A meeting of the Board of Graduate Research was held at 2.00pm on Wednesday 17 October 2012 in N72_-1.18 and video-conferenced to G34_1.04. Due to circumstances beyond the control of the Board, this meeting was adjourned early. Unfinished business for agenda items 4.0, 7.0, 8.0, and 10.0 were considered as a flying minute. Unfinished business for remaining agenda items were deferred to the next meeting of the Board.

MINUTES

PRESENT:
Chair, Professor Sue Berners-Price
Professor Richard Bagnall
Associate Professor Michael Blumenstein
Dr Scott Harrison
Professor Kate Hutchings
Professor Rod Barrett
Professor Nigel Stork
Professor Gillian Bushell
Professor Andrew O’Neil
Professor Abdul Sattar
Dr Jenny Whitty
Ms Nikki Fozzard
Ms Barbara Biviano
Ms Nicole Brigg
Ms Julene Finnigan
Ms Alyson McGrath
Dr Vicki Pattemore
Ms JoAnne Sparks
Secretary, Ms Loree Joyce

APOLOGIES:
Professor Graham Cuskelly
Professor David Shum
Associate Professor Duncan Nulty

1.0 CONFIRMATION OF MINUTES

The minutes of the 8/2012 meeting of the Board of Graduate Research were taken as read and confirmed.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE

Nil.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

2.0 HDR CONFERRALS (considered via a flying minute)

Resolution

2.1 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

3.0 REVIEW OF THE ACADEMIC MISCONDUCT POLICY FOR HDR STUDENTS

3.1 Ms Karen van Haeringen, Deputy Academic Registrar, discussed the plan for the development of the HDR Academic Misconduct Policy. Ms van Haeringen informed members that in May 2012 Griffith (in conjunction with QIBT and UniSA) submitted an application for an Office for Learning and Teaching (OLT) commissioned project in academic integrity. One of the activities of this project is to develop an institutional Academic Integrity HDR Framework that can be used across Australian Universities. Trial implementation of the HDR Framework will occur at five universities with exemplary undergraduate policies, which includes Griffith University. $300,000 was awarded to this project which starts in December 2012 and concludes in December 2013. A round table discussion will be held in Brisbane from 28th February to 1st March 2013.

3.2 Ms van Haeringen advised that a key issue for Universities and the OLT project is individually the HDR cases are small and quite diverse. Further, the misconduct is often not disclosed within the institution so it is difficult to get a set of de-identified case studies upon which to workshop procedures and decision-making.

3.3 Based on advice from Ms van Haeringen, members agreed that a working party to discuss the development of this policy should be established to develop ideas prior to the OLT project round table discussion occurring in February 2013. It was recommended that the Working Party be chaired by Professor Anna Stewart, with Ms Talia Dissanayake as secretary. The Dean GGRS, Deputy Director OR, and the Dean (Research) Health Group were nominated as members for this working party.

Resolution

3.4 The Board resolved to approve the establishment of the Academic Integrity Working Party, consisting of members as nominated by the Board. (Subsequent to the meeting of the Board, all nominated members accepted invitations to be members of this working party.)

4.0 INCLUSION OF PUBLICATIONS WITHIN A HDR THESIS (considered via a flying minute)

4.1 Members considered the amendments to the information pertaining to the inclusion of publications within a HDR thesis on the website, as well as amending the Notes for the Guidance of Examiners of Doctoral Submissions form as recommended at the 8/2012 meeting of the Board. Members also considered the proposed changes to the statements used where papers have been included in the thesis. Additional minor amendments were recommended by members.

Resolution

4.2 The Board resolved to approve the changes to the website information, and the changes to the Notes for the Guidance of Examiners of Doctoral Submissions form, subject to minor amendments being made.

4.3 The Board resolved to approve the changes to the statements for papers included in the thesis, subject to minor amendments being made.

5.0 SUPERVISOR ACCREDITATION POLICY – PROGRAM IN HIGHER DEGREE RESEARCH SUPERVISION (considered via a flying minute)
5.1 Members considered the proposal for additional workshops and/or programs offered to be included in the Program in Higher Degree Research Supervision, and thus count as a module in meeting the requirements of the Supervisor Accreditation Policy. The Dean (Research) AEL recommended that additional courses or workshops be recognised as an alternative to completing one of the existing workshops from the Program in Higher Degree Supervision, rather than being approved for inclusion in this Program. It was also noted that Deans (Research) should have discretion to approve equivalence for further workshops/training on a case-by-case basis. Based on this recommendation, the Chair amended the proposal as follows:

- Completion of elective 7019GIHE - HDR Supervision recognised as equivalent to completing the Managing the Supervisory Process workshop.
- Completion of the IRUA Seven Secrets of Highly Successful Researchers workshop recognised as equivalent to completing the Managing the Supervisory Process workshop.
- Recognition of further workshops or training undertaken by staff to be deemed equivalent to one or more of the Program in Higher Degree Research Supervision workshops. To be determined on a case-by-case basis and at the discretion of the Dean (Research).
- A review of the workshops included in the Program in Higher Degree Research Supervision to occur based upon outcomes of the working party for quality supervision.

Resolution

5.2 The Board resolved to approve the recognition of additional workshops as being equivalent to workshops included in the Program in Higher Degree Research Supervision, as noted above.

6.0 Griffith English Language Institute (GELI) Programs – Compliance with the Tertiary Education Quality and Standards Agency (TEQSA)

6.1 This item was carried over to the next meeting of the Board.

7.0 Completion Assistance Postgraduate Research Scholarship (CAPRS) Conditions of Award

7.1 This item was carried over to the next meeting of the Board.

8.0 Chair’s Report

8.1 The Chair thanked Ms Kirsty Patrick for her work as the Marketing and Communications Coordinator, and welcomed Mr Andrew Quek to the role of Marketing, Communications, and Events Officer (to commence on 5th November).

8.2 Completion Assistance Postgraduate Research Scholarship (CAPRS), outcome of Round 2, 2012

The chair discussed the outcome of the recent CAPRS round and advised that all eligible students were offered a CAPRS. The Chair advised that the previous changes to the CAPRS conditions of award, including reducing the tenure to a maximum of 20 weeks, resulted in a successful process where more students were able to be offered the award.
8.3 Three Minute Thesis Competition (Final held 13 September)  
The Chair attended the Trans-Tasman Three Minute Thesis final as one of the judges. Although this competition only commenced in 2008, she advised that the engagement was fantastic. Members noted that whilst the Griffith competition was also successful, with high calibre entrants, further promotion is required in order to ensure higher attendance at this event. It was noted that this event could be an opportunity to engage external stakeholders, and further target Griffith honours and postgraduate students (as potential future HDR students).

8.4 Sponsored HDR Applicants  
The Director, International advised members that negotiations were occurring to attract significant cohorts of Kurdish, Iraqi, and Libyan sponsored students to Griffith. The Chair discussed the need for GI to liaise with the HDRSC to manage these cohorts and the timing of applications being received to ensure that processes are in place for such applications to be given priority processing. Members advised that there is also a need for elements to be given advanced notification of the relevant research areas sought by such cohorts so that supervisors may be found. The need to identify sponsored students recognised by Griffith International, as opposed to any sponsored student, was also discussed. The Manager, International advised that GI would catalogue all of the sponsorships by country and liaise with the HDRSC on this matter.

8.5 GGRS Planning Workshop – Update on Outcomes  
The Chair discussed the Workshop Action Plan and advised members that the University has a responsibility to ensure that issues raised at the workshop are addressed promptly. She advised that endorsement of the proposed plan has been received by Research Committee and that in principal approval has been obtained for creation of a Graduate Education Officer position.

The Chair sought nominations and volunteers for the Orientation and Induction Taskforce, as per section 2 of the Action Plan. The Chair, Manager HDRSC, Director International, and HDR Director (BUS) agreed to be members of this taskforce. The Associate Director INS (SIR), and Manager Student Linx were also nominated to be members of this Taskforce.

The Chair sought nominations and volunteers for the Skills Development and Workshop Working Group, as per section 3 of the Action Plan. Members nominated the Director GIHE, Manager EnglishHELP, and a Librarian (Director INS (SIR) to advise). Subsequent to the meeting of the Board, the Chair nominated Professor Joy Cumming as a member of this working group.

The Chair advised that the Workshop Action Plan would be discussed further at the next meeting of the Board.

Resolution

8.6 The Board resolved that a strategy for promotion of the Three Minute Thesis competition be developed to improve and expand attendance at this event.

8.7 The Board resolved to approve the establishment of the Orientation and Induction Taskforce, and the Skills Development and Workshop Working Party, consisting of members as nominated by the Board (subject to nominated members accepting invitations to be members).

9.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT (considered via a flying minute)

9.1 HDR Student Centre Report
The Manager, HDR Student Centre provided the HDR Student Centre Report on the following:

- HDR Applications
- HDR Annual Progress Reports
- HDR Scholarships
- HDR Student Enrolments
- HDR Thesis Examinations

9.2 The Manager, HDR Student Centre asked members to note page 8 of the HDR Student Centre Report, 2012 Annual Progress Round. The Manager, HDR SC advised that Annual Progress Reports (APRs) were sent to all eligible candidates on 29 June 2012 with a due date of 31 July 2012. The HDR SC has sent two further reminders to those candidates who did not submit their APR, however there remain a significant number of APRs outstanding. The Manger, HDR SC requested that the Deans (Research) AEL, GBS, SEET and Health adopt a strategy for communicating with their candidates.

9.3 The Manager, HDR SC further advised that there remains the outstanding issue of the sanction to be imposed on students who fail to submit their annual progress report. While the policy states 4.13.1 "Candidates are required to complete a report on progress each year" and (that) "The Dean, Griffith Graduate Research School may terminate candidature if the candidate has failed to make satisfactory progress, meet any candidature requirements or comply with any other condition imposed by the Dean, Griffith Graduate Research School", there is currently no clear sanction for those candidates who do not submit annual reports. Further discussion is required in relation to this issue and the role to be played by the HDR SC in relation to this monitoring. Proposed changes to this process will be presented at a future meeting of the Board.

Resolution

9.4 The Board resolved to approve the request for Deans (Research) AEL, GBS, SEET and Health to adopt a strategy to communicate with their candidates regarding their outstanding APRs.

10.0 POLICY ON THE USE OF SECONDARY DATA

10.1 This item was carried over to the next meeting of the Board.

11.0 HDR STUDENT ACCESS TO RESOURCES UPON SUBMISSION OF THE THESIS

11.1 This item was carried over to the next meeting of the Board.

12.0 HDR CONVENOR COMMITTEE MEETINGS

12.1 This item was carried over to the next meeting of the Board.

13.0 DELEGATION OF AUTHORITY – GRANTING OF ACADEMIC AWARDS

13.1 This item was carried over to the next meeting of the Board.

14.0 APPOINTMENT OF HDR ADVOCATE – ARTS, EDUCATION & LAW GROUP

14.1 This item was carried over to the next meeting of the Board.

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 12 December 2012 at 2.00pm in N54_2.06 and video-conferenced to G34_1.04.

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<td></td>
<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.

Minutes confirmed by:

Professor Sue Berners-Price, Chair
12 December 2012
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>
<td>Appointed (AEL)</td>
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<td>Professor David Shum</td>
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<td>Associate Professor Michael Blumenstein</td>
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<td>HDR Convenors</td>
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<td>Dr Scott Harrison</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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<td>Deputy Chair, Academic Committee</td>
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<td>Professor Gillian Bushell</td>
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<td>Research Centre Directors</td>
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<td>Professor Andrew O’Neil</td>
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<td>Professor Abdul Sattar</td>
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<tr>
<td>Early Career Researcher</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>HDR Student Representative</td>
<td>Elected</td>
<td>Two years, up to 31 December 2013.</td>
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<tr>
<td>Ms Nikki Fozzard</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>
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<td>Ms Nicole Brigg</td>
<td>Director International</td>
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<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 Michelle O’Brien</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 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 Grbic
Secretary Academic Committee – Lea-Anne Stafford
Academic Services Officer – Science – Silja Leskinnen
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
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