

## **Guidelines on the Roles of the Higher Degree Research Candidate Representative, the Board of Graduate Research HDR Candidate Member and the HDR Candidate Representative Consultative Committee**

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### **1.0 Introduction**

Higher Degree Research (HDR) Candidate Representatives and the Board of Graduate Research HDR Candidate Member are critical components in the effective communication between higher degree research candidates, the HDR Candidate Representative Consultative Committee, the Griffith Graduate Research School and the Board of Graduate Research. Their role is to represent higher degree research candidate concerns and make suggestions about candidate-related matters, including:

- The application of policy and procedures; and
  - Access to services, facilities and resources
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### **2.0 Appointment, Eligibility and Tenure of the HDR Candidate Representative**

#### **2.1 Appointment**

Each Element is required to appoint at least one HDR Candidate Representative. The HDR Candidate Representative is selected by a method approved by the Head of Element. For Elements with a cross-campus presence, a representative from each campus may be appointed or one representative may be appointed across multiple campuses.

#### **2.2 Eligibility**

The HDR Candidate Representative would normally be a currently enrolled, post-confirmation, higher degree research candidate.

#### **2.3 Tenure**

The tenure of the appointment is one calendar year. There are no restrictions on the same representative being appointed for consecutive years, providing the representative remains an enrolled higher degree research candidate. A new representative must be appointed if the current representative submits their thesis for examination.

#### **2.4 Changes to appointment**

The Office of the Dean, Griffith Graduate Research School maintains a central register of current HDR Candidate Representatives. Notification of any changes to HDR Candidate Representatives must be sent to [ggrs-education@griffith.edu.au](mailto:ggrs-education@griffith.edu.au).

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### **3.0 Role of the HDR Candidate Representative**

The role of the HDR Candidate Representative is to facilitate feedback on the needs, concerns and views of their Element's research candidates and to be a conduit to the HDR Candidate Representative Consultative Committee (see 5.0). The HDR Candidate Representative may also be a candidate member of Element committees.

In addition to these functions, HDR candidate representatives may be involved in coordinating a number of activities for research candidates within their Element, subject to available resources. These include social events and seminar series, as well as interaction with other candidate representative bodies, as appropriate (eg. GUPSA and GCAP), and [Griffith Mates](#) initiatives. Such activities provide an opportunity for research candidates to get to know one another and to share and discuss their research in a supportive environment with their peers.

## **4.0 Board of Graduate Research Higher Degree Research Candidate Member**

As per the [constitution](#), a higher degree research candidate is a member of the [Board of Graduate Research](#) with full voting rights. The HDR candidate member normally serves for a period of two years up to 31 December of the relevant anniversary term, and is eligible for re-appointment. Nominations and appointments to this position are made through the University's Committee Election process.

In addition, the Board of Graduate Research HDR Candidate Member is a member of the HDR Candidate Representative Consultative Committee (see 5.0) and can bring issues raised at Committee meetings to the attention of the Board of Graduate Research.

The Board of Graduate Research HDR Candidate Member may also be called upon to talk to commencing HDR candidates as part of the HDR Induction Program and to participate in working parties of the Board.

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## **5.0 HDR Candidate Representative Consultative Committee**

### **5.1 Terms of reference**

The terms of reference for the HDR Candidate Representative Consultative Committee are:

- To provide a forum for the Dean, Griffith Graduate Research School to consult with candidate representatives on developments and initiatives, and higher degree research policy matters, that may affect candidates;
- To provide a forum for candidate representatives to raise concerns and make suggestions about candidate-related matters within the responsibility of the Griffith Graduate Research School and Board of Graduate Research, including:
  - The application of policy and procedures; and
  - Access to services, facilities and resources
- To consider issues that are of general concern to candidates and identify appropriate routes for the resolution of issues raised, which may include referral to the relevant HDR Convenor, School Administrative Officer, or HDR Advocate.

The Committee will not consider individual appeals, complaints or grievances made by candidates.

### **5.2 Membership**

- Dean, Griffith Graduate Research School (Chair)
- Board of Graduate Research HDR Candidate Member
- One HDR Candidate Representative from each Element

### **5.3 Invitation to attend**

The Chair of the HDR Candidate Representative Consultative Committee shall have the authority to invite, from time to time, other persons to attend particular meetings, to advise the Committee, or to participate in debate on particular matters.

#### **5.4 Meeting frequency**

The HDR Candidate Representative Consultative Committee will convene at least twice per calendar year at the Nathan and Gold Coast campuses. Meetings are organised by the Office of the Dean, Griffith Graduate Research School ([ggrs-dean@griffith.edu.au](mailto:ggrs-dean@griffith.edu.au)).