

Research Higher Degrees Committee (RHDC)

1. Membership

Ex Officio members

- President of the Academic Board or nominee
- Pro Vice-Chancellor, Graduate Research
- A Chairperson appointed by the Academic Board
- 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 Academic Governance Officer
- Research Higher Degree Candidature Manager
- Director of the Centre for the Study of Higher Education or nominee
- Chair of the Academic Programs Committee or nominee

Elected members

Six members of the academic staff, who are active in research and supervision of higher degree candidates, elected by the Academic Board for a term of three years

Appointed members

- 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 representatives from Associate Deans, Research Training, one from STEM and one from HASS disciplines, nominated by the Chair in consultation with the President
- 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 30% of the current membership; 50% of those in attendance must be academic staff members.

4. Terms of Reference

- 4.1 To advise the Board on all matters of policy relating to research higher degrees.
- 4.2 To review and make recommendations to the Board on proposals for new and amended research courses and programs, including coursework in research higher degrees, and proposals to discontinue or suspend research courses and program

- 4.3 To provide 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.
- 4.4 To advise the Academic Board on resolutions, policy and procedures relating to all graduate research courses, programs and studies to ensure they are supporting the University's strategic objectives.
- 4.5 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.
- 4.6 To monitor the implementation of the research higher degree programs in graduate research courses.
- 4.7 To monitor the delegations to the deans to ensure that they are regularly reviewing the appropriateness of existing research programs and any delegations for approving minor program or course changes.
- 4.8 The Committee, on its own initiative or on referral from the Board, may recommend to the Board criteria to be used by faculties in the development of proposals for new research degrees and programs.
- 4.9 On receipt of annual reports from deans, 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.
- 4.10 To monitor any tools used for monitoring of candidature progress.
- 4.11 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.
- 4.12 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.
- 4.13 To monitor the distribution of RTP 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;
- 4.14 To receive and make recommendations to the Board on reports from the RHD Scholarships Sub-committee.

- 4.15 To periodically review these terms of reference and make recommendations to the Board to provide for the regulation of its own procedures.

5. Reporting

- 5.1 The Research Higher Degrees Committee must report to the next meeting of the Academic Board after each committee meeting.
- 5.2 To provide an annual report on its activities under its terms of reference to the Academic Board.

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, 16/10/2014