

TERMS OF REFERENCE

RMIT RESEARCH COMMITTEE

1. Purpose and background

The RMIT Research Committee (“the Committee”) is a standing committee of the Academic Board (“the Board”) and has been established to provide advice and recommendations to the Board on policies, processes and quality assurance relating to research and research training.

Please see [Academic Board Standing Orders](#) which govern procedure:

2. Functions

The Committee shall:

- make recommendations to the Board on policy and in reviewing the University’s strategy as it relates to research and research training
- receive advice from its subcommittee the Graduate Research Committee (GRC) regarding the trends, regulations, policies, and quality assurance relating to higher degree by research (HDR) programs, and HDR candidates and supervisors
- receive advice from its HDR Scholarships Subcommittee on matters pertaining to the allocation of research scholarships at RMIT
- make recommendations to the Board on matters related to research integrity and the responsible conduct of research
- make recommendations to the Academic Board, on the development, amendment or discontinuation of research programs
- establish subcommittees and working parties and other such consultative mechanisms to progress business as required.

The Committee makes recommendations to the Academic Board on ways to promote and encourage excellence and innovation to enhance the quality of research at the University.

3. Reporting

The minutes and/or a report of each Committee meeting must be submitted to the next Board meeting. This should include the Committee’s minutes, any formal resolutions or decisions taken by the Committee and any other issue of which the Committee believes the Board should be informed

The Committee shall report annually to the Board on the Committee’s performance including completion of its work plan.

4. Membership

4.1 The membership of the Committee will include:

Ex Officio

- (a) The Deputy Vice Chancellor Research and Innovation and Vice President, or nominee, who will be Chair
- (b) The Deputy Pro Vice Chancellors Research and Innovation from each academic college
- (c) The Executive Director, Office for Research, Research and Innovation Portfolio, or nominee
- (d) The Chair, Academic Board, or nominee
- (e) The Associate Deputy Vice Chancellor Research Training and Development
- (f) The Associate Deputy Vice Chancellor Research Capability
- (g) The Associate Deputy Vice Chancellor Research Innovation and Entrepreneurship

Nominated

- (h) One Head of School, nominated by the Pro Vice Chancellors
- (i) Two researchers with an emerging record of excellence in research, nominated by the Chair
- (j) Two Higher Degree by Research candidates of the University, one of whom will be at the doctoral level, nominated by the Deputy Pro Vice-Chancellors (Research and Innovation) for a one year term. The candidates nominating for selection are required to have successfully completed their Confirmation of Candidature.
- (k) One nominee of the Academic Board
- (l) One nominee of the President, RMIT University Vietnam
- (m) One nominee of the Education Innovation and Quality Committee

Elected

- (n) Four full Professors, elected by the Professoriate.

Co-opted

- (o) The Committee shall have the authority to co-opt additional members to assist with deliberations on specific matters, their term to be reviewed every twelve months. Such members are eligible for reappointment.

4.2 The Committee shall elect a Deputy Chair from its voting members at the first meeting in each calendar year.

4.3 The Deputy Vice Chancellor Research and Innovation and Vice President shall appoint a secretary to provide administrative support to the Committee. The Committee Secretary shall have no voting or speaking rights, except on the specific invitation of the Chair or by direction of the meeting.

4.4 Retiring members shall be eligible for reappointment to a maximum of two consecutive terms. They may be reappointed following a term away from the Committee. Retiring HDR candidate representatives may be eligible for reappointment if insufficient nominees apply to fill the vacancy/vacancies.