

Research Higher Degrees Committee

The Research Higher Degrees Committee (RHDC) is a committee of the University's Academic Board.

Terms of Reference

1. Purpose

RHDC addresses quality and compliance in all aspects of research higher degree engagement.

2. Responsibilities

- a) Provide advice and recommendations to the Academic Board on the admission and enrolment of applicants to research higher degrees, appointment of supervisors, student progress, examination processes, and the awarding of degrees.
- b) Provide advice to the Deputy Vice-Chancellor (Research and Innovation) on the award of higher degree scholarships.
- c) Recommend to the Academic Board, policies and procedures relating to research training and research higher degrees candidature, as appropriate.
- d) Promote compliance with University policies and procedures and adherence to national codes of conduct and guidelines for best practice in research and research training.
- e) Encourage excellence in research conducted under the auspices of the University's research higher degree programs including timely completion of doctoral and research master's theses.
- f) Receive, consider and respond to reports from, and provide advice to the Deputy Vice-Chancellor (Research and Innovation), School Boards, relevant School committees, and Research Committee on all aspects of research training.
- g) Foster the development and sharing of strategies for enhanced research culture, training and research higher degree experiences.

3. Composition of Research Higher Degrees Committee

Ex officio members

Chair, Research Higher Degrees Committee

Dean, Graduate Research School

Associate Dean (Research Training)

Associate Deans (Research)

Deputy Vice-Chancellor (Research and Innovation)

Chair, Academic Board

Elected members

One Federation University Australia HDR student

Co-opted members

The committee may co-opt any member of the University community or an external expert where particular expertise or insights are required. The term of their appointment will be determined by the committee when appointed, and they can be re-appointed.

4. Appointment of Chair and Deputy Chair

a) Chair

The Chair of the committee will be appointed for a period of two years by Council on the recommendation of the Chair of Academic Board, with a maximum of three consecutive terms. The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

b) Deputy Chair

The committee will elect a Deputy Chair from its members at its first meeting each year for a one-year term. The Deputy Chair will take on the role in addition to their current position on the committee which will not fall vacant due to their election. The Deputy Chair is eligible to stand for re-election at the end of their term, for a maximum of three consecutive terms.

5. Elections

a) Elections for positions on the committee are conducted in accordance with Statute 7 of the University's Statutes and Regulations.

b) The election amongst members for the Deputy Chair role is conducted in accordance with Statute 7.2 of the University's Statutes and Regulations.

6. Terms of office

a) Ex officio members hold office by right of the position they hold in the University.

b) Elected student members hold office for a period of one or two years (aligning with the current term of office for students elected to Student Senate) with a maximum of two terms.

c) Co-opted members hold office for a term determined by the committee at the time of appointment.

7. Removal and resignation of members

a) Where a non ex officio member expects to be absent for three or more meetings in a year, they must resign from their position by writing to the Chair. Leave of absence may be granted at the discretion of the Chair, if requested.

b) The committee may remove any non ex officio member from office if:

- they fail to attend three meetings without the approval of the Chair;
- their performance on the committee is considered by the committee to be unsatisfactory;
- they are found to have engaged in misconduct of a serious or recurrent nature.

c) A non ex officio member may resign from the committee by tendering their resignation in writing to the Chair.

d) The Chair may resign from the committee by tendering their resignation in writing to the Chair of Academic Board.

e) Any vacancy on the committee will be filled according to the procedure for filling casual vacancies, except in the case of a member's term of office expiring.

f) A vacancy which arises for any reason other than the expiration of a term of office, will be called a casual vacancy.

8. Filling casual vacancies

- a) An election will be held to fill any casual vacancy for the remainder of the term of office.
- b) If the casual vacancy occurs within three months of a member's term of office expiring, the position may be left vacant for the remainder of the term.
- c) Members elected to fill a casual vacancy will assume office at the next committee meeting.

9. Working parties

The Chair of the committee may establish working parties of an ad hoc nature and direct inquiries to any element of the University to fulfil their purpose. Membership of the working party can be drawn from within the committee and/or outside of the committee

10. Meetings

Meetings will comply with the Standing Orders of Academic Board.

11. Related documents

[Standing Orders of Academic Board \(pdf, 177 kb\)](#)

[Federation University Australia Statute 2.2 Academic Board \(pdf, 32kb\)](#)

[Federation University Australia Regulation 2.2.2 Academic Board \(pdf, 37kb\)](#)

[Federation University Australia Statute 1.3 Meetings \(pdf, 10kb\)](#)

For further information

Academic Secretariat | Email: academic.secretariat@federation.edu.au

URL: <http://federation.edu.au/staff/governance/academic-board>