

Research Education Sub-Committee

Terms of Reference

1. Interpretation

In these Terms of Reference:

there shall be a Research Education Sub-Committee that is a Sub-Committee of the Research Committee.

2. Definitions

Research Education is defined as the training and education of research masters and doctoral candidates.

3. Objectives

- 3.1 The Sub-Committee is to advise the Dean, Graduate Research and Research Committee on matters related to the administration, supervision and examination of candidates enrolled in Higher Degrees by Research and coursework doctorate awards and, where appropriate, provide approval for matters such as procedural amendments.
- 3.2 The Sub-Committee is to make recommendations and refer matters of substance and policy to the Research Committee for consideration.

4. Membership

The Sub-Committee shall comprise the following:

(a) Ex-officio Members:

- Dean, Graduate Research (Chair);
- Provost (or nominee);
- Associate Deans of Research Education;
- Deputy Dean, Graduate Research;
- Dean of Research Singapore Campus (or nominee)
- Director, Doctoral Cohort Program

(b) Appointed Members:

- i Two representatives of Higher Degree by Research candidates (who have completed their Confirmation of Candidature) appointed in consultation with the JCU Student Association, preferably one from Townsville and one from Cairns.
- ii Six academics at differing levels, including Early and Mid-Career Researchers, from different Divisions and campuses appointed by Research Committee in consultation with Dean, Graduate Research .

Secretary: Manager, Graduate Research School.

5. Permanent Advisors

- James Cook University Student Association Postgraduate Officer
- GRS Academic Support Coordinator
- Research Liaison Librarian or other senior representative of the library
- Manager of International Admissions
- a representative from International Student Support and a representative of the Singapore Campus will attend meetings of the Sub-Committee as Permanent Expert Advisers.

6. Term of Office

- 6.1 The HDR candidate representatives, as defined in sub-section 4(b), shall hold office for a period of 12 months, commencing at the time of the first meeting each year.
- 6.2 Staff representatives, as defined in sub-section 4(b), shall hold office for a period of two years.
- 6.3 In the event that members vacate office before the expiry of a normal term, the Committee Secretary shall request the relevant area to appoint another person to membership of the Committee for the balance of the term.

7. Quorum

A majority of members shall constitute a quorum.

8. Casting Vote

The Chair of the meeting will have a casting vote in the case of an equality of votes.

9. Meetings

- 9.1 The Sub-Committee shall normally meet at least 6 times a year at a time suitable to provide a report of the meeting to a subsequent meeting of the Research Committee.
- 9.2 The Chair shall preside at all meetings of the Sub-Committee.
- 9.3 In the absence of the Chair, the Committee members present shall appoint a member to preside at that meeting, usually the Deputy Dean.

10. Duties and Responsibilities

The duties and responsibilities of the Sub-Committee are to:

- a. advise the Dean, Graduate Research and the Research Committee on matters in regard to the administration, supervision and examination of Higher Degrees by Research, research pathway programs and coursework doctoral programs in accordance with the Higher Degrees by Research Policy, its attendant procedures and other applicable policies and procedures
- b. undertake detailed study of matters referred to it for its consideration by the Research Committee, the Dean and Deputy Dean, Graduate Research and the Associate Deans Research and Research Education
- c. advise the Senior Deputy Vice-Chancellor on the allocation and use of recurrent internal funds supporting research and research education, including scholarships for HDR candidates
- d. provide oversight, advice and approval where required for matters for which the Dean, Graduate Research has responsibility as delegated by the University Council (under the Schedule of Delegations – Enrolments)
- e. consider any other matters related to the administration, supervision and examination of candidates enrolled in Higher Degrees by Research and coursework doctorate degrees
- f. provide advice on the development, review and recommendation of strategies, policies and practices that affect the overall JCU student experience, and in particular that of HDR students
- g. consider major initiatives and projects that affect the student experience
- h. ensure JCU's compliance with Higher Education Standards Framework in its student experience aspects.

11. Reporting

After each of its meetings the Sub-Committee shall submit a report to the Research Committee. The report shall include:

- a. the minutes of Sub-Committee meetings; and

- b. any arising issues of substance or policy referred to the Research Committee for consideration

12. Executive of Research Education Sub-Committee

12.1 Duties and Responsibilities

An Executive of the Sub-Committee shall meet when necessary to discuss individual candidature matters requiring urgent resolution or other strategic or confidential matters not suitable for consideration by the full Sub-Committee

12.2 Membership

The Executive membership shall comprise:

- a. Dean, Graduate Research (Chair);
- b. Deputy Dean, Graduate Research;
- c. Associate Deans of Research Education for each College;
- d. Director, Doctoral Cohort Program

13. Reporting

The minutes of the Executive are confidential and will be held by the Secretary. Where required the Chair will provide a report or briefing regarding matters considered by the Executive.

14. Review

The Terms of Reference of the Sub-Committee shall be reviewed at least every 2 years and recommendations made to the Research Committee.

Related documents, legislation or JCU Statutes

[Academic Board Charter](#)

[Research Committee Terms of Reference](#)

Approval Details

Approval authority:	Academic Board
Version no:	18-1
Date for next review:	March 2020

Modification History

Version no.	Approval Date	Implementation Date	Details
18-1	05/11/2018	05/11/2018	Changes to membership and Permanent Advisors (reviewed by RESC 27.3.18 and endorsed by Research Committee 18.10.18)
16-1			Revisions made to reflect structure and incorporate relevant duties and responsibilities of disestablished SEAC
12-1	12/03/2012	13/03/2012	
11-1	18/04/2011	19/04/2011	
10-1	01/03/2010	02/03/2010	
08-1	21/02/2008		Approved by Council