

# Higher Degree by Research Scholarship Committee Constitution

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Committee established by the Board of Graduate Research: Meeting 02/2019 (13 March 2019)

Previous version of constitution approved by the Board of Graduate Research: Meeting 05/2023 (30 August) (2023/0000040)

Current version of constitution approved by the Board of Graduate Research: Meeting 06/2024 (4 December) (2024/0001208)

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## 1. Introduction

- 1.1. The Board of Graduate Research has established the Higher Degree by Research Scholarship Committee (**Committee**) to consider applications and select applicants for the award of scholarships included in the scope of the [\*Higher Degree by Research Scholarship Procedure\*](#), and to advise the Board of Graduate Research and the Deputy Vice Chancellor (Research) on risks and issues associated with the strategic planning, policy and quality assurance issues related to the establishment and management of higher degree by research (**HDR**) scholarships.

## 2. Interpretation

- 2.1. In this constitution, references to academic elements and academic management positions shall be as defined in the [\*Griffith University Governance Framework\*](#).
- 2.2. Higher Degree by Research shall be as defined in the [\*Higher Degree by Research Policy\*](#).
- 2.3. Research training shall be in alignment with the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021) where this term applies to Higher Degree by Research programs (masters degree (research) and all doctoral degrees at Australian Qualifications Framework Level 10).
- 2.4. Acronyms relating to special purpose selection panels shall be defined as:
- (a) Completion Assistance Postgraduate Research Scholarship (**CAPRS**);
  - (b) Research Output Excellence Scholarship (**ROES**); and
  - (c) International Experience Incentive Scheme Conference Travel Grant (**CTG**).

## 3. Mandate

- 3.1. The Committee is a standing committee established by the Board of Graduate Research and reports directly to, and is accountable to, the Board of Graduate Research.

## 4. Functions

- 4.1. The Committee will:
- (a) consider applications and select applicants for the award of scholarships included in the scope of the [\*Higher Degree by Research Scholarship Procedure\*](#);
  - (b) monitor the award of scholarships against the advised number of scholarships available to support the University's strategies regarding research training performance;

- (c) monitor the number and quality of scholarship applications to support the University's strategies regarding research training performance;
- (d) review the effectiveness of HDR scholarship selection processes and requirements, conditions of award, scholarship schemes, and other matters related to the award of HDR scholarships;
- (e) make decisions or recommend amendments or proposals related to items listed in (d) to the Deputy Vice Chancellor (Research) where such changes:
  - i. have implications for Griffith's strategic direction, and international and/or industry partnerships; and/or
  - ii. involve additional costs/investments or have implications for the scholarship funding model or budget.
- (f) make decisions or recommend amendments or proposals related to items listed in (d) to the Board of Graduate Research where such changes require consideration by the Board under one or more of its functions.

## **5. Authority**

- 5.1. The Council has delegated certain of its powers to the Committee in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).
- 5.2. The Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.
- 5.3. The Council authorises the Committee to perform its role as established within the scope of this constitution.
- 5.4. As provided for in the Board of Graduate Research Constitution, the Board has delegated authority to the Committee to establish special purpose selection panels from time to time..

## **6. Committee Composition**

- 6.1. The Committee is composed of 5 members:
  - (a) Dean, Griffith Graduate Research School, as Chairperson, *ex officio*; and
  - (b) the Dean (Research) from each Academic Group, *ex officio*.
- 6.2. The Chair of the Committee shall be the Dean, Griffith Graduate Research School.

## **7. Rights of Audience and Debate**

- 7.1 The following persons shall have rights of audience and debate:
  - (a) HDR Director from each Academic Group, *ex officio*;
  - (b) Director, Griffith Graduate Research School, or nominee;
  - (c) Senior Manager, HDR Governance and Operations, Griffith Graduate Research School;
  - (d) HDR Scholarships Coordinator, Griffith Graduate Research School.

- 7.2 Management representatives will attend Board meetings with rights of audience and debate as needed and with the approval of the Chair.

## **8. Operating Principles and Procedures**

- 8.1 The Committee will operate and meetings will be conducted in accordance with the Council Committees Procedure (*Standing Orders*) except where the constitution states otherwise.

## **9. Obtaining Advice**

- 9.1 The Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University.

## **10. Secretariat Services**

- 10.1 The Dean, Griffith Graduate Research School is responsible for appointing the Secretary to the Committee, who has rights of audience.

## **11. Meetings**

- 11.1 The Committee meets as required, normally four times per year.

## **12. Reporting**

- 12.1 The Committee will report its activities to the Board of Graduate Research after each meeting of the Committee. This report may be oral or in writing.
- 12.2 The Committee will provide an annual report to the Board of Graduate Research.
- 12.3 The Committee's special purpose selection panels (as listed under section 13, below) will report to the Committee.

## **13. Special Purpose Selection Panels**

- 13.1 The Committee may establish special purpose selection panels from time to time in the execution of its functions.
- 13.2 The special purpose selection panels currently reporting to the Committee are:

(a) *The CAPRS and ROES Selection Panel.*

The CAPRS and ROES Selection Panel is responsible for considering applications and awarding scholarships under the University's CAPRS and ROES scholarship schemes. Membership of the Selection Panel is comprised of the Dean, GGRS (Chairperson) and two of the Deans (Research) (alternating each meeting).

## **14. Evaluation of Performance**

- 14.1 The Committee will evaluate its own performance annually under the coordination of the Chair. Training needs will be monitored by the Chair.

**15. Review of Constitution**

- 15.1 The Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to the Board of Graduate Research for approval.