



Institutes Higher Degrees Research Board Terms of Reference

1. Role

The Institutes Higher Degrees Research Board of Academic Senate assists Senate by providing advice, quality assurance and enhancement for research training and development. The Board tenders reports to Academic Senate's Research and Research Training Committee in a format approved by that Committee.

2. Terms of Reference

The Board is responsible for assisting the Institutes in assuring the quality of their research training and development and for making recommendations regarding the admission and assessment of higher degree candidates.

The Board oversees activities associated with research training. It will make recommendations to the Institute Directors and Directors of HDR of each Institute concerning the development of its research training strategy. This includes the development and monitoring of strategies and performance targets. The Board will:

- a. Drive shared strategic initiatives across research, excellence in HDR training, industry partnerships, fostering cross-Institute collaboration and advancing the student experience as a priority;
- b. Consider and advise on matters referred to it by the Research Institutes Council and Directors of HDR of each Institute; this may include matters that are related to the allocation of resources for research training;
- c. As required by the Institutes Academic Board, provide advice about proposals for new and amended higher degree programs and associated subjects;
- d. Regularly review the HDR profile of the Institutes, identify key research areas and links with external agencies and industry for development, and provide advice to the Academic Senate Research and Research Training Committee regarding such development, and to the Pro Vice-Chancellor Research and Innovation, and to the Dean Graduate Research School;
- e. Monitor research performance in each Institute against HDR performance indicators in the University's and the Institute's Plans and provide analysis to the Academic Senate's Research and Research Training Committee, to the Pro Vice-Chancellor Research and Innovation, and to the Dean Graduate Research School;
- f. Review and provide recommendations for HDR scholarship allocations.

The Board oversees activities associated with candidature such as Confirmation of Candidatures, Annual Progress Reports, Approval of examiners, examination outcomes and submitting of theses. The Board will:

- a. In accordance with the University's rules for Masters (Honours) degrees, and PhD, Professional Doctorate, and other doctoral programs with research components:
 - i. approve candidates to be admitted to higher degree research programs;
 - ii. approve candidates who should be awarded stipend scholarships;
 - iii. approve variations to candidatures for higher degree research programs;
 - iv. review appointments of supervisory panels for higher degree research programs;
 - v. review approvals of confirmation of candidature;
 - vi. review annual reports;
 - vii. monitor the operation of academic integration plans, subject to the confidentiality associated with individual plans;
 - viii. review of appointment of examiners;
 - ix. consider and determine outcomes from examiners' reports and,
 - x. approve 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 and Research Training Committee regarding the development of good practice in research training and development in the Schools;
- c. Make recommendations to the Research and Research Training 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 Research Institutes Council and Directors of HDR in dealing with all matters of conflict between and among HDR students and supervisors.
- e. For students undertaking an undergraduate honours thesis, and where relevant, the Board will:
- f. receive reports on selected examiners for the significant research component, for approval by the relevant Director of HDR;
- g. provide advice to the Directors of HDR on resolving discrepancies in examiners marks;
- h. receive reports from the Directors of HDR on approvals for thesis submission extensions;
- i. provide advice to the Directors of HDR in dealing with other candidate matters for students completing the thesis component of the award.

3. Membership

Membership is as follows:

- a. Five Institute Directors of HDR;
- b. Director of Indigenous Research or nominee;
- c. The Dean of Graduate Studies or nominee;
- d. Five Institute Directors of Research;
- e. An Institute Manager – elected
- f. An HDR Senior Administrative Officer - elected
- g. A Level D/E academic from each Institute with expertise in HDR supervision nominated by the Research Institutes Council and in consultation with the Directors of HDR;
- h. An Early or Mid Career Researcher involved in HDR supervision, as nominated by the Research Institutes Council and in consultation with the Directors of HDR;
- i. One to two higher degree research candidates, elected by and from the postgraduate-by-research students of the Institutes.

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

4. Chair of Meetings

The Chair of the Higher Degrees Research Board will be elected from among the membership of the Board. A Deputy Chair may also be nominated from the membership of the Board.

The Chair of the Board will invite representatives from external Units as required such as Faculties, Office of Research Services, the Graduate Research School, and TRTS to attend from time to time.

The Chair may appoint additional voting members from the Institute's Academic staff as required to achieve gender balance and representation of cultural and linguistic, career stage, and discipline diversity.

5. Meeting Frequency

The Board meets a minimum of six times per year, with further 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 Board.

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 5 December 2025.