Graduate Research Committee

Terms of Reference

Purpose and function

The Graduate Research Committee is a sub-committee of the University Research Committee and within the governance structure of Academic Board.

The role of the Committee is to make recommendations to the University Research Committee and the Deputy Vice-Chancellor (Research & Innovation) on the University's Higher Degree by Research (HDR) strategy and profile. This includes matters relating to quality of supervision, admissions, scholarships, candidature, examinations, research environment, transferrable skills training, policy and course review and development.

Terms of Reference

The responsibilities of the Graduate Research Committee are:

1. To promote excellence in the delivery of research training at the University, by

    a. Monitoring the quality of research training and recommending improvements as appropriate,

    b. Monitoring and reporting on HDR related matters including supervision, recruitment, admission and retention, candidature management and progress, examination, infrastructure support, scholarship allocation and management, and student wellbeing and satisfaction,

    c. Monitoring developments and trends in research training nationally and internationally and providing strategic advice to University Research Committee and faculties.

2. To provide advice to the University Research Committee and the Deputy Vice-Chancellor (Research & Innovation) on the University's HDR courses, policies and strategies, including:

    a. the development and revision of HDR policies and procedures;

    b. the development and coordination of programs relating to research education, training and support activities provided within the University;

    c. the development and coordination of programs relating to the professional development of HDR supervisors; and

    d. proposals for, or significant variations to, HDR courses.

3. To consider and make recommendations on other matters referred to it by the University Research Committee, Deputy Vice-Chancellor Research & Innovation or Faculty Committees.

Membership

Members	Method of appointment
Chair: Dean, Graduate Research	*Ex officio*
Deputy Chair	Appointed by the Chair from amongst the members of the Committee
Faculty HDR Conveners or Associate Dean Research with HDR portfolio	*Ex officio*
Associate Director, Graduate Research (1 member)	*Ex officio*
Manager, HDR Support	*Ex officio*
Manager, Policy and Programs	*Ex officio*
Specialist, UC Researcher Development	*Ex officio*
One member who is academic staff in a Research Institute or Research Centre	Appointed by the Chair
One member who is academic staff actively involved in HDR supervision	Nominated by HDR supervisors, following a call for Expressions of Interest
Two members who are enrolled HDR candidates	Nominated by HDR candidates, following a call for Expressions of Interest

Period of office

Committee representatives whose membership is not *ex officio* shall normally serve for a period of two years up to 31 December of the relevant anniversary year and shall be eligible for reappointment.

Quorum

A quorum consists of at least half the voting members (50%) which must include at least three HDR Convenor or Associate Dean Research (HDR) members. A quorum must be present for a decision or endorsement to be made.

Secretariat arrangements

The Secretary will be appointed from within Graduate Research.

The Secretary will maintain minutes of Committee meetings and a record of reports and associated material as part of the official University records.

Links

Liaison with:

- University Research Committee, via the Chair

- University Education Committee, via Chair

- University Admissions Committee, via the Chair

- Faculty Committees, via the HDR Conveners or Associate Dean Research with HDR portfolio

- Faculty Board or Management Group, via HDR Conveners or Associate Dean Research with HDR portfolio

- Implementation agencies via the Secretary

DOCUMENT CONTROL

VERSION	DATE	AUTHOR	RATIONALE
0.1	14/01/2022	C Venning	Approved Charter
0.2			