

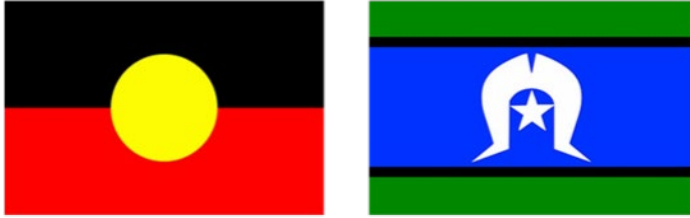
RESEARCH AND RESEARCH TRAINING COMMITTEE

Terms of Reference

Governance and Secretariat

3 September 2025
Version 3.0

Acknowledgement of Country



Victoria University acknowledges, recognises and respects the Ancestors, Elders and families of the Bunurong/Boonwurrung, Wadawurrung and Wurundjeri/Woiwurrung of the Kulin who are the traditional owners of University land in Victoria, the Gadigal and Guring-gai of the Eora Nation who are the traditional owners of University land in Sydney, and the Yulara/YUgarapul people and Turrbal people living in Meanjin (Brisbane).

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1. Establishment

This committee was established as a standing committee of the Academic Board on 5 November 2014 [Resolution 6-11-2014].

2. Rationale

The Research and Research Training Committee is responsible for monitoring, reporting and advising the Academic Board on quality and standards against internal and external quality indicators, and advising the Academic Board on relevant proposed regulations, policies and procedures. [Reg 9(2)(a)].

3. Terms of Reference

3.1 Will advise and make recommendations to the Academic Board on:

- a. issues relating to research and research training activities of the University;
- b. the design, approval and review of amendments to courses of study that involves research training (research degrees) in collaboration with the Courses Committee;
- c. the reporting of research training and supervision, in relation to (but not limited to):
 - i. the admissions to candidature, confirmation of candidature, variations in conditions of candidature, the appointment of independent examiners, assessment, examination, student progress and classification of results and annual reports;
 - ii. research integrity, research misconduct including allegations of misconduct and monitoring of potential risks and make recommendations to the Academic Board where appropriate on actions to improve performance; &
 - iii. supervisor registration and standards of supervision.
- d. the performance of Research Institutes and Centres.

3.2 Will monitor and make recommendations to the Academic Board on the following aspects related to:

- a. the implementation and effectiveness of the University's regulations, policies, procedures and regulations to ensure quality assurance and the quality of research and research training, specifically to ensure appropriate academic governance oversight, academic standards, research and research training standards, promotion of best practice and quality assurance;

- b. the implementation of strategies and major developments to improve the University's research and research training performance, partnerships, quality and integrity;
- c. the University's research, research impact, and research training performance against national and international standards, quality indicators and benchmarks; &
- d. the ethical conduct of research and responsible research practice, specifically on matters relating to biosafety, animal experimentation and human research ethics; and,
- e. the matters arising from the Higher Degrees by Research Annual Course Monitoring.

3.3 To provide oversight of the University's courses and assessment in relation to the following external regulations and standards:

- HESF domain 4.1 Research of the Higher Education Standards Framework (Threshold Standards) 2021;
- HESF domain 4.2 Research Training of the Higher Education Standards Framework (Threshold Standards) 2021;
- HESF domains 5.1 Course Approval and Accreditation, 5.2 Academic and Research Integrity and 5.3 Monitoring, Review and Assessment of the Higher Education Standards Framework (Threshold Standards) 2021;
- HESF domain 6.3 Academic Governance of the Higher Education Standards Framework (Threshold Standards) 2021;
- Category B1.3 Category of Australian University of the Higher Education Standards Framework (Threshold Standards) 2021:

3.4 Will respond to any matters referred to it by the Academic Board.

3.5 Categories of membership

Category	Role/Descriptor
A	One person elected as Chair from the elected members of the Academic Board
Ex Officio	
B	Chair of Academic Board
C	Deputy Vice-Chancellor, Research and Impact
D	Dean of Graduate Studies
E	Executive Director Research Services
F	President of VUPA or nominee
College Teaching and Research members (appointed by Executive Dean or equivalent)	
G	College of Sport, Health and Engineering
	College of Arts, Business, Law, Education & IT
	First Year College
Teaching and Research member appointed by Executive Director, Moondani Balluk	
H	Moondani Balluk
Two Teaching and Research Staff, who are VU Research Fellows, Conducting Research and / or HDR Supervision or Research only Academic Staff elected by and from each of the Flagship Research Institutes	
I	IHES
	ISILC
Two members elected by and from staff of the Research and Impact Portfolio	
J	Research and Impact Portfolio
	Research and Impact Portfolio

Co-opted members (maximum of 3)

K

3.6 Chairperson

In accordance with Part 9, Section 3 and 4 of the Academic Board Regulations 2021, the Academic Board will elect a chair for the Research and Research Training Committee from amongst the members of the Academic Board for a period of two years.

3.7 Deputy Chairperson

In accordance with Part 9, Section 5 of the Academic Board Regulations 2021, the Deputy Chair is elected by the Research and Research Training Committee from among academic members of the Committee. In the absence of the Chair, the Deputy Chair will assume the same rights and responsibilities accorded to the Chair, including attendance at Academic Board meetings to speak to the Report of the Research and Research Training Committee.

The Deputy Chair will be elected for a period of two years.

3.8 Proxy

Each member of the Research and Research Training Committee may nominate a proxy and such proxy may attend a meeting of the Research and Research Training Committee provided that:

1. Such proxy is not a current proxy of any other member; and
2. The proxy is within the same elected category and sub-category as the nominating member

3.9 Observers

An Observer may attend a meeting of the Research and Research Training Committee with the approval of the Chair. Observers may speak at a meeting only at the invitation of the Chair.

Staff and students of the University may request permission to be present as observers for consideration of a particular item. Such requests are to be submitted to the Research and

Research Training Committee Secretary at least three calendar working days prior to the meeting. Attendance will be at the invitation of the Chair.

4 Meetings

4.1 Frequency of Meetings

The Committee will meet at least six times per year.

4.2 Quorum and decision making

A quorum for a meeting of the Research and Research Training Committee is half of the number of current members of the Committee (including proxies) plus one (in accordance with Part 6 – Meetings, s46 (b) Academic Board Regulations 2021).

Meetings shall not proceed if a quorum is not present within half an hour after the appointed commencement time of the meeting.

A member must not participate in discussion or voting on any matter in respect of which there is an actual, perceived or potential conflict of interest. Such a conflict must be recorded in the minutes of the Committee.

4.3 Agenda

The agenda for each meeting will be prepared by the Research and Research Training Committee Secretary for approval by the Chair. The agenda will generally be provided to members of the Committee at least 7 days in advance of the meeting.

Submissions will be starred if discussion is required for an item. All members will have an opportunity to star an item at the commencement of a meeting. The recommendations for all unstarred items will be accepted at this time.

4.4 Minutes

The Chair (or Acting Chair) shall clear the minutes of each meeting and they will be confirmed by the Committee at the next scheduled meeting.

5 Reporting

Following each meeting, The Chair shall submit a report to the next meeting of the Academic Board.

Original Academic Board Approval Date

Wednesday 1 December 2021

Modification History

Date	Approval	Details
1 December 2021	Academic Board	
3 September 2025	Academic Board	