GRiffith university

Board of Graduate Research Agenda 9/2012
Wednesday 17 October 2012

A meeting of the Board of Graduate Research will be held on Wednesday 17 October 2012 at 2.00pm in N72_-1.18 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 8/2012 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

- Completion Assistance Postgraduate Research Scholarships (CAPRS), outcome of Round 2, 2012
- Three Minute Thesis Competition (Final held 13 September)
- GGRS Planning Workshop – Update on Outcomes

Attachment 3.1

For noting

4.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

4.1 The Manager, HDR Student Centre will present the HDR Student Centre Report, including an update of the 2012 Annual Progress Report round.

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 THE ACADEMIC MISCONDUCT POLICY FOR HDR STUDENTS

5.1 The Academic Misconduct Policy was rescinded by the 7 December 2009 University Council meeting for all students, except as it applies to HDR students. However this policy is not sufficient for HDR students and many of the penalties are inappropriate.

5.2 Ms Karen van Haeringen, Deputy Academic Registrar will discuss the plan and progress made towards the review of the HDR Academic Misconduct Policy (refer attachment 5.1)

Attachment 5.1

For discussion

6.0 GRIFFITH ENGLISH LANGUAGE INSTITUTE (GELI) PROGRAMS – COMPLIANCE WITH THE TERTIARY EDUCATION QUALITY AND STANDARDS AGENCY (TEQSA)

6.1 At the last meeting of the Board, the Chair discussed the need to clarify the requirements for students progressing to a HDR program upon completion of a GELI ELP program. Such requirements need to be made clear in order to ensure compliance with TEQSA. The Director, International, and Director, GELI will present a paper (refer attachment 6.1) addressing this issue.

Attachment 6.1

For discussion

7.0 INCLUSION OF PUBLICATIONS WITHIN A HDR THESIS

7.1 At the last meeting of the Board, the Chair presented the proposed amendments to the information pertaining to the inclusion of publications within a HDR thesis on the web site, as well as amending the Notes for the Guidance of Examiners of Doctoral Submissions form.

7.2 Members recommended that further changes be made. The amendments have now been completed, as per attachments 7.1 and 7.2.

7.3 As a result of the above changes, the statements for papers included in the thesis (refer attachment 7.3) have also been amended. The document prepared by the research policy team from the Office for Research containing the statements, which was approved at the 5/2011 meeting of the Board, is also provided for reference (refer attachment 7.4).

Recommendation

7.4 The Board is asked to approve the changes to the web site information, and the changes to the Notes for the Guidance of Examiners of Doctoral Submissions form, as per attachments 7.1 and 7.2 respectively.

7.5 The Board is asked to approve the proposed changes to the statements for papers included in the thesis (attachment 7.3).

Attachments 7.1-7.4

For consideration
8.0 SUPERVISOR ACCREDITATION POLICY – PROGRAM IN HIGHER DEGREE RESEARCH SUPERVISION

8.1 Section 3.2 of the HDR Supervisor Accreditation Policy states that Transitional Supervisors ‘will be required to complete a minimum of three modules from the GIHE/GGRS Program in Higher Degree Research Supervision.’ The Chair will lead discussion on a proposal for additional workshops and/or programs offered by GGRS and GIHE to be considered for inclusion in the Program in Higher Degree Research Supervision, and thus count as a module in meeting the requirements of the Supervisor Accreditation Policy (refer proposal attachment 8.1 and summary of workshops attachment 8.2).

8.2 Members are advised that further proposed changes to the Supervisor Accreditation Policy will be brought to the next meeting of the Board.

Recommendation

8.3 The Board is asked to approve the inclusion of additional workshops in the Program in Higher Degree Research Supervision.

Attachments 8.1-8.2

For consideration

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

9.1 Members are asked to consider the proposed revisions to the CAPRS conditions of award (refer attachment 9.1). The proposed revisions include:

- Removing item 8.4 from the conditions.

  8.4 An allowance of up to $840.00 for costs associated with the production of a doctoral thesis ($420 for MPhil) will be paid on production of receipts. The allowance may be claimed one month after the maximum tenure of the scholarship. The allowance is a contribution to the cost of production of the thesis and does not include such costs as purchase of computer equipment.

- Amendment to item 4.1.

  4.15 Previous scholarship support (higher priority will normally may be given to applicants who have not been in receipt of other scholarship support).

9.2 Members are asked to note revisions to the CAPRS application form (refer attachment 9.2). The application form now includes an example completion plan on page 7.

Recommendation

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

Attachments 9.1-9.2

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 POLICY ON THE USE OF SECONDARY DATA

11.1 At the last 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 11.1).

Attachment 11.1

For noting

12.0 HDR STUDENT ACCESS TO RESOURCES UPON SUBMISSION OF THE THESIS

12.1 At the last meeting of the Board, the Chair, and Manager HDRSC, discussed access that students retain to University and Element level resources following submission of the thesis. The Board resolved that the letter sent to students upon submission of the thesis be revised to include further information regarding access to resources. The letter has now been revised accordingly (refer attachment 12.1).

Attachment 12.1

For noting

13.0 HDR CONVENOR COMMITTEE MEETINGS

13.1 Members are asked to note the minutes of the Health HDR Convenor Committee meeting held in September 2012 (refer attachment 13.1).

Attachment 13.1

For noting

14.0 DELEGATION OF AUTHORITY – GRANTING OF ACADEMIC AWARDS

14.1 Members are asked to note the below extract of the 4/2012 Council minutes regarding delegation of authority to approve granting of academic awards.

14.2 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

15.0 OTHER BUSINESS

16.0 NEXT MEETING

The next meeting of the Board of Graduate Research will be held on Wednesday 12 December 2012 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

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<td>Nathan</td>
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<td>NO MEETING IN NOVEMBER</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

<table>
<thead>
<tr>
<th>Name</th>
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<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>Deputy Chair and Dean (Research), BUS</td>
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<tr>
<td>Professor Graham Cuskelley</td>
<td>Appointed (BUS)</td>
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<td>Deans, Research</td>
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<tr>
<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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<td>Associate Professor Michael Blumenstein</td>
<td>Appointed (SEET)</td>
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<td>HDR Convenors</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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<td>Professor Nigel Stork</td>
<td>Appointed (SEET)</td>
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<tr>
<td>Deputy Chair, Academic Committee</td>
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<tr>
<td>Professor Gillian Bushell</td>
<td>Ex Officio</td>
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<tr>
<td>Research Centre Directors</td>
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<tr>
<td>Professor Andrew O’Neil</td>
<td>Appointed</td>
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<tr>
<td>Professor Abdul Sattar</td>
<td>Appointed</td>
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<tr>
<td>Early Career Researcher</td>
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<tr>
<td>Dr Jenny Whitty</td>
<td>Appointed Two years, up to 31 December 2013.</td>
<td></td>
</tr>
<tr>
<td>HDR Student Representative</td>
<td>Elected</td>
<td>Two years, up to 31 December 2013.</td>
</tr>
<tr>
<td>Ms Nikki Fozzard</td>
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### Persons with rights of audience and debate

<table>
<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>
</tr>
<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>Ms Michelle O'Brien</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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<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>
</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 – 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