

HDR CANDIDATE REPRESENTATIVE CONSULTATIVE COMMITTEE CONSTITUTION

Sub-Committee of Board of Graduate Research

2020/2002026

Established by Board of Graduate Research at its 7/2019 meeting (04/12/2019)

ROLE

1. The Higher Degree Research (HDR) Candidate Representative Consultative Committee serves to
Facilitate liaison and interaction between HDR candidates, the Griffith Graduate Research School (GGRS) and the Board of Graduate Research on matters concerning HDR programs, HDR candidature and research training.

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 defined in the *Higher Degree Research Policy*

FUNCTIONS

3. The HDR Candidate Representative Consultative Committee ('the Consultative Committee') provides a forum for:
 - (a) the Dean, Griffith Graduate Research School (GGRS) to consult with Element-appointed HDR Candidate Representatives on developments and initiatives in research training, and HDR policy and governance matters.
 - (b) for HDR 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:
 - i. The application of policy and procedures; and
 - ii. Access to services, facilitates and resources
 - (c) Consideration of issues that are of general concern to candidates with the purpose of identifying 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.

MEMBERSHIP

4. The members of the Committee shall be:
 - (a) Dean, GGRS as Chair, *ex officio*;
 - (b) One HDR Candidate Representative from each Element, to be appointed by the Chair on the recommendation of the HDR Convenor (as the delegate of the Head of Element). Additional representatives for each Element may be appointed in the following circumstances:
 - i. Elements with a cross-campus presence may choose to appoint a Brisbane and Gold Coast representative (to attend the corresponding meetings).
 - ii. The Head of Element (or their delegate) may request permission from the Chair to appoint additional HDR Candidate Representatives when enrolment levels exceed 150 candidates in either Brisbane or at the Gold Coast.
 - (c) The HDR Candidate Representative appointed to Academic Committee.
 - (d) Additional HDR Candidate Representatives may be appointed at the discretion of the Chair to promote diversity

HDR Candidates acting as postgraduate representatives on other central university committees may be members of the consultative committee as appropriate.

TERMS OF OFFICE

5. HDR candidate representative committee members shall be appointed for a term of office of one year (up to 31 December of the calendar year of appointment). There are no restrictions on the same representative being appointed by their host Element for consecutive years, providing the representative remains an enrolled HDR candidate. A new representative must be appointed if the current representative submits their thesis for examination.

INVITATION TO ATTEND

6. The Chair of the 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.

CHAIRPERSON

7. The Chairperson of the Consultative Committee shall be the Dean, Griffith Graduate Research School.

SECRETARY

8. The Dean, Griffith Graduate Research School shall appoint a Secretary to the Board who shall have rights of audience and debate.

MEETINGS

9. The Consultative Committee will convene at least twice per calendar year at the Nathan and Gold Coast campuses.

REPORTING

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