

**BOARD OF GRADUATE RESEARCH**
**Establishment**

The Committee was established by Academic Board in November 2014 (*min. ref. 477.3.4, AB14/163(M)*) as a sub-committee of Research and Graduate Studies Committee. It replaced the Higher Degree Committee (Research) and the Higher Doctorates Committee.

**Membership**

<b>Composition</b>	<b>Member</b>	<b>Appointment status</b>
<b>A</b> Pro Vice-Chancellor (Graduate and Global Research (Chair))	Professor Chris Pakes	Ex-Officio
<b>B</b> Associate Provost (Research and Industry Engagement) (ASSC)	Professor Lawrie Zion	Ex-Officio
<b>B</b> Associate Provost (Research and Industry Engagement) (SHE)	Professor Andrew Hill	Ex-Officio
<b>C</b> Director of Graduate Research Coordinator (ASSC)	Dr Nicola Stern	Nominated by College PVC for 2-year term
<b>C</b> Director of Graduate Research Coordinator (ASSC)	<b>Vacant</b>	Nominated by College PVC for 2-year term
<b>C</b> Director of Graduate Research Coordinator (SHE)	Associate Professor Marcel Jackson	Nominated by College PVC for 2-year term
<b>C</b> Director of Graduate Research Coordinator (SHE)	Associate Professor Narelle Brack	Nominated by College PVC for 2-year term
<b>D</b> Academic Research Leader (SHE)	Associate Professor Jodi Oakman	Nominated by Academic Board for 2-year term
<b>D</b> Academic Research Leader (ASSC)	Professor Helen Lee	Nominated by Academic Board for 2-year term
<b>E</b> Academic Coursework Leader (SHE)	Professor Jenni Oates	Nominated by Academic Board for 2-year term
<b>E</b> Academic Coursework Leader (ASSC)	Professor Zahirul Hoque	Nominated by Academic Board for 2-year term
<b>F</b> Manager, GRS Research and Education Development Team	Dr Jeanette Fyffe	Ex-Officio
<b>G</b> One higher degree by research candidate (ASSC)	Mr Joshua Butler	Elected for 2-year term
<b>G</b> One higher degree by research candidate (SHE)	Ms Shauni Omond	Elected for 2-year term

<b>H</b> Assistant Dean of Graduate Studies	Associate Professor Adam Mechler	Ex-Officio
<b>I</b> Senior Manager, Graduate Research School	Vacant	Ex-Officio
<b>In attendance</b>		<b>Appointment status</b>
<b>A</b> Senior Governance and Policy Coordinator	Ms Yetunde Daramola	In attendance

## **Role / Terms of reference**

### **Terms of reference**

#### **Strategy**

1. Provide advice with regard to the University's strategic objectives and targets for research training.

#### **Resources, candidature and awards**

2. Monitor and make recommendations regarding levels of financial support and resources for graduate research candidates.
3. Oversee and approve the allocation of scholarship resources for graduate research candidates, ensuring alignment with the University's broader research strategy.
4. Oversee recruitment strategies for graduate research courses.
5. Review applications and admit candidates to higher degree by research courses (Doctoral and Master's by research degrees).
6. Monitor the progress, candidature, and examination and completion outcomes of candidates enrolled in higher degree by research courses.
7. Recommend to the Academic Board the award of higher degrees by research. to qualified candidates

#### **Policy and compliance**

8. Provide advice and recommendations to the Research and Graduate Studies Committee (RGSC) on matters of administration, policy and legislation relating to higher degrees by research and research training.
9. Provide reports to the Academic Quality Committee and any other persons or committees as required from time to time on matters of policy, quality assurance and compliance.
10. Monitor and make recommendations regarding measures to maintain or improve to reach high standards in graduate research students' experience.

#### **Courses**

11. Review and provide advice to the Academic Board on proposals for the establishment, amendment or closure of all higher degrees by research, including entry requirements and pathways.
12. Provide advice and direction to the Graduate Research School, Colleges and divisions for the improvement of administrative procedures relating to higher degree by research courses.

#### **Research training and partnerships**

13. Oversee the development of new research education and training programs and other opportunities for enhancement of the University's research training activities.
14. Oversee the development of new, and the review of existing, external partnerships relating to research training.
15. Monitor and make recommendations to support improvement in graduate researcher post-degree employment outcomes.

#### **Supervision**

16. Oversee and monitor the University's graduate research supervisor register.
17. Review and approve nominations for individuals to register on the University's graduate research supervisor register.

18. Oversee the establishment of a Supervision Assessment Committee (SAC) as required, including the review and approval of recommendations made by the SAC.
19. Provide strategic advice to key stakeholders in the development of supervisor capacity and supervision standards.

#### **Research integrity**

20. Oversee the management of research misconduct allegations made against higher degree candidates undertaking research. The management of individual cases will normally be managed by the Chair or his nominee.

#### **General**

21. Review annually the performance of the committee against its targets and goals.
22. Conduct such other business related to the Graduate Research School as the Chair, Board of Graduate Research sees fit.
23. Additional members with specific expertise may be co-opted as required.

#### **Reporting**

The Board of Graduate Research shall report on a regular basis on matters relating to policy to the RGSC, and report directly to the Academic Board on the award of higher degrees by research.

The Board of Graduate Research shall provide an annual report to the August meeting of the RGSC on the following matters:

1. Number of Scholarship Applications.
2. Number Scholarships Awarded by College.
3. HDR Student load of Commencing and Continuing Students Compared with the Previous Two Years.
4. Summary of Number and Average Time to Completion, and summary data on withdrawals and completions by commencing year.
5. Summary of Examination of Theses Outcomes.
6. Summary of outcomes of Research Progress Panel reports, students' progress.
7. Supervisors' equivalent student load.
8. A review of policy and procedural matters affecting higher degree candidature and graduate research scholarships.
9. A review of research education and development training programs.
10. A review of and report on any other higher degree by research matters, as appropriate.

#### **Quorum**

A third of the membership.

#### **Frequency of meetings**

Approximately eight times per year. The December meeting will be a special meeting of the Board for scholarship ranking.

#### **List of any sub-committees**

None.

#### **Secretariat**

GRS Senior Governance and Policy Coordinator

**Contact person and phone/email**

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Ms Yetunde Daramola, Senior Policy and Governance Coordinator

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Approved: