

Research Degree Subcommittee Terms of Reference

Section 1 - Establishment

Background

(1) The Academic Senate has established the Research Degree Subcommittee (the Committee). These Terms of Reference set out the Committee's purpose, authority, membership, function and responsibilities.

(2) The procedures for the Committee are set out in the [Academic Senate and Academic Senate Committees Procedure](#).

Purpose

(3) The purpose of the Committee is to identify and promote best practice in Graduate Research degrees, including thesis examination processes and adherence to University policies and procedures. The Committee provides advice and recommendations regarding the process, quality, and outcome of Graduate Research degrees and theses submitted for examination in accordance with policies of Academic Senate relating to the Graduate Research examination processes.

Authority

(4) Any authorisations provided by Academic Senate to this Committee are documented in Section 3, Functions and Responsibilities.

Section 2 - Membership

(5) The Committee will have:

- a. a Chair of the Committee, appointed by the Chair, Academic Senate; and
- b. a Deputy Chair, appointed by the Chair of the Committee from the membership of the Committee for a term commensurate with their membership of the Committee.

(6) In accordance with the [Academic Senate and Academic Senate Committees Procedure](#), the Committee will comprise the following ex-officio members:

- a. the Pro Vice-Chancellor, Graduate Research (ex-officio); and
- b. the Associate Deans, Research Training and Performance from each Faculty (ex-officio).

(7) The Committee will also comprise non ex-officio members appointed by the Chair, Academic Senate, including:

- a. a member nominated by the Faculty Board of each Faculty who is an active Graduate Research supervisor.

(8) The Chair of the Committee may recommend the co-option of up to two (2) appropriately skilled individuals to the membership of the Committee for a specified term, to be approved by the Chair, Academic Senate. The Chair of the Committee may also invite individuals with specialist knowledge and expertise to attend Committee meetings as

required.

(9) The term of office for members appointed under clause 8 will be two years.

(10) Where a casual vacancy occurs during the term of membership of an appointed member under clause 8, a new nomination will be sought from the relevant Faculty Board, for appointment by the Chair, Academic Senate.

(11) The Chair, Academic Senate may attend meetings of the Committee and will have all rights and duties of a member.

(12) The Chair, Academic Senate may renew any non ex-officio member's term of appointment (excluding members co-opted by the Chair of the Committee).

Section 3 - Functions and Responsibilities

(13) The Committee is responsible and accountable to the Academic Senate for the exercise of its responsibilities.

(14) The Committee is a subcommittee of the Academic Senate Research Committee and will provide a report of each meeting of the Committee to the following meeting of the Academic Senate Research Committee.

(15) The Committee will advise the Academic Senate Research Committee of the Academic Senate on:

- a. policies and procedures governing Graduate Research examinations and their effectiveness;
- b. the University's rules regarding the examination of Graduate Research theses;
- c. identification of the need for new, and review of existing, University policies governing Graduate Research assessment and examinations and advise on required action(s) and/or content amendments;
- d. the monitoring of academic progress requirements and assessment for Graduate Research degrees; and
- e. the monitoring of the quality of Graduate Research assessment and examinations, training, including performance against institutional benchmarks.

(16) The Committee will undertake the following in relation to Graduate Research (PhD, MPhil, MRes) thesis preparation, submission, and examination:

- a. approve the nomination and appointment of examiners for Graduate Research thesis examinations and report such appointments to the Academic Senate Research Committee;
- b. receive and evaluate examiners and supervisory panel reports and where necessary, approve correction reports; and
- c. recommend that the requirements for a Graduate Research degree have been met to the Academic Senate Research Committee for approval.

(17) The Committee will make recommendations on the award of the Vice-Chancellor's Commendation for Graduate Research theses to the Academic Senate Research Committee for approval.

(18) The Committee will receive advice from the faculties of the recipients of the award of the Executive Dean's Commendation for Academic Excellence in the Master of Research.

(19) The Committee may receive disputes or unforeseen events arising from the thesis preparation, submission and examination process and will refer these as appropriate, with notification to Academic Senate Research Committee.

(20) Academic Senate has granted the Committee the following authorisation:

- a. to approve the appointment of examiners, in accordance with the [Graduate Research Thesis Preparation, Submission and Examination Procedure](#).

Section 4 - Meetings

- (21) The Committee shall meet at least ten times in each year and whenever summoned by the Chair.
- (22) The quorum shall be at least half the membership of the Committee plus one.
- (23) Refer to the [Academic Senate and Academic Senate Committees Procedure](#) for meeting requirements and protocols.

Section 5 - Variations

- (24) Variations to this Terms of Reference must be approved by the Academic Senate.

Section 6 - Definitions

- (25) For the purpose of this document:
 - a. Committee - means the Research Degree Subcommittee of the Academic Senate Research Committee.

Status and Details

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