

# RESEARCH TRAINING SUB-COMMITTEE TERMS OF REFERENCE

## 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.
- 1.2 The Terms of Reference for the Sub-Committee were amended and approved by Research Committee on 2 April 2019.

### 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 delegates from each of the Faculties.
- 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**

In accordance with the Academic Standing Orders, 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, UON Graduate Research.

**8. Essential Supporting Documents**

Constitution of the Academic Senate (000402)

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)

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The following data will be entered after the document is approved.

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