

Higher Degrees Committee (Research)

La Trobe University
Academic Board
Research and Graduate Studies Committee
HIGHER DEGREES COMMITTEE (RESEARCH)

The Committee was established in April 1991 as a sub-committee of the Research and Graduate Studies Committee and replaced the Doctor of Philosophy Committee and Masters Degrees Committee (Research). (Academic Board minute 265.3.1) The Composition of the Committee was amended by the Research and Graduate Studies Committee at its meeting on 15 October 1993 and endorsed by the Academic Board at its meeting on 9 March 1994.

Composition

- A Chairperson appointed by the Academic Board
- B One member (and one alternative member) from each Faculty, nominated by the Faculty Board
- C One higher degree by research candidate

Membership

(Nominations and terms of office are subject to approval of the RGSC before the incumbent may assume the position.)

- A Dr B James (Acting Chair) 1.7.2007 – TBA
- B Dr A Bendrups (Deputy Chair) (Health Sciences) 19.02.08 – 18.02.10
(alt. Dr T Bach)
- B Dr M Robertson (Education) 31.05.08 – 31.5.10 (alt. Dr R Lewis)
- B Dr S Martin (Humanities & Social Sciences) 19.02.08 – 18.02.10
(alt: Dr D Tacey)
- B Dr A Peele (Science, Technology & Engineering) 1.2.2005 – TBA
(alt: Dr B James)
- B Professor P Murphy (Law & Management) 31.3.06 – 1.4.08
(alt. Dr P Frappell 1.4.07 – 31.3.09)
- C Vacant (LUPA)

Membership on the HDC(R) shall be reviewed annually in June by the RGSC. (Fifty percent of the membership shall be appointed for a one year term in the first instance in order that there shall be no more than a 50% change of members in the second year. Membership, thereafter, shall be for two year terms, unless otherwise recommended by the Faculty Boards and approved by the RGSC.)

Terms of reference

- (a) Review and to admit candidates to higher degree by research programmes (Doctoral and Masters Degrees) and monitor their progress;
- (b) Provide advice and recommendations to the Research and Graduate Studies Committee on all matters of policy regarding the administration of these degrees, including the monitoring of enrolled candidates and their examination;
- (c) Review and provide advice to the Research and Graduate Studies Committee on proposals for the establishment of professional doctorates;

- (d) Make recommendations to the Research and Graduate Studies Committee on legislation relating to higher degrees by research and to advise the RGSC on all policy matters relating to postgraduate students, as required;
- (e) Recommend to the Academic Board the award of higher degrees by research.

Reporting

The HDC (R) shall report on a regular basis on matters relating to policy to the Research and Graduate Studies Committee, and report directly to the Academic Board on the award of higher degrees by research.

The HDC(R) shall provide an annual report to the May meeting of the RGSC on the following matters:

1. summary statistics by School and Faculty on the number of applications for admission to Higher Degree by research candidature, including the number of new and continuing enrolments at the March and August DEET census dates, compared with the previous two years;
2. summary statistics by School and Faculty on the number and type of variations to higher degree by research candidature, including suspensions and transfers to PhD level, compared with the previous two years;
3. summary statistics by School and Faculty on the number of higher degree by research theses submitted for examination in the previous calendar year, compared with the previous two years;
4. summary statistics by School and Faculty of higher degree by research completion rates, i.e. the number of candidates who were awarded a higher degree by research in the previous calendar year, compared with the previous two years;
5. summary statistics of number and title of the Australian Bureau of Statistics Field of Research Categories, identified by the number of enrolled candidates by School and Faculty, compared with the previous two years;
6. summary statistics by School and Faculty on the number and result of applications for Australian Postgraduate Awards (With Stipend) and La Trobe University Postgraduate Scholarships for the current year, compared with the previous two years;
7. a report on the result of the allocation of Australian Postgraduate Awards (Without Stipend), including any appeals;
8. a summary of the previous year's review of the academic progress of higher degree by research candidates;
9. a review of and report on the activities of the Working Party on Academic Supervision and the Working Party on Non-Academic Aspects of Postgraduate Supervision;
10. a review of and report on the quality assurance mechanisms affecting higher degrees supervision and the administration of postgraduate awards/ scholarships in the light of the Research and Graduate Studies Office Mission Statement and Quality Assurance Document (to be reviewed annually by the RGSC);

11. a review of policy and procedural matters affecting higher degree candidature and postgraduate scholarships;
12. a review of and report on any other higher degree by research matters, as appropriate.

Secretariat to the HDC(R) and its Working Parties: Ms Colleen Cocks, RGSO

Updated 08/08/08