

School Research and Higher Degrees Committees

Approved at meeting of Academic Senate 26 October 2012, with minor amendments approved 31 January 2013.

Role

The School Research and Higher Degrees Committee of Academic Senate tenders reports to Academic Senate's Research Committee and Research Studies Committee, as required and as relevant.

Terms of Reference

The Committee meets a minimum of six times per year face-to-face and may conduct other face-to-face or technology mediated meetings at the discretion of the Chair. It is anticipated that Schools with large HDR student loads may need to meet more frequently.

The Committee is responsible for assisting the School 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 Committee will make recommendations to the Dean of the School concerning the development of the School's three- or five-year research strategy including plans and performance targets and will play a role in monitoring the performance against milestones annually and making recommendations concerning budget and other support for research areas.

The Committee oversees activities associated with candidature such as Confirmation of Candidatures, Annual Progress Reports, examiners and submitting of theses.

The Committee will:

- 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.
- In accordance with the University's rules for Masters (Honours) degrees, and PhD, Professional Doctorate, and other doctoral programs with research components:
 - recommend candidates to be admitted to higher degree research programs;
 - recommend candidates who should be awarded stipend scholarships;
 - recommend variations to candidatures for higher degree research programs;
 - appoint supervisory panels for higher degree research programs;
 - approve confirmation of candidature;
 - review annual reports;
 - appoint examiners;

- review examiners' reports; and,
 - recommend the awarding of degrees for higher degree research programs other than higher doctorate degrees of Doctor of Letters and Doctor of Science.
- 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;
 - 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);
 - Make recommendations to the Research Studies 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;
 - Provide advice to the Dean in dealing with all matters of conflict between and among HDR students and supervisors;

Membership

Membership is as follows:

- a. The Dean of the School;
- b. The School HDR Director;
- c. Two senior researchers nominated by the Dean in consultation with the Deputy Vice-Chancellor (Research);
- d. Two other researchers nominated by the Dean in consultation with the Deputy Vice-Chancellor (Research), including at least one early-career researcher;
- e. The Head of each Research Centre or Group within the School;
- f. One Associate Pro Vice-Chancellor (Research), nominated by the Deputy Vice-Chancellor (Research);
- g. School Honours Coordinator (or equivalent);
- h. One higher degree research candidate.

The Chair of the School Research and Higher Degrees Committee will be the Dean of the School, or a nominee chosen by the Dean from among the membership of the Committee. The Dean of the School may appoint a Deputy Chair from the membership of the committee.

The Chair of the Committee will invite representatives from external units such as Innovation and Consulting, Office of Research Services and the eResearch Team to attend from time to time to ensure good communication.