UNIVERSITY OF MELBOURNE

Research Higher Degrees Committee

A committee of the Academic Board

Composition and Terms of Reference

1. Membership
Pro Vice-Chancellor, Graduate Research
Deputy Dean, School of Graduate Research
The President of the Academic Board or nominee
A Chairperson appointed by the Academic Board
Chairperson of the Graduate Research Scholarships committee or nominee
Chairperson of the Academic Programs Committee or nominee
Vice-Principal & Academic Registrar or nominee
Six members of the academic staff, who are active in research and supervision of higher
degree candidates, elected by the Academic Board (3 year term)
Up to six appointed members to be determined annually having regard to gender balance and
disciplinary expertise of the membership.
Three students enrolled for a research higher degree having regard to the diversity of
disciplinary contexts in which research higher degrees are completed, nominated by the
President UMPA.
One Faculty General Manager or nominee
Research Higher Degrees Manager, School of Graduate Research

2. Chairperson
Academic Board must appoint a person to chair the Committee for a period of up to two years.
A person so appointed will be eligible for re-appointment. Academic Board must also appoint a
Deputy Chairperson, in consultation with the Chairperson.

3. Quorum
A quorum for the committee is 3 or 20% of the current membership, whichever is greater. A
meeting may only proceed where there IS at least two academic staff members present.

4. Terms of Reference
4.1 To advise the Academic Board on all matters of policy relating to postgraduate
courses in which the research component is at least 66%, including the degrees of
Doctor of Philosophy, Master of Philosophy and other research higher degrees
comprising research and coursework.
4.2 To review and make recommendations on all proposed new research higher degrees
as specified in 4.1 and major course changes. (Faculties have delegated
responsibility for all minor course changes unless the matter involves two or more
faculties.).
4.3 To receive advice from the Chair of the Academic Programs Committee in regard to
consideration of the details of coursework requirements (for example subject level,
content descriptions, assessment requirements, workload, etc.) of research higher
degrees and professional doctorates.
4.4 To provide policy advice to the Academic Programs Committee in regard to the
research components of coursework higher degrees (postgraduate courses in which
the research component is less than 66%) on matters such as requirements of
research supervision and guidelines on the appointment of examiners.
4.5 To ensure consistency in adherence with regulations governing research higher
degree courses administered by the School of Graduate Research.
4.6 To advise the Academic Board on matters affecting candidature and examination, including approval of admissions to candidature, confirmation of candidature, variations in conditions of candidature, annual reports and the appointment of examiners.

4.7 Receive reports from the Graduate Research Scholarships Committee.

5. **Reporting**
The Research Higher Degrees Committee will report to Academic Board after each meeting.

6. **Secretariat**
The Academic Secretary, or nominee, will provide secretariat support to the committee.

Academic Board approval, meeting dates: A.B. 27/8/98, 17/12/98, 24/6/99, 28/3/02, 12/12/02, 24/3/05, 23/3/06, 22/3/07, 01/02/08.