



Terms of Reference

Research Training Sub-Committee

Trim Location	
Responsible Officer	University Secretary
Approval Date	9 June 2020
Approval Authority	Academic Board

1 Role

The Research Training Sub-Committee is responsible for driving research training across USQ including Schools, Colleges, and Research Institutes and Centres. The Sub-Committee reports to the Research Committee (via Dean, Graduate Research School).

2 Functions

The functions of the Research Training Sub-Committee are to:

1. develop, review, and monitor implementation of policies and procedures concerning higher degree by research;
2. monitor quality of all aspects of research training including research supervision;
3. promote excellence in research training;
4. coordinate the development, accreditation, and reaccreditation of higher degree by research programs in collaboration with relevant Schools and Faculties.

3 Authority

Academic Board has provided the Research Training Sub-Committee with the authority to perform its functions, as outlined in the Terms of Reference, as a Sub-Committee of the Research Committee.

4 Membership

The members of the Research Training Sub-Committee consists of:

1. Associate Dean (Graduate Research School) (Chairperson);
2. School Associate Heads (Research) or nominee;
3. CISER Head or nominee;
4. Director Office of Research or nominee;
5. Research Institute Directors or nominees;
6. Open Access College nominee;
7. Library Services nominee;
8. USQ International nominee;
9. Two HDR students, one from each faculty.

The Chairperson may invite other persons from the appropriate section of the University to attend meetings of the Sub-Committee, as may be necessary, from time to time.

4.1 Responsibilities of Sub-Committee Members

Members are identified as representing all USQ Divisions to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Research Training Sub-Committee in the overall interests and objectives of the University.

4.2 Terms of Office

1. Ex officio/nominated members remain members for their term of office. Duly appointed acting staff are to represent Ex officio members at Sub-Committee meetings when necessary.
2. Student members shall be elected for one year terms running from 1 April to 31 March the following year, with an annual opportunity to continue their membership to a maximum term of two years without the need for an election. Student members shall be eligible for re-election after this period.

4.3 Working Parties, Co-option and Observers

1. The Sub-Committee may establish ad hoc working parties;
2. The Sub-Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required;
3. Observers may be invited to attend Sub-Committee meetings but an observer will have no voting rights.

5 Meetings, Reporting and Minutes

Frequency of Meetings: The Research Training Sub-Committee meets at least six times per year.

Reports To: Research Committee via the Dean (Graduate Research School)

Minutes: Minutes and a post meeting action sheet, for all meetings, scheduled and special, shall be kept as provided for in the University's guidelines.

6 Ethical Practices, Confidentiality and Independence

Members of the Sub-Committee are to:

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Sub-Committee;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
- Disclose to the Sub-Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Sub-Committee or give rise to a perception of a conflict of interest; and
- Have a sound understanding of the University's Code of Conduct.

7 Secretary

The Secretary to the Research Training Sub-Committee shall be a member of the Graduate Research School support team.

8 Review of Terms of Reference

The Terms of Reference will be reviewed annually.

9 Modification History

Date	Source	Details
9 June 2020	AB	Establishment of Sub-Committee approved by Academic Board