

HIGHER DEGREE RESEARCH SCHOLARSHIP COMMITTEE CONSTITUTION

*Sub-Committee of Board of Graduate Research
Constitution last amended 22.02.2023*

2023/0000040

ROLE

1. The Higher Degree Research (HDR) Scholarship Committee makes recommendations to the Deputy Vice Chancellor (Research) for the award of scholarships included in the scope of the *Higher Degree Research Scholarship Policy*.

Additionally, the HDR Scholarship Committee makes decisions, or recommendations to the Board of Graduate Research and the DVC (Research), on matters related to the effectiveness of scholarship round processes, scholarship consideration requirements, and scholarship conditions of award.

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 research shall be as defined in the *Higher Degree Research Policy*; and
 - (c) the following acronyms refer to: CAPRS – Completion Assistance Postgraduate Research Scholarship; ROES – Research Output Excellence Scholarship; and CTG – GGRS-IEIS International Conference Travel Grant.

FUNCTIONS

3. The Higher Degree Research Scholarship Committee (“the Committee”) is responsible for:
 - (a) considering applications and recommending applicants to the DVC (Research) for the award of scholarships included in the scope of the *Higher Degree Research Scholarship Policy*;
 - (b) monitoring the award of scholarships against the number of scholarships available to support the University’s strategies regarding research training performance;
 - (c) monitoring the number and quality of scholarship applications to support the University’s strategies regarding research training performance;
 - (d) reviewing the effectiveness of scholarship selection processes and consideration requirements, and either making decisions for amendment or making recommendations to the Board of Graduate Research or DVC-R for amendment (refer f and g below);
 - (e) reviewing the HDR scholarship conditions of award and scholarship schemes, and either making decisions for amendment or making recommendations to the Board of Graduate Research or DVCR for amendment (refer f and g below);
 - (f) Making recommendations to the DVC-R on amendments to HDR scholarship conditions of award, new scholarship scheme proposals, and amendments to scholarship selection processes where such changes:
 - a. have implications for Griffith’s strategic direction, and international and/or industry partnerships;
 - b. involve additional costs/investments or have implications for the scholarship funding model or budget.
 - (g) Making recommendations to the Board of Graduate Research on amendments to HDR scholarship conditions of award, new scholarship scheme proposals, and amendments to scholarship selection processes where such changes:

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- a. Involve amendments to the HDR Scholarship Procedure; or
- b. Otherwise requires consideration by the Board under one or more of its functions, as determined by the Chairperson.

MEMBERSHIP

4. The members of the Committee shall be:
 - (a) Dean, Griffith Graduate Research School (GGRS) as Chairperson, *ex officio*
 - (b) Deans (Research), *ex officio*

RIGHTS OF AUDIENCE AND DEBATE

5. The following persons shall have rights of audience and debate:
 - (a) The HDR Director from each Academic Group.
 - (b) Director, Griffith Graduate Research School
 - (c) Senior Manager, HDR Operations Griffith Graduate Research School

INVITATION TO ATTEND

6. The Committee shall have the authority to invite, from time to time, other persons to attend particular meetings, to assist the Committee, or to participate in debate on particular matters.

CHAIRPERSON

7. The Chairperson of the Committee shall be the Dean, GGRS.

SECRETARY

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

SPECIAL PURPOSE SELECTION PANELS

9. The special purpose selection panel currently reporting to the HDR Scholarship Committee is the CAPRS, ROES and CTG Selection Panel. The CAPRS, ROES and CTG Selection Panel is responsible for considering applications and awarding scholarships under the University's Completion Assistance Postgraduate Research Scholarship, Research Outputs Excellence Scholarship and GGRS-IEIS International Conference Travel Grant schemes. Membership of the Selection Panel is comprised of the Dean, GGRS (Chairperson) and two Deans (Research).
10. The Committee may establish additional special purpose selection panels from time to time in the execution of its functions.

MEETINGS

11. The Committee will meet as required.

METHOD OF OPERATION

12. For the purpose of conducting business in relation to Function 3(a), the Committee may, where required, convene between the standard scheduled meetings of the Committee. Where the Committee convenes between standard scheduled meetings, the Committee will comprise the membership list of 4(a) and two representatives from 4(b).

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REPORTING

13. The Committee will report its activities to the Board of Graduate Research.