

Board of Graduate Research Constitution

Established by Academic Committee: Meeting 1/2010 meeting (18 March 2010)

Previous version of constitution approved by Academic Committee: Meeting 2/2024 (16 May 2024), 2024/0000886

Current version of constitution approved by Academic Committee: Meeting 04/2024 (26 September 2024), 2024/0001042

1. Introduction

- 1.1. Academic Committee has established the Board of Graduate Research (the **Board**) to advise Academic Committee on risks and issues associated with the strategic planning, policy and quality assurance issues in relation to research training, and the delivery of Higher Degree by Research (**HDR**) and Higher Doctorate programs. The Board's work is guided by the University's Strategic Plan and relevant supporting plans.

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. Higher Doctorate shall be as defined in the *Higher Doctorate by Publication Policy*.
- 2.4. 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).

3. Mandate

- 3.1. The Board is a standing committee established by Academic Committee and reports directly to, and is accountable to, Academic Committee.
- 3.2. The Board supports and contributes to risk and governance oversight of Academic Committee and to ensuring the University meets the requirements of the following Domains and Standards within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):
- (a) Domain 1 Student Participation and Attainment
 - Standard 1.1 – Admission
 - Standard 1.3 – Orientation and Progression
 - Standard 1.4 – Learning Outcomes and Assessment
 - (b) Domain 3 Teaching
 - Standard 3.2 – Staffing
 - (c) Domain 4 Research and Research Training
 - Standard 4.2 – Research Training

- (d) Domain 5 Institutional Quality Assurance
- Standard 5.2 – Academic and Research Integrity
 - Standard 5.3 – Monitoring, Review and Improvement

4. Functions

4.1. The Board will monitor the identification and management of risks associated with research training within the purview of the Functions described below.

4.2. The Board will:

- (a) advise Academic Committee on identified and emerging risks or issues associated with research training;
- (b) review and monitor progress towards the achievement of the University's research training goals.
- (c) promote academic and research integrity in research training and provide research training-specific advice in relation to controls in place to protect academic and research integrity;
- (d) respond to Commonwealth government and other national and international research training initiatives, including courses of action available to the University and their possible implications;
- (e) review and monitor the effectiveness of initiatives to support the University's strategies regarding research training performance;
- (f) review and recommend to Academic Committee for approval, policies related to research training and recommending procedures related to research training to the applicable Qualified Officer (procedure approver);
- (g) monitor the resources, facilities and other support provided by academic elements and groups to HDR candidates against a published minimum standard;
- (h) make recommendations to Programs Committee on the design and requirements for the research component of HDR awards, Masters (Research) and Doctoral qualifications; and
- (i) determine actions arising from the annual program review of the Doctor of Philosophy (6001), Master of Philosophy (5001) and PhD by Prior Publication (6024).

4.3. The Board will consider any other research training referred to it by Academic Committee, its sub-committees or by the Executive Group.

5. Authority

5.1. The Council has delegated certain of its powers to the Board in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).

5.2. The Board may exercise such powers as the Council may delegate to the Board from time to time, as set out in the University's register of delegations.

5.3. The Council authorises the Board to perform its role as established within the scope of this constitution.

5.4. As provided for in the Academic Committee Constitution, Council 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.

6. Committee Composition [effective from 1 January 2025]

6.1. The Board is composed of 21 members:

- (a) Dean, Griffith Graduate Research School, as Chairperson, *ex officio*;
- (b) Dean (Research) from each Academic Group, *ex officio*;
- (c) Deputy Chair (Research), Academic Committee, *ex officio*
- (d) 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 Biomedicine and Glycomics representative, to be appointed by the Chairperson on the recommendation of the Director, Institute for Biomedicine and Glycomics;
- (k) one member of the academic staff of the University, to be elected by members of the academic staff of the University.

6.2. The Chair of the Board shall be the Dean, Griffith Graduate Research School. The Deputy Chair shall be appointed by the Deputy Vice Chancellor (Research) from the Deans (Research).

7. Term of Appointment

7.1. Members appointed under sub-section 6.1(e), 6.1(f), 6.1(g), 6.1(j), and 6.1(k) shall normally serve for a period of two years, up to 31 December of the relevant anniversary year.

7.2. Members appointed under sub-sections 6.1(h) and 6.1(i) shall be appointed for a term of office of one year from the date of appointment.

7.3. To ensure continuity of the membership, and where practicable, the terms of the office of members appointed shall be set to stagger the expiry of terms at any one time.

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

8. Rights of Audience and Debate

8.1 The following persons shall have rights of audience and debate:

- (a) Director, Griffith Graduate Research School, or nominee
- (b) Director, Office for Research, or nominee
- (c) Senior Manager, HDR Governance and Operations, Griffith Graduate Research School
- (d) Graduate Research Development Consultant, Griffith Graduate Research School
- (e) HDR Partnerships Coordinator, Griffith Graduate Research School
- (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

8.2 The Chair, Programs Committee will attend Board meetings when an HDR Program agenda item is to be considered.

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

9. Operating Principles and Procedures

9.1 The Board will operate and meetings will be conducted in accordance with the Council Committees Procedure ([*Standing Orders*](#)) except where the constitution states otherwise.

10. Obtaining Advice

10.1 The Board 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.

11. Secretariat Services

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

12. Meetings

12.1 The Board will meet as required and usually monthly from February to December.

13. Reporting

- 13.1 The Board will report its activities to Academic Committee after each meeting of the Board. This report may be oral or in writing.
- 13.2 The Board will provide an annual report to the Academic Committee.
- 13.3 The Board's sub-committees (as listed under section 13, below) will provide a formal report to the Board on a regular basis to support the status of activities being undertaken.

14. Sub-Committees

- 14.1 The sub-committees currently reporting to the Board are:
- (a) the HDR Scholarship Committee; and
 - (b) the HDR Candidate Representative Consultative Committee.
- 14.2 The Board may establish additional standing sub-committees or working parties of an *ad hoc* nature from time to time (in accordance with section 5.4 above).

15. Evaluation of Performance

- 15.1 The Board will evaluate its own performance annually under the coordination of the Chair, Board of Graduate Research. Training needs will be monitored by the Chair. The outcome from this review will be reported to Academic Committee.

16. Review of Constitution

- 16.1 The Board will review this constitution annually. Any proposed changes to the constitution will be recommended by the Board to Academic Committee for approval.