**SAMPLE R&HDC WELCOME EMAIL**

Dear xxxxx,

Congratulations on your appointment to the School of xxxxx School Research and Higher Degrees Committee (SR&HDR).

**xxxxx, is the Chair of this committee and I am the Secretary.**

**The next SR&HDR meeting is scheduled for xxxx, at x.xxam in meeting room xxxx, xxxxx, xxxxxx campus.**

The remaining meetings for 2013 are:

  xx xxxx

  xx xxxx

Meetings are usually held on xxxxx starting at x.xxam and are held in meeting room xxx in Building xx, xxxxxx campus. For SR&HDR meetings, we provide the agenda and papers electronically about a week before the meeting. If you have any issues with receiving documents electronically, please just let me know and we will investigate other arrangements. [We also provide tea, coffee and biscuits for the meetings and would appreciate advice regarding any dietary requirements you may have].

The unconfirmed minutes of the last SR&HDR meeting held xx xxxx 2013, are attached.

As you may be aware, the School Research and Higher Degrees Committee operates under Academic Senate, the peak academic governance body in the University, which is a committee of the Board of Trustees. The Senate is supported by a number of specialist committees including Assessment, Education, Research, Research Studies, Academic Planning and Courses Approvals, the School Academic Committees and School Research and Higher Degrees Research Committees.

The SR&HDR Committee is responsible for assisting Schools in assuring the quality of the School's research activities and research training and for making recommendations regarding the admission and assessment of higher degree candidates.

The Senate has a web-site at <http://www.uws.edu.au/about_uws/uws/academic_senate>, which includes some helpful resources and the formal terms of reference and membership of the SR&HDR are available at <http://logincms.uws.edu.au/__data/assets/pdf_file/0010/467209/20130131_School_Research_and_Higher_Degrees_Committees.pdf>

Please do not hesitate to contact me should you need any other information about the SR&HDR or if I can assist in any way. I am sure xxxxx, the Chair of the School of xxxxxx SR&HDR committee, would also be happy to answer any questions.

A very warm welcome to the School of xxxxx School Research and Higher Degrees Committee and I look forward to seeing you at the next meeting.

Best wishes,

xxxxx