RESEARCH STUDIES COMMITTEE
TERMS OF REFERENCE

Update of membership approved at the 13 February 2015 meeting of Senate.

1. Establishment and Representation

1.1 The Research Studies Committee is established as a sub-committee of the UWS Research Committee.

2. Purpose

The Research Studies Committee:

2.1 is the principal advisory committee to the Research Committee and Academic Senate on operational matters relating to research training;

2.2 provides advice to the Research Committee about policy, planning and quality assurance in relation to research training;

2.3 provides advice to the Research Committee and the Academic Planning and Courses Approvals Committee (APCAC) about existing, new or revised research training and higher degree programs; and

2.4 monitors the candidature of students in research training programs and higher degree research, and exercises relevant academic delegations.

3. Function

The Research Studies Committee will:

3.1 assist with, and give advice on, the development of proposals for new and amended research training and higher degree courses;

3.2 exercise relevant academic delegations, provide advice and make recommendations to the Research Committee about research undertaken by students in research training programs or higher degree research. This will include:

a. monitoring student admission and progression, including compliance with relevant Commonwealth legislation and regulations;
b. monitoring variations of candidature;
c. monitoring supervisory panels;
d. managing examination processes, including considering and determining the outcomes from examiners' reports;
e. considering and determining Show Cause and Termination of Candidature cases; and
f. approving the conferring of degrees for higher degree research programs.

3.3 convene a Scholarship Ranking Panel to determine the ranking of applicants for Higher Degrees by Research, for recommendation to the Deputy Vice-Chancellor and Vice-President (Research and Development);

3.4 provide advice to the Research Committee on supervisor research training programs;

3.5 assist with the management and codification of supervision requirements.

4. Meetings and Reporting

4.1 The Research Studies Committee will meet a minimum of eight (8) times each calendar year;

4.2 The Research Studies Committee will report to the UWS Research Committee through the submission of reports following each meeting;

4.3 The Committee may establish Expert Advisory Groups or Working Parties for specific purposes;

4.4 Student members will be excluded from the meeting whenever the Committee is processing or reviewing results for named, individual students.

5. Membership

The Research Studies Committee shall consist of the following members:

5.1 Ex Officio

a. Dean of Graduate Studies (Chair)

5.2 Members

a. Two Directors of Higher Degree Research from the UWS Research Institutes, nominated by the Deputy Vice-Chancellor and Vice-President (Research and Development)*;
b. Director of Higher Degree Research from each School;
c. Two senior research-active academics, nominated by the Deputy Vice-Chancellor and Vice-President (Research and Development) in consultation with the Chair, Academic Senate;
d. Two early-career researchers, nominated by the Deputy Vice-Chancellor and Vice-President (Research and Development) in consultation with the Chair, Academic Senate;
e. Chair, Academic Senate, or nominee;
f. A Higher Degree Research Student elected by the higher degree research students of the University.

*To be reviewed in October 2015

The Chair of the Research Committee may appoint a member of the Research Studies Committee as its Deputy Chair.

6. Executive Committee of the Research Studies Committee

6.1 The Executive Committee of the Research Studies Committee determines urgent matters on behalf of the Research Studies Committee, between scheduled meetings of that Committee. All decisions made and actions taken by the Executive Committee are reported to the next meeting of the Research Studies Committee. This includes the approval of the conferring of higher degrees by research, where it is not practicable for the Research Studies Committee to meet;

6.2 Membership is as follows:

a. Dean of Graduate Studies (Chair);
b. One Director of Higher Degree Research from the UWS Research Institutes, nominated by the Deputy Vice-Chancellor and Vice-President (Research and Development);
c. One Director of Higher Degree Research from Schools, nominated by the Deputy Vice-Chancellor and Vice-President (Research and Development);

d. One other member of the Research Studies Committee, nominated by the Dean of Graduate Studies.
e. Deputy Chair (if not one of the above members)