



## **School/Institute Research and Higher Degrees Committees**

### **1. Role**

The School/Institute (“**Unit**”) Research and Higher Degrees Committee of Academic Senate assists Senate by providing advice, quality assurance and enhancement for research and research training and development. The Committee tenders reports to Academic Senate's Research Committee and Research Studies Committee in a format approved by these Committees.

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

The Committee is responsible for assisting the Unit in assuring the quality of its research activities and research training and development and for making recommendations regarding the admission and assessment of higher degree candidates.

The Committee oversees activities associated with research and research training and development of the Unit. It will make recommendations to the Head (Dean/Institute Director) of the Unit concerning the development of the its research strategy plan. This includes the development and monitoring of strategies and performance targets as well as recommendations concerning budget and other forms of support for research areas. The committee will:

- a. Consider and advise on matters referred to it by the Dean/Institute Director; this may include matters that are related to the allocation of resources for research.
- b. As required by the School Academic Committee, or its Executive Committee, provide advice to those Committees about proposals for new and amended higher degree programs and associated subjects;
- c. Regularly review the research profile of the Unit, identify key research areas and research links with external agencies and industry for development in the Unit and provide advice to the Academic Senate Research Committee and Research Studies Committee regarding such development, and to the Deputy Vice-Chancellor & Vice-President, Research, Enterprise & International;
- d. Monitor research performance in the Unit against performance indicators in the University's and the Unit's Academic and Research Management Plans and provide related analysis to the School and to Academic Senate's Research Committee and its Research Studies Committee, and to the Deputy Vice-Chancellor & Vice-President, Research, Enterprise & International.
- e. The committee reviews and provides recommendations for a variety of fellowship and grant applications including but not limited to the following ARC DECRA, Laureate Fellowships, Future Fellowships, Discovery projects etc.



- f. Provides recommendations for Institute memberships (Institutes only).

The Committee oversees activities associated with candidature such as Confirmation of Candidatures, Annual Progress Reports, Approval of examiners and Submitting of theses. The Committee will:

- a) In accordance with the University's rules for Masters (Honours) degrees, and PhD, Professional Doctorate, and other doctoral programs with research components:
- recommend candidates to be admitted to higher degree research programs;
  - recommend candidates who should be awarded stipend scholarships;
  - recommend variations to candidatures for higher degree research programs;
  - appoint supervisory panels for higher degree research programs;
  - approve confirmation of candidature;
  - review annual reports;
  - monitor the operation of academic integration plans, subject to the confidentiality associated with individual plans;
  - appoint examiners;
  - review examiners' reports; and,
  - recommend the awarding of degrees for higher degree research programs other than higher doctorate degrees of Doctor of Letters and Doctor of Science.
- b) Provide advice and make recommendations to the Academic Senate's Research Committee and Research Studies Committee regarding the development of good practice in research and research training and development in the Schools, and other research entities of the School;
- c) Make recommendations to the Research Studies Committee of Academic Senate regarding academic progress of higher degree research candidates, the confirmation of their academic results and their eligibility for awards and prizes;
- d) Provide advice to the Dean/Director in dealing with all matters of conflict between and among HDR students and supervisors.
- e) Approves visiting scholar requests (Institutes Only).
- h) For students undertaking an undergraduate honours thesis, the Committee will:
- recommend examiners for the significant research component, for approval by the Dean (or nominee) of the School
  - provide advice to the Honours Coordinator on resolving discrepancies in examiners marks
  - make recommendations to the Dean (or nominee) on requests for thesis submission extensions



- provide advice to the honours coordinator in dealing with other candidate matters for students completing the thesis component of the award.

### **3. Membership**

Membership is as follows:

- a) The Dean of the School/Institute Director;
- b) The Deputy Dean of the School or equivalent where relevant ;
- c) Associate Dean of Research/Research Director or equivalent;
- d) Associate Dean of Higher Degree Research/HDR Director or equivalent;
- e) Two senior researchers nominated by the Dean/Institute Director in consultation with the Deputy Vice-Chancellor and Vice-President (Research, Enterprise & International);
- f) One Early Career Researcher nominated by the Dean/Institute Director in consultation with the Deputy Vice-Chancellor and Vice-President (Research, Enterprise & International);
- g) One Mid-Career Researcher nominated by the Dean /Institute Director in consultation with the Deputy Vice-Chancellor and Vice-President (Research, Enterprise & International);
- h) The Head of each Research Centre or Group within the School;
- i) One nominated researcher from a Research Centre or Group linked to the School
- j) The School Honours Coordinator (or equivalent);
- k) The elected School member (Level D – E) of Academic Senate;
- l) One higher degree research student, elected by and from the postgraduate by research students of the Unit.
- m) Additional positions for Institutes as required:
  - i. Program Leaders or equivalent;
  - ii. Associate Deans of Research from associated schools
  - iii. Additional researchers nominated by the head of the Unit

The student representative will not participate on items that relate to other research student results and Show Cause matters.

### **4. Chair of Meetings**

The Chair of the Research and Higher Degrees Committee will be the Dean of the School/Director of the Institute, or a nominee from among the membership of the Committee. A Deputy Chair may also be nominated from the membership of the committee. Nominated Chairs who are not ex-officio members will have a two-year term of office.

The Chair of the Committee will invite representatives from external Units as required such as, Office of Research Services or the Graduate research School to attend from time to time.



The Chair may appoint additional voting members from the Unit's Academic staff as required to achieve gender balance.

## **5. Meeting Frequency**

The Committee meets a maximum of six times per year face-to-face and may conduct e-meetings at the discretion of the Chair for urgent items including standard transactional items for consideration and approval.

## **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 10 December 2021.**