

UNIVERSITY OF MELBOURNE

Research Higher Degrees Committee

A committee of the Academic Board

Composition and Terms of Reference

1. Membership

President of the Academic Board or nominee

Pro Vice-Chancellor, Graduate Research

A Chairperson appointed by the Academic Board

Six members of the academic staff, who are active in research and supervision of higher degree candidates, elected by the Academic Board (3 year term)

Up to six members who are active in research and supervision of higher degree candidates to be appointed annually by the President of the Board in consultation with the Chair having regard to gender balance and disciplinary expertise of the membership.

Two nominees of the President of the Graduate Students Association (GSA) both of whom must be enrolled in a research higher degree

Academic Secretary or nominee

Research Higher Degree Candidature Manager

Director of the Centre for the Study of Higher Education or nominee

Two representatives from Associate Deans, Research Training, one from STEM and one from HASS disciplines, nominated by the Chair in consultation with the President.

Two Deputy Chairpersons appointed by the President, from the committee membership, in consultation with the Chairperson. One Deputy Chairperson will chair the Research Higher Degree Scholarships Sub-committee.

Up to three members appointed by the Committee for the duration of a particular inquiry or project.

Up to two additional members, not being members of the Academic Board, nominated annually by the President of the Academic Board having regard to gender balance and disciplinary expertise of the membership.

2. Chairperson

Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. Academic Board must also appoint two Deputy Chairpersons, in consultation with the Chairperson, one of whom will chair the committee's scholarships sub-committee.

3. Quorum

A quorum for the committee is 3 or 20% of the current membership, whichever is greater. A meeting may only proceed where there are at least two academic staff members present.

4. Terms of Reference

- 4.1 To advise the Academic Board on all matters of policy relating to research higher degrees including the degrees of Doctor of Philosophy, Master of Philosophy, higher doctorates and other research higher degrees comprising research and coursework.
- 4.2 In accordance with Statute 11.1, Academic Board policies, procedures, guidelines and principles, the committee shall review and, as appropriate, make recommendations to the Board on all proposed new courses, discontinuation and/or suspension of research programs.
- 4.3 In relation to coursework components of research higher degrees:
 - provide policy advice to the Academic Programs Committee (APC) on the research components of coursework higher degrees on matters including research supervision, the appointment of examiners, and, the content and assessment of the research component; and

- receive advice from the Chair of the APC in regard to consideration of the details of coursework requirements of research higher degrees and professional doctorates; and
- 4.4 To regularly monitor research programs to ensure consistency and compliance with University statutes, regulations, policies and procedures and, where appropriate, make recommendations to the Academic Board.
 - 4.5 To monitor the progress of the Doctor of Philosophy (PhD) programs.
 - 4.6 The Committee will monitor delegations to faculties to ensure that they are regularly reviewing the appropriateness of existing research programs and the delegated responsibility for approving minor program changes.
 - 4.7 The Committee, on its own initiative or on referral from the Board, shall determine criteria to be used by faculties in the development of proposals for new research degrees and programs.
 - 4.8 On receipt of annual reports from faculties, advise the Board on matters affecting candidature and examination, including approval of admissions to candidature, confirmation of candidature, variations in conditions of candidature, and the appointment of examiners
 - 4.9 To have oversight of and input into any tools used for monitoring of candidature progress.
 - 4.10 To advise and make recommendations concerning the selection of students into research programs including but not limited to:
 - policies, procedures and guidelines;
 - entry requirements;
 - pathways to research programs;
 - English language standards, and
 - Oversight and input into any tools used for the purpose of selection.
 - 4.11 To advise and make recommendations concerning research scholarships, student awards and prizes, including but not limited to
 - policies, procedures and guidelines;
 - proposals for new or revised scholarships, awards and prizes;
 - selection of candidates for scholarships, awards and prizes;
 - the academic progress of recipients of research scholarships; and
 - Oversight and input into any tools used for the purpose of selection and award of students.
 - 4.12 To monitor the distribution of APA and other RHD stipends in faculties and receive annual reports on the equity and transparency of the selection process of distribution of APAs and other stipends.
 - 4.13 To receive and make recommendations to the Board on reports from the RHD Scholarships Sub-committee.
 - 4.14 To review the citations for PhD candidates to be presented at the graduation ceremonies.
 - 4.15 From time to time to make recommendations which might amend these terms of reference or provide for specification of delegated authorities or provisions by which the Committee might regulate its own affairs.

5. Reporting

The Research Higher Degrees Committee will report to the next meeting of the Academic Board after each committee meeting.

6. Secretariat

University Services will provide secretariat support to the committee.

RHD Scholarships Sub-Committee

1. Membership

Five academic staff members of RHDC appointed annually by the President of the Board in consultation with the Chair of RHDC, the majority of whom will be members of the Board.

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A chairperson appointed by the President, who will be a deputy chair of the RHDC.

Up to three members appointed by the chair in consultation with the chair of RHDC for the duration of a particular inquiry or project.

Manager of Scholarships, Fees and Bursaries, or nominee

2. Chairperson

The President will appoint a chair, who will be a deputy chair of the RHDC, who will hold office for a period of up to two years. A person so appointed will be eligible for re-appointment.

3. Quorum

A quorum for the committee is 3 or 20% of the current membership, whichever is greater.

4. Terms of Reference:

- 4.1 To monitor the distribution of APAs and RHD stipends in faculties and receive annual reports on the equity and transparency of the selection process of APA distribution from RHDC members;
- 4.2 To provide advice on the design and maintenance of any tools necessary for selection into and award of RHD scholarships and stipends
- 4.3 To be responsible for overseeing procedures in faculties and to provide reports to RHDC. In this matter each member of the sub-committee will be assigned to one faculty, other than their own faculty.
- 4.4 To:
 - Score and make recommendations on the award of the Faye Marles Scholarship and Human Rights Scholarships and the Harbison-Higinbotham Research Scholarship
 - Make recommendations on the award of Rae & Edith Bennett Travelling Scholarship
 - Make recommendations on the awarding and distribution of funds related to the Melbourne Abroad Travel Scholarship (MATS) and Overseas Research Experience Scholarship (ORES) following their ranking and scoring by faculties
 - Make recommendations on prestigious scholarships, as required
- 4.5 To provide advice on, score and award/oversee or make recommendations on any other graduate research scholarships as required including:
 - The W.E.J. Craig Travelling Scholarship
 - Sir Arthur Sims Travelling Scholarship

5. Reporting

The Research Higher Degrees Scholarships Sub-committee will report to the next meeting of the Research Higher Degrees Committee after each sub-committee meeting.

6. Secretariat

University Services will provide secretariat support to the committee

Academic Board approval, meeting dates : A.B. 27/8/98, 17/12/98, 24/6/99, 28/3/02, 12/12/02, 24/3/05, 23/3/06, 22/3/07, 01/02/08, 25/09/2008, 27/02/2014, 16/10/2014