

Research Training Committee

1. ESTABLISHMENT

- 1.1. The Research Training Committee (RTC) is established under the [Academic Board Terms of Reference](#). It replaces the Board of Graduate Studies (2021).

2. FUNCTIONS AND RESPONSIBILITIES

The Research Training Committee will:

- 2.1. Promote and foster postgraduate research courses and research training at the University. Research Training at CDU includes Early Career Researchers;
- 2.2. Oversee the quality assurance of all matters relating to postgraduate research courses and research training and provide advice to the Academic Board about the quality of Higher Degree by Research (HDR) and research training outcomes;
- 2.3. Regularly monitor the quality and outcomes for HDR candidates and research training, and report on these outcomes to Academic Board. These reports should provide insights into the outcomes of specific cohorts of HDR candidates including First Nations candidates, discipline, Home College, gender, international students, and students with a disability;
- 2.4. Monitor, review and make recommendations to the Academic Board in regard to all governance documents related to the requirements for HDR candidates as specified in the Higher Education Standards Framework (2021) Standard 4.2.1 including but not limited to: the rights and responsibilities of HDR candidates, admission, induction and orientation, progression, assessment and examination, and the presentation and communication of research outputs by HDR candidates;
- 2.5. Recommend to the Academic Board changes addition and deletions of HDR courses;
- 2.6. Liaise with the Academic Programs Committee (APC) around research elements within coursework awards (For the absence of doubt, the APC recommends all coursework programs to the Academic Board, after consultation with RTC);
- 2.7. Monitor, review and make recommendations to the Academic Board on matters relating to the award of Scholarships and Stipends to HDR candidates, including the merit ranking of applicants for stipends and nominations for external awards and scholarships for HDR candidates and graduates;
- 2.8. Establish institutional benchmarks for quality and outcomes for HDR candidates, research training and research supervision;
- 2.9. Meet annually as a Course Review Committee with supplemented membership, and provide a report to the Academic Board that meets regulatory requirements;

- 2.10. Oversee comprehensive course reviews of HDR courses at least every seven years, supported by internal monitoring of quality and outcomes;
- 2.11. Consider and report on feedback from HDR candidates and supervisors;
- 2.12. Consider advice from the Human Research Ethics Committee and the Animal Ethics Committee that relates to HDR courses and candidatures;
- 2.13. Consider and report on research training and development for academic staff, with particular reference to Early Career Researchers; and
- 2.14. Receive, consider and report on instances of research misconduct, grievances, complaints and appeals and initiate action to address systemic issues as they relate to HDR candidates.

Operations:

- 2.15. Develop an annual reporting schedule;
- 2.16. Establish working parties, receive their reports, and determine and/or recommend actions within the functions of the RTC in response to such reports;
- 2.17. Provide minutes and reports from RTC meetings to Academic Board and the broader University;
- 2.18. Review its own performance against its Terms of Reference at least annually; and
- 2.19. Consider and report on any matter referred by Academic Board or the Vice-Chancellor.

3. MEMBERSHIP

- 3.1. Membership of the RTC will comprise:
 - a. Chair: Dean of Graduate Studies;
 - b. Deputy Chair: Pro Vice-Chancellor, Research and Innovation;
 - c. Director of Research;
 - d. Pro Vice- Chancellor, Research and Innovation;
 - e. Deputy Vice-Chancellor, First Nations Leadership;
 - f. Pro Vice-Chancellor, Learning and Teaching;
 - g. Director, Library Services;
 - h. Associate Deans (Research) or College HDR Coordinators;
 - i. Director, Menzies School of Health Research;
 - j. Early Career Researcher Coordinator;
 - k. Directors, Research Institutes;
 - l. Director, CDU Global; and
 - m. Three (3) HDR candidates (elected).
- 3.2. Any member may nominate a standing nominee to attend on their behalf.
- 3.3. The Chair may co-opt individuals with particular knowledge or skills that the Chair believes would benefit the RTC.

4. CHAIR

- 4.1. The Dean of Graduate Studies will be Chair of the RTC.

5. SECRETARY

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

6. TERMS OF OFFICE

- 6.1. HDR candidate members may serve while actively enrolled for a HDR. The term of any candidate can be no more than four (4) calendar years in total.
- 6.2. Co-opted members may serve a two-year (2) term from the date of appointment and are eligible for reappointment.

7. QUORUM

- 7.1. At a meeting of the RTC, a quorum constitutes 50% plus one (1) of the voting members of the Committee.

8. MEETINGS

- 8.1. The RTC will meet at least four (4) times per year, and the Chair may call additional meetings if necessary.

9. AGENDA

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

10. MINUTES

- 10.1. Minutes will be taken and distributed within two weeks of the meeting.
- 10.2. Any resolutions or recommendations of the RTC will be noted in the minutes to the Academic Board.

11. REPORTING

- 11.1. The RTC will provide a timely report from each meeting to the next meeting of the Academic Board.

12. CONFLICTS OF INTEREST

- 12.1. Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the [Conflicts of Interest Policy](#).

13. NON-COMPLIANCE

- 13.1. Non-compliance with Governance Documents is considered a breach of the [Staff Code of Conduct](#) or the [Student Code of Conduct](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.
- 13.2. All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, [Fraud and Corruption Control Policy](#) and [Whistleblower reporting \(Improper Conduct\) Procedures](#).

GOVERNANCE

Responsible Executive	Chair, Academic Board	
Implementation Officer	Chair, Research Training Committee (Dean of Graduate Studies)	
Category	Academic Governance	
Approving authority	Academic Board	
Effective date	17 November 2021	
Review date	17 November 2023	
Version	3.00	TER-045
Content enquiries	governance@cdu.edu.au	

DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
1.00	26 May 2021	Academic Board	Creation of original document and uploaded to website.
2.00	28 Jul 2021	Academic Board	<ul style="list-style-type: none"> • Name changed to 'Research Training Committee' (from 'Higher Degree by Research and Research Training Committee'); • Early Career Research added to the definition of Research Training; • Items numbered; • Quality and outcomes reporting function moved to Item 3 under Functions and expanded to break down reporting by additional categories; • Misconduct and grievances reporting function amended to include specific reference to HDR candidates; and • Membership amended to: <ul style="list-style-type: none"> ○ add Pro Vice-Chancellor Research and Innovation, Director CDU Global, and ECR Coordinator; and ○ remove HDR Supervisors. • Amended "Pro Vice-Chancellor Student Engagement and Success" to "Pro Vice-Chancellor Students and VET" in line with University restructure
2.01	29 Sep 2021	Academic Board	<ul style="list-style-type: none"> • Removed Functions and Responsibilities clause "Monitor, review and make recommendations to the Academic Board in regard to all governance documents relating to supervision of Higher Degree by Research candidates" • Minor changes to spelling, wording,



			grammar and punctuation
3.00	17 Nov 2021	Academic Board	<ul style="list-style-type: none">• Replaced PVC Students & VET with Director Library Services
3.01	17.12.21	Governance	<ul style="list-style-type: none">• Minor administrative change