

TERMS OF REFERENCE

1. TITLE OF BOARD

Board of Graduate Studies

2. ESTABLISHMENT

The Board of Graduate Studies is established under the [Academic Board Terms of Reference](#).

3. FUNCTIONS AND RESPONSIBILITIES

The Board of Graduate Studies will:

- Promote and foster postgraduate award courses and research training at the University;
- Oversee the quality assurance of all matters relating to postgraduate award courses and research training and provide advice to the Academic Board about the quality of Higher Degree by Research outcomes as reported annually to the Board by the Deputy Vice-Chancellor Research and Research Training;
- Monitor, review and make recommendations to the Academic Board in regard to all governance documents related, but not limited to: requirements, recruitment, admission, progression, assessment and examination and exclusion, for Higher Degree by Research candidates;
- Recommend to the Academic Board changes to the Common Course Rules for Higher Degree by Research courses, and the addition and/or deletion of Higher Degree by Research courses;
- On request, advise the relevant Delegate in respect of decisions relating to research training;
- Advise the Deputy Vice-Chancellor Research and Research Training on matters relating to the award of Scholarships and Stipends to Higher Degree by Research candidates, including the merit ranking of applicants for stipends and nominations for external awards and scholarships for Higher Degree by Research candidates and graduates;
- Meet annually as a Course Review Committee with supplemented membership, and provide a report to the Academic Board that meets regulatory requirements;
- Consider advice from the Human and Animal Research Ethics Committees that relates to Higher Degree by Research courses and candidatures; and
- Establish working parties, receive their reports, and determine and/or recommend actions within the functions of the Board of Graduate Studies in response to such reports.

4. MEMBERSHIP

Membership of the Board of Graduate Studies will comprise:

- Chair;
- Dean of Graduate Studies;
- Deputy Vice-Chancellor, Global Strategy and Advancement (or nominee);
- Pro Vice-Chancellor, Indigenous Leadership (or nominee);
- College Deans (or nominees);
- Director, Menzies School of Health Research (or nominee);

- Director of Research (or nominee); and
- Director, Library Services (or nominee).

The Chair will co-opt up to three Higher Degree by Research candidates on the advice of the College Deans.

The Chair may also co-opt individuals with particular knowledge and/or skills that the Chair believes would benefit the Board of Graduate Studies.

5. CHAIR

The Chair of the Academic Board will appoint the Chair of the Board of Graduate Studies.

6. SECRETARY

The Director of Research (or nominee) will provide administrative support.

7. TERM OF OFFICE

Higher Degree by Research candidate members may serve while actively enrolled for a Higher Degree by Research. The term of any candidate can be no more than four calendar years in total.

Co-opted members may serve a two-year term from the date of appointment and are eligible for reappointment.

8. QUORUM

At a meeting of the Board of Graduate Studies, a quorum constitutes 50% plus one members of the Board.

9. MEETINGS

The Board of Graduate Studies will meet at least four times per year, and the Chair may call additional meetings if necessary.

10. RESOLUTIONS OF THE BOARD

Any resolutions or recommendations of the Board of Graduate studies will be noted in the Reports to the Academic Board.

11. AGENDA

There will be a written agenda distributed prior to each meeting.

12. REPORTING

The Board of Graduate Studies will provide a Report from each meeting, to the next meeting of the Academic Board.

13. RELEVANT DEFINITIONS

In the context of this document:

Governance documents means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are a formal statement of intent that mandate principles or standards that apply to the University’s governance or operations or to the practice and conduct of its staff and students. They include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement.

Document History and Version Control	
Last amendment:	Mar 2018
Sponsor:	Chair, Academic Board
Contact Officer:	Chair, Board of Graduate Studies

Version	Date Approved	Approved by	Brief Description
1.00	28 Mar 2018	Academic Board	Creation of original document and upload to CDU website effective 17 Oct 2018.