

TERMS OF REFERENCE

RESEARCH COMMITTEE

1. Purpose and background

The Research Committee ("the Committee") is established pursuant to part 4 of the RMIT Statute No. 1 (Amendment No. 2).

The Committee is a formally constituted standing committee of the Academic Board ("the Board") and has been established to provide advice and recommendations to the Board on policies, procedures and quality assurance relating to Research and Research Training.

The Committee provides leadership in academic governance to support the University to achieve its academic mission as defined by the Royal Melbourne Institute of Technology Act 2010.

2. Functions

The functions of the Committee are as follows:

- 2.1 To provide academic leadership for Research and Research Training at an institutional level.
- 2.2 To oversee, monitor and advise the Board on:
 - a) The achievement of internal and external academic quality standards across all aspects of research and research training;
 - b) Research ethics and integrity, and the responsible conduct of research;
 - c) Higher Degree by Research review cycles and quality assurance processes, and their effectiveness in upholding excellence in Research Training;
 - d) The University's strategy for the development and promotion of innovation and excellence in Research and Research Training;
 - e) The development, implementation and review of research policies and procedures, including monitoring their effectiveness in upholding excellence and integrity in Research and Research Training practices and outcomes;
 - f) Developments in the external environment including policy, strategy, trends and innovations related to Research and Research Training;
 - g) Academic risk, including relevant findings and recommendations arising from internal and external audits;

h) Ongoing compliance of the University with Research and Research Training legislative and regulatory requirements.

2.3 To consider and make recommendations to the Board on the accreditation, re-accreditation or discontinuation of Higher Degree by Research awards pursuant to the delegations as approved.

2.4 The Committee may establish working parties and other such consultative mechanisms to progress business as required.

2.5 The Committee may establish formal subcommittees, subject to the approval of the Board.

3. Reporting

The Committee operates in accordance with an annual workplan approved by the Board. The Committee will report annually to the Academic Board on its performance including completion of its work plan.

The minutes and/or a report of each Committee meeting must be submitted to the next Academic 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 Academic Board should be informed.

The Committee will receive minutes and/or a regular report from the Graduate Research Committee and Higher Degree by Research Scholarships Committee.

The Committee will receive periodic reports from the Animal Ethics Committee, Human Research Ethics Committee and the Institutional Biosafety Committee.

4. Membership

4.1 The membership of the Committee is:

- a) The Chair, elected in accordance with section 5 of these Terms of Reference;
- b) Deputy Vice-Chancellor Research and Innovation;
- c) Associate Deputy Vice Chancellor School of Graduate Research;
- d) Associate Deputy Vice Chancellor, Research and Innovation Capability;
- e) Deputy Pro Vice-Chancellor (Research), College of Business and Law;
- f) Deputy Pro Vice-Chancellor (Research), College of Design and Social Context;
- g) Deputy Pro Vice-Chancellor (Research), College of Science, Engineering and Health;
- h) Vice President Academic, RMIT Vietnam; or nominee;
- i) President of the RMIT University Student Union;
- j) One (1) Nominee from the Animal Ethics Committee, Human Research Ethics Committee and the Institutional Biosafety Committee, nominated by the Chair;
- k) One (1) Academic Staff member, elected by and from the academic staff of the College of Business and Law for a two (2) year term of office;

- l) One (1) Academic Staff member, elected by and from the academic staff of the College of Design and Social Context for a two (2) year term of office;
- m) One (1) Academic Staff member, elected by and from the academic staff of the College of Science, Engineering and Health for a two (2) year term of office;
- n) One (1) student enrolled in a Higher Degree by Research program, elected by and from the Higher Degree by Research candidates of the College of Business and Law for a one (1) year term of office;
- o) One (1) student enrolled in a Higher Degree by Research program, elected by and from the Higher Degree by Research candidates of the College of Design and Social Context for a one (1) year term of office;
- p) One (1) student enrolled in a Higher Degree by Research program, elected by and from the Higher Degree by Research candidates of the College of Science, Engineering and Health for a one (1) year term of office;
- q) One (1) Nominee of the Chair of the Academic Board;
- r) One (1) Head, Dean or Executive Dean of School, nominated by the Chair of the Academic Board; and
- s) One (1) Aboriginal and/or Torres Strait Islander academic nominated by the Chair.

4.2 The Committee may co-opt members with specific expertise who have voting and speaking rights for the duration of their co-option

4.3 In discharging their responsibilities, committee members have a duty to act in the best interests of the University as a whole, irrespective of personal, professional, commercial or other interests, loyalties or affiliations.

5. Chairing

5.1 The Chair of the Research Committee shall be elected by and from the non-executive members of the Academic Board for a one-year term of office.

5.2 Academic Board members who wish to have the eligibility requirement waived may develop a case for consideration in accordance with section 6 of the Academic Board Regulations.

5.3 At any meeting of the Committee where the Chair is absent a member elected by a majority of the members present shall preside.

6. Meeting procedure

6.1 Standing invitation with right of audience and debate

- a) Chair of the Higher Education Committee
- b) Chair of the Programs Committee
- c) Chair of the Vocational Education Committee
- d) Chair and Deputy Chair of the Academic Board

6.2 The University Secretary, or nominee is the secretary of the Research Committee.

6.3 The Committee will meet no less than six (6) times per year.

Any aspect of meeting procedure not covered above is subject to the Academic Board Standing Orders.