

BOARD OF GRADUATE RESEARCH CONSTITUTION

Sub-Committee of Academic Committee

2024/0000798

Established by Academic Committee at its 1/2010 meeting (18/03/2010)

Last amended Executive approval - Chair, Academic Committee (5 March 2024)

ROLE

1. (a) The Board of Graduate Research makes recommendations to Academic Committee and advises the Deputy Vice Chancellor (Research) on strategic planning, policy and quality assurance matters concerning higher degree by research (HDR) programs and candidature, research training and higher doctorate arrangements.
- (b) In undertaking its role, the Board of Graduate Research contributes to the University meeting the requirements of the following Domains and Standards of the *Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021)*:
 - i. Domain 1 Student Participation and Attainment
 - Standard 1.1 – Admission
 - Standard 1.3 – Orientation and Progression
 - Standard 1.4 – Learning Outcomes and Assessment
 - ii. Domain 3 Teaching
 - Standard 3.2 – Staffing
 - iii. Domain 4 Research and Research Training
 - Standard 4.2 – Research Training
 - iv. Domain 5 Institutional Quality Assurance
 - Standard 5.2 – Academic and Research Integrity
 - Standard 5.3 – Monitoring, Review and Improvement

INTERPRETATION

2. In this constitution, reference to:
 - (a) academic elements and academic management positions shall be as defined in *Structure and Governance of Academic Groups of the University*
 - (b) higher degree by research shall be as defined in the *Higher Degree Research Policy*
 - (c) higher doctorate shall be as defined in the *Higher Doctorate by Publication Policy*.

FUNCTIONS

3. The Board of Graduate Research (“the Board”) is responsible for:
 - (a) monitoring the University’s progress against Key Outcomes pertaining to Higher Degree by Research as set out in Griffith University’s *Research and Innovation Plan* (“the Plan”);
 - (b) reviewing the effectiveness of Key Commitments pertaining to Higher Degree by Research as set out in the Plan (including implementation of the HDR Portfolio Strategy);
 - (c) responding to Commonwealth government and other national and international research training initiatives;
 - (d) monitoring centrally coordinated initiatives to support the University’s strategies regarding research training performance; reviewing policies and procedures impacting HDR candidature and program delivery;
 - (e) approving policies and procedures as set out in the University’s Delegations Register (refer [Delegations Framework](#));
 - (f) monitoring the resources, facilities and other support provided by academic elements and groups to HDR candidates against a published minimum standard; and
 - (g) making recommendations to Programs Committee on the design and requirements for the research component of HDR awards, Masters (Research) and Doctoral qualifications.

DELEGATED AUTHORITIES

4. Academic Committee has delegated authority to the Board to establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

MEMBERSHIP

5. The members of the Committee shall be:
 - (a) the Dean, Griffith Graduate Research School, as Chairperson, *ex officio*;
 - (b) the Dean (Research) from each Academic Group, *ex officio*;
 - (c) the Deputy Chair of Academic Committee, *ex officio*
 - (d) the HDR Director from each Academic Group, *ex officio*;
 - (e) two Research Centre Directors, to be appointed by the Deputy Vice Chancellor (Research);
 - (f) four academic staff members of the University whose position includes School-based responsibilities for higher degrees by research, appointed by the Group Executive. One member shall be from each Group;
 - (g) one research active member of the academic staff of the University, who is within five years of the award of PhD (“Early Career Researcher”), to be appointed by the Chairperson on the recommendation of the Deans (Research);
 - (h) one domestic HDR candidate of the University who has successfully completed Confirmation, appointed by a selection panel consisting of the Chairperson and the Deans (Research);
 - (i) one international HDR candidate of the University who has successfully completed confirmation, appointed by a selection panel consisting of the Chairperson and the Deans (Research);
 - (j) one Institute for Glycomics representative, to be appointed by the Chairperson on the recommendation of the Director, Institute for Glycomics.

RIGHTS OF AUDIENCE AND DEBATE

6. The following persons shall have rights of audience and debate:
 - (a) Director, GGRS, or nominee
 - (b) Director, Office for Research, or nominee
 - (c) Senior Manager, HDR Governance and Operations, GGRS
 - (d) Graduate Research Development Consultant, GGRS
 - (e) HDR Partnerships Coordinator, GGRS
 - (f) University Librarian, or nominee
 - (g) Vice President (Global), or nominee
 - (h) Senior Finance Business Partner, Finance, or nominee
 - (i) Director, Indigenous Research Unit, or nominee
 - (j) Head of Business Partnerships, Marketing and Communications, or nominee
 - (k) Registrar, Student Life, or nominee

TERMS OF OFFICE

7. HDR Convenor representatives, Research Centre Directors, the Early Career Researcher and the Institute for Glycomics representative shall normally serve for a period of two years (up to 31 December of the relevant anniversary year).
8. HDR candidate members shall be appointed for a term of office of one year (from the date of appointment).
9. As far as practicable, to ensure continuity of Board membership, the terms of office for members appointed for a period of two years shall be such that the term of office may expire at any one time for no more than one member under category 5(e) and two members under category 5(f).

10. All appointed members shall be eligible for re-appointment, noting that the Early Career Researcher representative should be within five years of the award of PhD.

INVITATION TO ATTEND

11. The Board shall have the authority to invite, from time to time, other persons to attend particular meetings, to advise the Board, or to participate in debate on particular matters.

CHAIRPERSON

12. The Chairperson of the Board shall be the Dean, GGRS. The standing Deputy Chair shall be appointed by the Deputy Vice Chancellor (Research) from the Deans (Research).

SECRETARY

13. The Dean, GGRS shall appoint a Secretary to the Board who shall have rights of audience and debate.

SUBCOMMITTEES

14. The sub-committees currently reporting to the Board are:
 - (a) the HDR Scholarship Committee; and
 - (b) the HDR Candidate Representative Consultative Committee.
15. The Board may establish additional standing sub-committees or working parties of an *ad hoc* nature from time to time.

MEETINGS

16. The Board will meet as required and normally monthly from February to December.

WORK PLAN

17. The Board will provide an annual Work Plan to Academic Committee for review and endorsement prior to the Plan's scheduled commencement.

REPORTING

18. The Board will report its activities to Academic Committee. The Board will provide an Annual Report to Academic Committee.
19. The Board shall undertake a review of this Constitution, in conjunction with the preparation of the annual report, and propose to Academic Committee any amendments considered necessary to ensure the Constitution remains current.