GRIFFITH UNIVERSITY

BOARD OF GRADUATE RESEARCH

A meeting of the Board of Graduate Research was held at 2.00pm on Wednesday 19 September 2012 in N54_2.06 and video-conferenced to G34_1.04.

MINUTES

PRESENT:
Chair – Professor Sue Berners-Price
Deputy Chair – Professor Graham Cuskelly
Professor Richard Bagnall
Professor Rod Barrett
Associate Professor Robert Sang (representing A/Prof Michael Blumenstein)
Dr Scott Harrison
Professor Kate Hutchings
Professor Gillian Bushell
Professor Abdul Sattar
Ms Barbara Biviano
Ms Carolyn McDonald (representing Ms JoAnne Sparks)
Ms Julene Finnigan
Ms Michelle O’Brien
Secretary – Ms Loree Joyce

APOLOGIES:
Professor David Shum
Professor Nigel Stork
Dr Jenny Whitty
Associate Professor Duncan Nulty
Professor Andrew O’Neil
A/Prof Michael Blumenstein
Ms JoAnne Sparks
Ms Nikki Fozzard
Ms Nicole Brigg
Dr Vicki Pattemore

1.0 CONFIRMATION OF MINUTES
The minutes of the 7/2012 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

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 INCLUSION OF PUBLICATIONS WITHIN A HDR THESIS

3.1 The Board considered the proposal to amend 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. The Chair led the discussion on the benefits of producing theses in this format, and noted an example thesis which resulted in a perfect thesis examination.

3.2 Members discussed the proposed changes to the web site information and recommended that the following amendments be made:

- Remove the need for additional Group and Element guidelines, except where it applies to Elements that include creative works, performances, or exhibitions as possible HDR outputs.
- Inclusion of papers in their published format to be subject to copyright permission.
- Remove the advice that students should refer to Elements for good examples of theses prepared in this format.
- Ensure the correct student and co-author publication declarations, as previously approved at BGR, are available on the web site. The Deans (Research) will need to ensure that the declarations have been completed and signed when a thesis is submitted for examination.
- Additional minor editing as recommended by members.

3.3 Members discussed the proposed changes to the Notes for the Guidance of Examiners of Doctoral Submissions form and recommended that the following amendments be made:

- Include publication information on the guidance of examiners form for all Doctoral programs and the MPhil program. To be included either on each separate form (as currently exists for the MPhil, PhD, DMA, DVA and EdD programs), or combine all forms into one.
- Additional minor editing as recommended by members.

Resolution

3.4 The Board resolved that the web site information and the Notes for the Guidance of Examiners of Doctoral Submissions form(s) be revised as per the above amendments and brought to the next meeting of the Board for approval.

4.0 CHAIR’S REPORT

4.1 GGRS Planning Workshop – Feedback and Strategies
The Chair discussed feedback received from student representatives at the workshop. Five themes emerged from this session which requires attention, being the research culture, induction, supervision, resources & space, and skills development/workshops. The Chair advised that strategies recommended at the workshop now need to be developed so that appropriate structures and processes can be put in place. Such structures are to be developed by GGRS, as well as within Groups and Elements. Members were advised that Deans (Research) should disseminate the workshop feedback and strategies document to HDR Convenors and supervisors as appropriate. It was noted that the Griffith Business School has taken the initiative to produce a document detailing orientation information for students based on feedback that was provided at the workshop.
4.2 Proposed Joint Doctoral Degrees, Eskitis Institute
The Chair discussed the Joint Doctoral Degrees proposed by the Eskitis Institute, outlining the conditions and status of each of the four current proposals. Members were advised that once agreements have been completed for each proposal, they will be progressed for final approval.

The Deputy Director, Student Administration recommended that a general template agreement be developed/amended to streamline the process of establishing a Joint Doctoral Degree. She also recommended that the Joint Doctoral Degree policy be reviewed, once a comparison of the process followed by other Universities has been completed. The possibility of developing Joint Doctoral Degrees with other Australian Universities, as is already occurring at some Universities, may also need to be considered.

Attachment 4.1

4.3 Update on discussions with the Griffith English Language Institute
The Chair discussed the need to clarify the requirements for students progressing to a HDR program upon completion of a Griffith English Language Institute (GELI) program. Such requirements need to be made clear in order to ensure compliance with the Tertiary Education Quality and Standards Agency (TEQSA). The Chair advised that the Director, International, and Director, GELI will present a paper addressing this issue at the next meeting of the Board.

4.4 Policy on the use of Secondary Data
The Chair raised the issue of whether a policy needs to be developed for the use of secondary data by HDR students. Members discussed this issue and noted that in some cases ethical considerations may prohibit secondary use of data. It was also noted that in some disciplines the use of secondary data by HDR students is common practice, such as data that is made publically available. Members agreed that a framework should be developed outlining the types of secondary data and issues that may need to be addressed prior to using such data. Members advised that the Office for Research own policies regarding research conduct and the use of research data, and as such would be responsible for developing a policy on the use of secondary data.

4.5 Completions Modelling
The Chair advised that the University KPI of a 5% increase in completions per year is not an appropriate target as it had not factored in the issue of part-time vs full-time enrolments. She advised that the completions modelling being completed by the Manager, HDR Student Centre will be provided to the DVC (Research) by the end of September in order to inform a more realistic target for future HDR completions.

4.6 HDR Student Access to Resources upon Submission of the Thesis
The Chair reminded members that the HDR Convenor is responsible for ensuring students retain access to element level resources and facilities as required in the period following thesis submission and prior to conferral. The Manager, HDR Student Centre also advised that students retain all INS access once they submit their thesis, and that this access will be retained until the degree has been completed. Members discussed this issue and recommended that students be provided with more information regarding access to resources upon submission of their thesis. Advice to students should include information on the resources that will still be available to them, and who to contact to arrange access to Element level resources.

4.7 Sixth Annual Strategic Leaders Global Summit
The Chair discussed the statement produced by participants at the Sixth Annual Strategic Leaders Global Summit on Principles for Supporting Global Careers in Graduate* Education. This summit is an annual event designed to promote international best practices on current issues in masters and doctoral education, which is jointly hosted by
the U.S based Council of Graduate Schools and the Technisch Universitat Munchen. The Chair recommended that the principles contained in this statement be taken into account when addressing HDR student skills development needs.

Resolution

4.8 The Board resolved that the policy and process for the establishment of Joint Doctoral Degree programs be reviewed and brought to a future meeting of the Board.

4.9 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.

4.10 The Board resolved that the revised letter to be sent to students upon submission of the thesis be brought to the next meeting of the Board.

5.0 HIGHER DEGREE RESEARCH STUDENT CENTRE REPORT

5.1 HDR Student Centre Report
The Manager, HDR Student Centre presented the HDR Student Centre Report on the following:

- HDR Applications
- HDR Scholarships (Completion Assistance Scholarship update)
- HDR Student Enrolments
- HDR Thesis Examinations

The Manager, HDR student Centre advised that of the 1446 Annual Progress Reports (APR) sent to students, 449 are currently outstanding. The HDR Student Centre is aiming to finalise the processing of all APRs by the end of September.

5.2 HDR Scholarships Schedule of Dates
The Manager, HDR Student Centre presented the 2013 scholarships schedule of dates. Members recommended that the schedules provided on the web site include the relevant year for each specified date.

Resolution

5.3 The Board resolved to approve the 2013 schedule of scholarship dates.

6.0 HDR CONVENOR COMMITTEE MEETINGS

6.1 Members noted the minutes of the AEL, GBS and SEET HDR Convenor Committee meetings held in July and August 2012.

Noted

7.0 CONCERNS ABOUT ACADEMIC EDITING SERVICES

7.1 Members noted the concerns regarding academic editing services. Members recommended that the appropriate use of academic editing services, including a list of approved services, be made clear on the web site. It was also suggested that the thesis submission form could include an item for students to confirm that an approved editing service was used. It was noted that HDR students were recently informed of the appropriate use of academic editing services via a GGRS update email.
Resolution

7.2 The Board resolved that the information on the web site regarding the use of academic editing services be updated.

8.0 CONFERENCE TRAVEL GRANT REPORTS

8.1 Members noted the students’ reports on the outcomes of their conference presentations.

Noted

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

9.1 Members noted the Position Description for the role of AEL HDR Advocate.

10.0 OTHER BUSINESS

10.1 Nil.

11.0 NEXT MEETING

11.1 Members noted that the next meeting of the Board of Graduate Research will be held on Wednesday 19 September 2012 at 2.00pm in N72_1.18 and video-conferenced to G34_1.04.

<table>
<thead>
<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>17 October</td>
<td>N72_-1.18</td>
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<tr>
<td></td>
<td><strong>NO MEETING IN NOVEMBER</strong></td>
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<td>12 December</td>
<td>N54_2.06</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
17 October 2012
DISTRIBUTION LIST

Committee Members

<table>
<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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<tr>
<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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<tr>
<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>
<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>
<td>Appointed (BUS)</td>
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<td>Professor Rod Barrett</td>
<td>Appointed (HTH)</td>
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<td>Professor Nigel Stork</td>
<td>Appointed (SEET)</td>
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<tr>
<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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<tr>
<td><strong>Research Centre Directors</strong></td>
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<tr>
<td>Professor Andrew O’Neil</td>
<td>Appointed</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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<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>
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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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<tr>
<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>
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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
- 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