

# UNIVERSITY OF MELBOURNE

## Research Higher Degrees Committee

### A committee of the Academic Board

#### Composition and Terms of Reference

##### **1. Membership**

Pro Vice-Chancellor, Graduate Research

Deputy Dean, School of Graduate Research

The President of the Academic Board or nominee

Chairperson of the Graduate Research Scholarships committee or nominee

Chairperson of the Academic Programs Committee or nominee

Academic Registrar or nominee

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 appointed members to be determined annually having regard to gender balance and disciplinary expertise of the membership.

Three students enrolled for a research higher degree having regard to the diversity of disciplinary contexts in which research higher degrees are completed, nominated by the President UMPA.

One Faculty General Manager or nominee

Research Higher Degrees Manager, School of Graduate Research

##### **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 a Deputy Chairperson, in consultation with the Chairperson.

##### **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 IS 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 postgraduate courses in which the research component is at least 66%, including the degrees of Doctor of Philosophy, Master of Philosophy and other research higher degrees comprising research and coursework.
- 4.2 To review and make recommendations on all proposed new research higher degrees as specified in 3.1 and major course changes. (Faculties have delegated responsibility for all minor course changes unless the matter involves two or more faculties.)
- 4.3 To receive advice from the Chair of the Academic Programs Committee in regard to consideration of the details of coursework requirements (for example subject level, content descriptions, assessment requirements, workload, etc.) of research higher degrees and professional doctorates.
- 4.4 To provide policy advice to the Academic Programs Committee in regard to the research components of coursework higher degrees (postgraduate courses in which the research component is less than 66%) on matters such as requirements of research supervision and guidelines on the appointment of examiners.

- 4.5 To ensure consistency in adherence with regulations governing research higher degree courses administered by the School of Graduate Research.
- 4.6 To advise the Academic Board on matters affecting candidature and examination, including approval of admissions to candidature, confirmation of candidature, variations in conditions of candidature, annual reports and the appointment of examiners
- 4.7 Receive reports from the Graduate Research Scholarships Committee

**5. Reporting**

The Research Higher Degrees Committee will report to Academic Board after each meeting.

**6. Secretariat**

The Academic Secretary, or nominee, 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