**ACADEMIC SENATE**

**SCHOOL/INSTITUTE OF Name of School/Institute**

**RESEARCH AND HIGHER DEGREE COMMITTEE**

The next meeting Meeting number13/XX of the name of committee will be held on date, venue campus and time.

*For apologies and enquiries, telephone (02) XXXXXX, or email xxxxxxx@uws.edu.au*

**AGENDA**

1. **PROCEDURAL MATTERS**

**✰1.1 INTRODUCTION AND APOLOGIES**

The Chair of the Committee, Name of Chair, will chair the meeting.

As at date, apologies have been received from names of those who have given their apology.

**✰1.2 DECLARATIONS OF INTEREST**

Members will be requested to declare any interests, in terms of the Conflict of Interest Policy, they may have in relation to the items on this agenda. This policy is available on the Policy DDS at: <http://policies.uws.edu.au/view.current.php?id=00093> and further information for members regarding declarations of interest is available at <http://www.uws.edu.au/__data/assets/pdf_file/0003/406344/Declarations_of_Interest.pdf>

Members will be reminded that they should also declare any interests that become apparent during a meeting of the committee.

**✰1.3 STARRING OF ITEMS**

Members will be asked which items they wish starred for discussion.

Apart from procedural items, items already starred on the agenda are:

enter starred items

**It is recommended:**

*That the documents for all unstarred agenda items be noted and, except where alternative action is noted as appropriate, all recommendations contained in those items be endorsed.*

**✰1.4 ORDER OF BUSINESS**

If a re-arrangement of the order of business is required.

**1.5 OTHER BUSINESS**

Members are invited to nominate other relevant matters, noting that such items will normally be included on the agenda for a future meeting.

**✰1.6 MINUTES OF THE PREVIOUS MEETING Attachment 1.6**

###### The unconfirmed minutes of the School/Institute Research and Higher Degree Committee meeting held on date are appended.

 **It is recommended:**

*That the School/Institute of name of School/Institute Research and Higher Degree Committee confirms the minutes of the meeting held on date of meeting as an accurate record.*

**✰1.7 ACTION ITEMS FROM PREVIOUS MEETINGS** **Attachment 1.7**

To assist members with monitoring the work of the Committee, the current action sheet (incorporating items arising from previous meetings) is attached.

1. **BUSINESS ARISING**

**2.1 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETING**

1. **GENERAL BUSINESS**
2. **HDR CANDIDATURE MATTERS**

**✰4.1 CANDIDATURE MATTERS REQUIRING DISCUSSION**

**4.2 CANDIDATURE MATTERS REQUIRING DECISION**

**4.3 REPORT OF CANDIDATURE MATTERS DETERMINED BETWEEN MEETINGS**

**It is recommended:**

*That the School of [School name] Research and Higher Degrees Committee notes the decisions made by the HDR Director and School Research and Higher Degrees Committee, in line with their delegations, listed in the table below.*

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| --- | --- | --- | --- | --- | --- |
| **SID** | **SURNAME, First name** | **Degree** | **Matter** | **Delegate** | **Outcome** |
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1. **REPORTS AND RECOMMENDATIONS FROM OTHER COMMITTEES**

**5.1 REPORTS FROM OTHER COMMITTEES**

1. **FOR INFORMATION**
2. **NEXT MEETING**

The next meeting of the School/Institute name Research and Higher Degree Committee will be held on date, venue, campus and time.