

Position description	
Position title:	HDR Student member – Research Committee
Classification:	Volunteer
Time commitment:	Up to 3 hours per meeting (1.5-hour meeting plus reading, preparation)
Term of office:	12-month elected term (<i>or as otherwise stated</i>)
Further information from:	Governance and Policy Team Email: academic.secretariat@federation.edu.au

Portfolio overview

The Research Committee is a standing committee of Academic Board established to monitor academic leadership at an institutional level in accordance with the [Federation University Australia Statute 2021](#), requirements of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and other regulatory standards.

The Committee provides strategic advice to Academic Board on the quality of research and research training within the University, assures sustainable, high research standards, supports the strategic directions of the University with regards to research, research training and innovation. In addition, the Committee reviews and monitors research related policy and procedures and ensures compliance with relevant legislation and regulatory requirements.

For more information regarding the role and responsibilities of the Research Committee, please refer to the [University website](#).

Position summary

The higher degrees by research (HDR) student member holds an elected position on the Research Committee.

The successful student elected to this position will carry out the role for a 12-month term. Meetings are conducted online, eliminating any travel requirements.

Eligibility

In accordance with [the Research Committee Charter](#), this position is open to any students studying at a Federation University campus or online enrolled at a fraction of 0.5 FTSL or more.

Members are appointed via an election process conducted in accordance with the [Federation University Australia \(Operations\) Regulations 2022 \(Division 3\)](#).

Key responsibilities

1. Maintain a minimum attendance of 75% of meetings of the Research Committee across the calendar year. Meetings are conducted online and usually on a Tuesday from 1-2:30pm.
2. Advocate for students on issues related to academic governance of university projects and processes.
3. Prepare for meetings by reading agenda papers and being prepared to contribute to discussions.
4. Provide a written report to meetings as required, outlining key activities and/or issues

relevant to the governance responsibilities of the Research Committee as prescribed in its Charter.

5. Undertake the responsibilities of the position adhering to:
 - the [Student Code of Conduct](#), [Child Safe Procedure](#), and [Managing Conflicts of Interest Procedure](#);
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Benefits

1. Invaluable governance experience of the University.
2. Develop and enhance leadership and communication skills
3. Opportunities to increase networks through engagement with both staff and students
4. Professional development opportunities
5. Demonstrated committee experience to include in a CV/resume.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For over 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the [2021-2025 University Strategic Plan](#) and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

Effective date: August 2025