

La Trobe University  
 Academic Board  
**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> Dean of Graduate Studies (Chair)	Professor Chris Pakes	Ex-Officio
<b>B</b> Associate Pro-Vice Chancellor Research (ASSC)	Professor Susan Martin	Ex-Officio
<b>B</b> Associate Pro-Vice Chancellor Research (SHE)	Associate Professor Miranda Rose	Ex-Officio
<b>C</b> School Graduate Research Coordinator (ASSC)	Dr Nicola Stern	Nominated by College PVC for 2 year term
<b>C</b> School Graduate Research Coordinator (ASSC)	Dr Jillian Cavanagh	Nominated by College PVC for 2 year term
<b>C</b> School Graduate Research Coordinator (SHE)	Associate Professor Adam Mechler	Nominated by College PVC for 2 year term
<b>C</b> School Graduate Research Coordinator (SHE)	Associate Professor Jennifer Oates	Nominated by College PVC for 2 year term
<b>D</b> Academic Research Leader	Professor Jim Whelan	Appointed by DVCR for 2 year term
<b>D</b> Academic Research Leader	Associate Professor Colin Smith	Appointed by DVCR for 2 year term
<b>D</b> Academic Research Leader	Associate Professor Emiko Kashima	Appointed by DVCR for 2 year term
<b>E</b> Manager, GRS Research and Education Development Team	Dr Jeanette Fyffe	Ex-Officio
<b>F</b> One higher degree by research candidate at doctoral level (ASSC)	Ms Anne Brouwer	Elected for 2 year term (commenced May 2016)
<b>F</b> One higher degree by research candidate at doctoral level (SHE)	Mrs Charles Gray	Elected for 2 year term (commenced July 2017)
<b>G</b> Manager, Graduate Research School	Dr Clare McCausland	Ex-Officio
<b>In attendance</b>	<b>Member</b>	<b>Appointment status</b>
<b>A</b> Senior Governance and Policy Coordinator		In attendance

## **Role / Terms of reference**

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### **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 for 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 relating to 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 of candidates enrolled in higher degree by research courses.
7. Recommend to the Academic Board the award of higher degrees by research

#### **Policy and compliance**

8. Provide advice and recommendations to 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.

#### **Courses**

10. Review and provide advice to the RGSC on proposals for the establishment, amendment or closure of all higher degrees by research.
11. Provide advice and direction to the Graduate Research School, Colleges and Student Services for the improvement of administrative procedures relating to higher degree by research courses.

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

12. Oversee the development of new research education and training programs and other opportunities for enhancement of the University's research training.
13. Oversee the development of new and the review of existing external partnerships relating to research training.

#### **Supervision**

14. Review and approve requirements for and changes to the University's supervisor register. Provide strategic advice to key stakeholders in the development of supervisor capacity and supervision standards.

#### **Research integrity**

15. Oversee the management of research misconduct allegations made against higher degree students undertaking research. The handling of individual cases will be delegated to the Chair.

#### **General**

16. Conduct such other business related to the Graduate Research School as the Chair, Board of Graduate Research sees fit.

## **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 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 Policy and Governance Coordinator

## **Contact person and phone / email**

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Approved: 4 December 2016