**2014 SCHOOL/INSTITUTE R&HDC GOVERNANCE WORKFLOW**

*Schools/Institutes to adapt this template for their own use*

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|  | **Scholarships & Annual Reports** | **Strategic[[1]](#footnote-1) (School/Institute to populate – refer to Terms of Reference)** | **Candidature Matters** |
| **January** |  |  | Candidature Matters are ongoing and should be included in the agenda as required. This includes:   * Admissions * Appointment of examiners * Examiners Reports * Confirmation of Candidature * Determine activities that must be attended by students |
| **February** |  |  |
| **March** |  |  |
| **April** |  |  |
| **May** |  |  |
| **June** |  |  |
| **July** | Review Annual Reports |  |
| **August** | ‘At risk’ student list to APVCR |  |
| **September** | Assess IPRS and recommend to October Research Committee |  |
| **October** |  |  |
| **November** | Assess APA applications (special meeting between 17-28 Nov) and recommend to Research Committee Panel |  |
| **December** |  |  |

**Other items from Terms of Reference to include in your School/Institute Governance Workflow Calendar**

* Regularly review the research profile of the School, identify key research areas and research links with external agencies and industry for development in the School and provide advice to the Academic Senate Research Committee and Research Studies Committee regarding such development, and to the Deputy Vice-Chancellor (Research);
* Monitor research performance in the School against performance indicators in the University's and the School'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 (Research);
* Consider and advise on matters referred to it by the Dean; this may include matters that are related to the allocation of resources for research.
* 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 in the schools, and other research entities of the School;
* 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 units;

1. *Refer to* [*School Research and Higher Degrees Committees Terms of Reference*](http://logincms.uws.edu.au/about_uws/uws/academic_senate/academic_senate_standing_committees) [↑](#footnote-ref-1)