



## **Research Studies Committee**

### **1. Role**

The Research Studies Committee assists Academic Senate by providing advice with respect to the University's strategic plan relating to all aspects of Higher Degree Research (HDR) training and development including assurance of quality of HDR training and development that values academic integrity and HDR candidate experience.

### **2. Terms of Reference**

The Research Studies Committee is the principal advisory committee to the University Research Committee and Academic Senate on HDR training and development. The Committee provides advice and comment to Senate by:

- 2.1 Providing advice to the University Research Committee about policy, planning and quality assurance in relation to HDR training and development;
- 2.2 Providing advice to the University Research Committee and the Academic Planning and Curriculum Approvals Committee (APCAC) about existing, new or revised HDR training and development, including undergraduate honours programs and HDR programs; and
- 2.3 Exercising relevant academic delegations, provides advice and makes recommendations to the University Research Committee, or respective School Academic Committees, about research undertaken by students in undergraduate Honours programs, HDR programs including training and development. This will include:
  - a. monitoring candidate admission and progression, including compliance with relevant Commonwealth legislation and regulations;
  - b. monitoring variations of candidature;
  - c. monitoring supervisory panels;
  - d. assisting with the management and codification of supervision requirements;
  - e. managing examination processes, including considering and determining the outcomes from examiners' reports;
  - f. considering and determining Show Cause and Termination of Candidature cases; and
  - g. approving the conferring of degrees for HDR programs.
- 2.4 Convening a Scholarship Assessment Panel to consider applicants for HDR scholarships, for recommendation to the Deputy Vice-Chancellor and Vice-President, Research, Enterprise & International;



- 2.5 Providing advice to the University Research Committee regarding all aspects of HDR supervisor quality and performance, and supervisor training and development programs.

### **3. Membership**

Membership is as follows:

- a. Dean, Graduate Studies and Researcher Development (Chair)
- b. Deputy Chair; nominated by Chair of the Research Studies Committee in consultation with Chair, Academic Senate. The nominated member is chosen from elected members of Academic Senate and endorsed by Senate Executive
- c. Associate Dean (or equivalent), HDR, from each School
- d. Director of HDR (or equivalent), from each University Research Institute
- e. Deputy Vice Chancellor, Academic, or nominee
- f. Chair, Academic Senate, or nominee
- g. Director Indigenous Research
- h. One Senior Research- Academic and one Early Career Researcher (ECR) nominated by Chair of the Research Studies Committee in consultation with Chair, Academic Senate. The nominated members are chosen from elected members of Academic Senate and endorsed by Senate Executive
- i. One HDR candidate elected by and from the HDR candidates of the University. The candidate representative will not participate on items that relate to other HDR candidate results and Show Cause matters.

### **4. Chairing of Meetings**

The Dean, Graduate Studies and Researcher Development will Chair the meetings. In their absence, the Deputy Chair will preside.

### **5. Frequency of Meetings**

Research Studies Committee meets monthly. E-meetings or meetings of the Research Studies Executive may be scheduled at the discretion of the Chair to consider urgent matters relating to HDR candidature.

### **6. Quorum**

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Committee.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

**Approved at Academic Senate on 26 February 2021.**

**Amendments approved at Academic Senate on 15 October 2021.**

**Amendments approved at Academic Senate on 10 December 2021**