

RESEARCH TRAINING SUB-COMMITTEE TERMS OF REFERENCE



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

A Sub-Committee of Research Committee

1. Establishment

- 1.1 The Research Training Sub-Committee was established by Academic Senate on 29 November 2005 as a sub-committee of the Research Committee.

2. Purpose and Functions

2.1 Purpose

The purpose of the Research Training Sub-Committee is to:

- 2.1.1 Advise the Research Committee and the Dean of Graduate Research on strategy, policy, planning, quality assurance and other matters concerning Higher Degree by Research (HDR) candidate management;
- 2.1.2 Advise the Research Committee and the Dean of Graduate Research on matters relating to HDR scholarships; and
- 2.1.3 Advise the Research Committee on existing, new or revised HDR programs as required.

2.2 Functions

The functions of the Research Training Sub-Committee are to:

- 2.2.1 Exercise the responsibilities and authorities vested in this Committee and its Chair by Council, Academic Senate and relevant University policies;
- 2.2.2 Advise the Research Committee on the development and endorsement of University research training policies, procedures and practices;
- 2.2.3 Provide advice on research training matters as requested by the Research Committee, the Dean of Graduate Research or the Deputy Vice-Chancellor (Research and Innovation).

2.3 Meetings

2.3.1 The Research Training Sub-Committee will meet a minimum of six (6) times each calendar year; and

2.3.2 Standing Orders of the Academic Senate will apply.

3. Reporting

3.1 The Research Training Sub-Committee is required to report to the Research Committee in accordance with Section 2.2 Functions as listed in this Terms of Reference and any annual cycle of business requirements.

4. Membership

The Research Training Sub-Committee shall consist of the following members:

4.1 Ex Officio

4.1.1 Dean of Graduate Research (Chair).

4.1.2 Assistant Dean (Research Training) or Pro-Vice Chancellor delegates from each of the Colleges.

4.1.3 One senior academic from the Wollotuka Institute with expertise in graduate research, nominated by the Deputy Vice-Chancellor (Academic).

4.2 Other Members

4.2.1 A Higher Degree by Research candidate enrolled at the University of Newcastle, appointed by the Chair, for a period of two years, after a call for expressions of interest from the University's HDR candidates.

4.2.2 The Chair may invite additional members or delegates as required.

4.3 Quorum

The quorum for meetings of the Research Training Sub-Committee shall be at least one half of total members.

5. Subsidiary Bodies

5.1 Working parties

The Research Training Sub-Committee may establish working parties in respect of specific issues to assist it to meet its obligations.

5.1.1 The Sub-Committee must establish and approve Terms of Reference for any working parties as required to facilitate the work of Research Training Sub-Committee ensuring that the Terms of Reference are consistent with the policies of Academic Senate.

5.2 Reporting

5.2.1 Such subsidiary bodies will report to the Research Training Sub-Committee. The report will provide advice, make recommendations and notify the Committee of action taken under appropriate delegated authority.

6. Authorities (Delegations)

6.1 As per the authority vested in this Sub-Committee and its Chair by Council, Academic Senate and relevant University policies.

6.2 On behalf of the Research Training Sub-Committee, the Chair is authorised to approve urgent business which must be conducted between scheduled meetings of the Committee.

6.3 The Chair will notify the Research Training Sub-Committee of any action taken under delegated authority between meetings, at the next meeting of the Research Training Sub-Committee and where appropriate, Research Committee.

7. Contact

Research Training Sub-Committee Secretary, Graduate Research.

8. Essential Supporting Documents

Governance Rule

Academic Senate Handbook

Standing Orders of the Academic Senate

Research Committee Terms of Reference

Rules Governing Higher Doctoral Degrees (000889)

Rules Governing Research Higher Degrees (000830)

Rules Governing Professional Doctorates (000580)

Universities and their students: Principles for the Provision of Education by Australian Universities: AVCC August 2005

9. Related Documents

University of Newcastle Act 1989 (NSW)

University of Newcastle By-Law 2017 (NSW)

Document History and Authority

Date Approved 2 April 2019

Approval Authority Academic Senate

Date	Approved By	Amendment
24 June 2022	Academic Senate	Amendment for removal of Interim Constitution of Academic Senate Rule and inclusion of Governance Rule. Quorum numbers defined. Document History and Authority updated for all amendments.
15 June 2022	Research Committee	Amendment to add Prov-Vice Chancellor to section 4.1.2 and removal of Faculties wording replaced with Colleges.
2 April 2019	Research Committee	The Terms of Reference for the Sub-Committee were amended and approved by Research Committee on 2 April 2019.
