Faculty of Sciences

Research and Higher Degrees Committee
Constitution & Terms of Reference

ROLE

The Faculty of Sciences Research and Higher Degrees Committee shall be responsible for oversight and monitoring of the Faculty's research activities and for the provision of advice and recommendations to the Faculty Board on these matters.

FUNCTIONS OF THE COMMITTEE

The functions of the committee shall be –

- To promote research within the Faculty of Sciences
- To consider and recommend relevant Faculty research plans for the Faculty and centres
- To consider proposals to establish and strengthen research areas within the Faculty of Sciences
- To select and recommend areas of research activity for support
- To be the source of advice to the Faculty Board regarding Faculty research management policy
- To ensure ethical policies have been met according to University policy. Where there are matters of an ethical or regulatory nature it is the applicants responsibility to ensure any regulatory policies have been met prior to any committee consideration
- To initiate the development of and review of policies and regulations governing higher degrees at a faculty level
- To provide recommendations to the University Research and Higher Degrees Committee on matters of registration, supervision and examination of all higher degrees having at least a 67% research component.

MEMBERSHIP

The Committee will consist of the following members –

1. Deputy Dean (Chair);
2. Associate Dean (on an invitation basis);
3. Chair or Nominee, Department of Nursing & Midwifery, Research and Higher Degrees Committee;
4. Chair or Nominee, Department of Psychology, Research and Higher Degrees Committee;
5. Chair or Nominee, Department of Mathematics and Computing, Research and Higher Degrees Committee;

6. Representative, Department of Biological and Physical Sciences;
7. A Faculty representative from each Centre in which the Faculty is represented attend the Committee;
8. University R&HD Committee Member;
9. Post Graduate Student Representative/s;
10. Secretary.

Membership and Term of Office will be for a three year period from the date of initial appointment.

MEETINGS

Meetings will be held six times during the calendar year (every second month), however extraordinary meetings may be called by the Chair if urgent matters arise.

Secretarial support will be provided for the committee through the Deputy Dean's Office.

The committee secretary will issue a general call for items for consideration in time for an agenda to be prepared one (1) week prior to each meeting.

Minutes of the meeting will be prepared by the committee secretary and circulated to each member of the committee and other appropriate staff, following the meeting.

An action plan will be formulated detailing responsibilities for item action.

Non members may be invited from time to time to discuss relevant issues.