

# Terms of Reference

Academic Board Sub-Committee



## University Research Committee

### Establishment

<i>When:</i>	1994; revised by Council at Meeting 2/05 on 21 March 2005 and Academic Board 2/05 on 30 March 2005; and Academic Board 1/09 on 4 March 2009; and Academic Board 3/12 on 2 May 2012; and Academic Board 3/15 on 6 May 2015; Academic Board 8/16 on 2 November 2016; Academic Board 3/20 on 6 May 2020; Academic Board 3 August 2022.
<i>By what authority:</i>	Council; devolved to Academic Board following Council approval 2/22 on 28 March 2022 of changed terms of reference for Academic Board.
<i>For what period:</i>	Indefinite

### Role/Terms of Reference

<i>Nature:</i>	<p>The University Research Committee is a subcommittee of Academic Board and, through Academic Board, assists the Council and the Vice-Chancellor and President to fulfil their responsibilities for monitoring and managing academic standards, and meet the legislated requirements of the Higher Education Standards Framework (HESF Threshold Standards) 2021. The URC has particular responsibility for the following HESF Domains:</p> <p><b>Domain 4 Research and Research Training</b></p> <p>4.1 Research. 4.2 Research Training.</p> <p><b>Domain 5 Institutional Quality Assurance</b></p> <p>5.2 Academic and Research Integrity [<i>with focus on the latter</i>]. 5.3 Monitoring, Review and Improvement [<i>with regard to research supervision only</i>].</p> <p><b>Domain 6 Governance and Accountability</b></p> <p>6.3 Academic Governance [<i>with regard to oversight of the quality of research and research training and maintaining research integrity</i>].</p>
<i>Responsibility:</i>	<p>The University Research Committee will:</p> <ol style="list-style-type: none"><li>Exercise oversight of, and recommend to the Deputy Vice-Chancellor (Research) and Academic Board, policies standards and practices in research and research training, including those related to research quality, research integrity, research supervision, research engagement, research translation and commercialisation.</li><li>Assess and monitor risks to the research, research training, and research supervision activities and standards of the University, and advise Academic Board of these risks.</li></ol>

- c) Provide advice to Academic Board on how the University is progressing with the research aspects of the University Strategic Plan.
- d) Provide a forum to facilitate information flow and collegial discussion and debate on research matters relevant to the University and the higher education sector.
- e) Provide Academic Board with an annual report addressing the research-related domains in the Higher Education Standards Framework, and assessing the performance of the Committee against its Terms of Reference.
- f) Consider and report on all matters referred to it by Academic Board and the Vice-Chancellor and President.
- g) Receive reports from, and communicate with, the research committees of the Faculties, and its sub-committees.

*Reporting line:*

To Academic Board

*Quorum:*

Half the full membership (ignoring fractions) plus one

*Procedures prescribed/determined itself:*

*Business procedures:*

1. Determined by the University Research Committee.
2. Amendments to the terms of reference of the Committee are to be approved by Academic Board.

*Meeting Agendas:*

Prepared by the Executive Officer in liaison with the Convener.

*Frequency of meetings:*

Normally 6 times per year, or as required.

*List of any sub-committees:*

URC may establish and disestablish sub-committees to advise it on matters within the URC Terms of Reference; approve Terms of Reference for its sub-committees; and receive reports from its sub-committees.

- FAME Oversight Committee (Chair: DVCR)
- Research Institutes Steering Group (Chair: PVCRC)
- Research Education and Development Committee (Chair: PVC RED and Dean of Graduate Studies)
- Graduate Scholarships Committee (Chair: PVC RED and Dean of Graduate Studies)
- Animal Ethics Committees (Chairs: by DVCR appointment)
- Human Research Ethics Committee (Chair: by DVCR appointment)
- Institutional Biosafety Committee (Chair: by DVCR appointment)

## Membership

<i>Any categories prescribed:</i>	All positions are ex officio: <ol style="list-style-type: none"><li>1. Deputy Vice-Chancellor and Vice-President (Research) (Convener)</li><li>2. Deputy Vice-Chancellor (External Engagement) or nominee</li><li>3. Pro Vice-Chancellor (Research)</li><li>4. Pro Vice-Chancellor (Research Operations)</li><li>5. Pro Vice-Chancellor (Researcher Education and Development) and Dean of Graduate Studies</li><li>6. Chief Security Officer</li><li>7. Pro Vice-Chancellor (Indigenous Engagement)</li><li>8. The Deputy Deans Research of the Faculties</li><li>9. Chief Innovation and Commercialisation Officer</li><li>10. Executive Director, Division of Research and Innovation</li><li>11. Coordinator for each of the University FAME Strategies.</li></ol>
<i>Term of Office:</i>	Ex officio members for the term of their office, and other members at the discretion of the Convener.
<i>Proxies</i>	Proxies are permitted with the prior approval of the Convener.
<i>How is the Convener appointed?</i>	The Convener is the Deputy Vice-Chancellor and Vice-President (Research), serving in an ex officio capacity.
<i>Administration (Senior Executive Officer)</i>	Office of the Deputy Vice-Chancellor and Vice-President (Research).
<i>Attendance</i>	<ul style="list-style-type: none"><li>• Executive Director, Research Services</li><li>• Executive Director, Business Development, ICS</li><li>• University Librarian</li><li>• Others by invitation of the Deputy Vice-Chancellor and Vice-President (Research)</li><li>• The Vice-Chancellor and President has a standing invitation to attend.</li></ul>
<b>Contact person and phone/email</b>	Senior Executive Officer, Office of the DVC&VP(R) ext. 34055
<b>RMO File Number</b>	2018/3509