

RESEARCH COMMITTEE TERMS OF REFERENCE

**Reviewed by Research Committee 6 February 2024
Approved by Academic Board 26 February 2024**

Research Committee

1. Establishment

There shall be a Research Committee that is a committee of the Academic Board and herein after it shall be called “the Committee”.

2. Functions, duties and responsibilities

The Committee has been established to provide recommendations to Academic Board on quality and excellence across all aspects of research and research training.

The Committee provides oversight, monitoring and review of research risk and compliance with relevant Threshold Standards and other regulatory and internal policy requirements, quality assurance in relation to research, research training, ethics, integrity and conduct matters, and provides advice and recommendations to the Board on:

- (a) All relevant issues and risks associated with the prosecution and achievement of the University's strategy associated with its' research portfolio and activities;
- (b) the University's methodologies for research and research education including professional development and mentoring of early career researchers considering the internal and external environment including policy, strategy, trends and innovations;
- (c) compliance with the [Higher Education Standards Framework](#) (HESF), specifically standards 1.4, 4.1, 4.2, 5.2 and 7.3;
- (d) research and research integrity risk, including relevant findings and recommendations arising from internal and external audits, ethics approvals and breaches of research integrity;
- (e) research quality and performance standards, benchmarks, indicators, frameworks and annual reporting in relation to research (including research grant applications and outcomes), research education, Centres and Institutes;
- (f) proposals to introduce new postgraduate research courses, professional and higher degree doctorates;
- (g) policies, procedures and quality assurance relating to post-graduate research education awards and doctorates, research integrity including all ethical conduct of research and responsible research practice, ownership and management of intellectual property, research commercialisation, and requirements for publication and authorship;
- (h) the University's compliance with the University's [Code for the Responsible Conduct of Research](#), which has been adapted from the Australian Code for the Responsible Code of Research [“the National Code”]; and
- (i) the University's compliance with Government's national security agenda including (but not limited to) the Foreign Influence and Transparency Scheme Act, Defence Trade Controls Act, Autonomous Sanctions Act and the National Security Legislation- Amendment (Espionage and Foreign Interference) Act 2018.

Council delegates to the Committee specific decision-making powers in respect of this duty or responsibility as per the [JCU Delegations Schedule](#) as amended from time to time. The Committee has delegation to:

- (a) amend course structures and award requirements of higher degree by research awards;
- (b) suspend the offering of, or discontinue, higher degree by research awards;
- (c) approve new HDR research-based subjects (except as part of the establishment of a new course);
- (d) amend the details of, suspend the offering of, or discontinue an existing HDR subject;
- (e) vary (including amendment, suspension or disestablishment) of research scholarships, bursaries and prizes; and
- (f) introduce new research (HDR) subjects availability or to amend the attributes of all existing research subjects.

3. Membership

The Committee shall comprise the following:

(a) **Ex-officio Members (9):**

- (i) Chair (a nominee of the Chair of the Academic Board who is the executive member for research – DVC Research)
- (ii) Chair of the Academic Board
- (iii) Deputy Vice Chancellor, Indigenous Education and Strategy (or nominee)
- (iv) College Deans (nominated by Chair, Academic Board) (2)
- (v) Directors, Research Institutes or Centre of Excellence (2)
- (vi) One outstanding researcher (preferably Level E) determined by an Expression of Interest, appointed by the Chair, Research Committee.
- (vii) One Early Career Researcher determined by an Expression of Interest, appointed by the Chair, Research Committee.

(b) **Student Members (2)**

- (i) Two Higher Degree by Research students (determined by an Expression of Interest, appointed by the Chair, Academic Board).

Advisors

The following shall be advisors to the Committee and shall have rights of audience and debate:

- Dean, Graduate Research
- Director, Research and Innovation Services
- Dean of Research
- Dean of Research (JCU Singapore)
- Manager, Research Strategy and Performance
- Executive Officer to the DVC Research

4. Secretariat

The University Secretariat shall be Secretary to the Committee. There may be an Assistant or Minute Secretary to assist the Secretary and to take minutes.

The Secretariat shall provide the resources necessary for the performance of the Committee.

5. Attendance by Others at Meetings

A member may appoint a nominee. When a member is unable to attend a meeting of the Committee, that member should advise the Chair that a representative will attend on their behalf as a nominee. The nominee will be considered a Committee member for voting and decision making at the meeting.

The Committee or its Chair may invite other University staff members and persons external to the University, as required for the purposes of the Committee, to attend meetings as advisors.

Additional Student input is to be achieved by the invitation of the Chair on a case-by-case basis.

6. Quorum

A majority of members shall constitute a quorum.

7. Convening a Meeting

The Committee shall meet as often as necessary, at least four times a year, in order to perform its functions.

Meetings shall be convened by either the Chair or the Secretary of the Committee.

The Secretariat shall cause to be sent in reasonable time to all members of the Committee a notice of meeting.

Proposals for agenda items from Committee members are to be submitted to the Secretariat for consideration for inclusion on the agenda. The Chair shall determine the agenda and preside at meetings.

The Committee will have a Deputy Chair elected by the Committee. Whenever a vacancy occurs in the office, the Committee will elect a Deputy Chair. If the Deputy Chair is absent also, the members present shall elect one of their number to preside.

8. Reporting

After each meeting the Committee shall submit a copy of the Minutes of the Meeting to the Academic Board.

The Committee will make recommendations to the Academic Board on matters that require the approval of Academic Board or the University Council.

The Chair of the Committee will provide a report to the Academic Board on research matters or emerging issues related to governance activities undertaken by the Committee.

9. Review

The Terms of Reference of the Committee shall be reviewed at least every two (2) years and recommendations made to the Academic Board.

Related documents, legislation or JCU Statutes

[Academic Board Charter](#)

[Code for the Responsible Conduct of Research](#)

Approval Details

Policy Custodian:	University Secretary
Approval authority:	Academic Board
Date for next review:	27/02/2025

Modification History

Version no.	Approval date	Implementation date	Details
24-1			Review to incorporate Threshold standards, simplify the functions and role of the Committee, and provide clarity between assurance and governance functions.
23-2	06/07/2023	06/07/2023	Change to membership to add one member of the Professional and Technical staff (level 7-10).
23-1	27/02/2023	27/02/2023	Amendments proposed after major review by Research Committee Working Party.
21-1	01/03/2021	1/03/2021	Inclusion of responsibilities for foreign interference legislation and risk.

20-1	01/06/2020	01/06/2020	Change to membership and advisor clauses (3.1 and 4.1) Deletion of Clause 9.1 (I) Amendments to remove references to delegations and transfer to JCU Delegations Schedule. Consequential amendments arising from implementation of amended delegation framework.
16-1	30/04/2018	30/04/2018	Title of Research Strategy and Special Projects Manager changed to Manager, Research Strategy and Performance Clarification in 2(c) and update to web links.
16-1	02/05/2017	02/05/2017	Amended to add: "including the student experience" under 9.1 (c) Title of Research Director changed to Research Dean.
15-1	18/05/2015	01/06/2015	Amendments to membership & consequential amendments to take account of University restructure. Approved by Academic Board by Circulating Resolution 18 May 2015.
13-1	18/03/2013	02/04/2013	Ex officio position of Dean of Research added to membership.
11-1	28/02/2011	01/03/2011	
10-2	30/08/2010	31/08/2010	
10-1	01/03/2010	02/03/2010	
08-1	21/02/2008	21/02/2008	Approved by Council.