be used as a reference tool for HDR Convenors. Subject to agreement, invitation to join the Group will be sent from the HDR Student Centre. Members discussed this proposal and agreed that a Google Group for HDR Convenors should be created.

9.3 The Deputy Director, Student Administration provided an update to members regarding the online admission application project. She advised that for phase 1 the application will integrate with PeopleSoft and is expected to be implemented from late 2013. Phase 2 will include workflow, however a completion date for this phase has not yet been confirmed.

Resolution

9.4 The Board resolved that the Manager, HDR Student Centre distribute details of students who have not yet confirmed their candidature to each of the Deans (Research).

9.5 The Board resolved that the Manager, HDR Student Centre establish a Google Group to share information with HDR Convenors.

10.0 OTHER BUSINESS

10.1 The Dean (Research) GBS reminded members that students who commenced on or after 1/01/2011 are expected to have at least one peer reviewed output accepted for publication during candidature. He requested that an audit of students who commenced on or after this date be undertaken to determine the number of students who have not yet met this requirement.

Resolution

10.2 The Board resolved that a report detailing students who have not yet met the requirement to publish during candidature be provided at the next meeting of the Board.
11.0 NEXT MEETING

11.1 Members noted that the next meeting of the Board of Graduate Research will be held on Wednesday 12 June 2013 at 2.00pm in **N54_2.06 and video-conferenced to G34_1.04**.

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<td>12 June</td>
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**NO MEETING IN NOVEMBER**

| 11 December        | 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.

Minutes confirmed by:

Professor Sue Berners-Price, Chair
12 June 2013

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**DISTRIBUTION LIST**

**Committee Members**

<table>
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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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<td>Deputy Chair and Dean (Research), BUS</td>
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<tr>
<td>Professor Graham Cuskelley</td>
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<td>Deans, Research</td>
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<tr>
<td>Professor Gerard Docherty</td>
<td>Appointed (AEL)</td>
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<td>Professor David Shum</td>
<td>Appointed (HTH)</td>
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Professor David Lambert  Appointed (SEET)

HDR Convenors
Associate Professor Scott Harrison  Appointed (AEL)
Professor Kate Hutchings  Appointed (BUS)
Professor Rod Barrett  Appointed (HTH)
Professor Jane Hughes  Appointed (SEET)

Deputy Chair, Academic Committee
Associate Professor Wendy Loughlin  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 Tracey West  Elected  Two years, up to 31 December 2013.

Persons with rights of audience and debate

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ms Barbara Biviano (or nominee)</td>
<td>Deputy Director, Student Administration</td>
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<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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<td>Ms Loree Joyce</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>Ms Alyson McGrath</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>
</tr>
<tr>
<td>Ms Carolyn McDonald</td>
<td>Associate Director, Scholarly Info &amp; Research, INS</td>
</tr>
</tbody>
</table>

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 –
Project Officer, HDR Student Centre –
Thesis Examinations Coordinator, HDR Student Centre – Minerva Capati
Research Scholarships Coordinator, HDR Student Centre –
Research Methodologist – Bill Metcalf
Senior Academic Fellow (Higher Degree Research Education), GIHE – Parlo Singh

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