

Research Degrees Committee Charter

Section 1 - Purpose

(1) Research Degrees Committee develops and recommends policies and procedures relating to the governance and management of QUT's Higher Degrees by Research.

Section 2 - Accountability

(2) Research Degrees Committee is a governance committee accountable to University Research Committee.

Section 3 - Responsibilities

(3) Research Degrees Committee undertakes the following responsibilities:

- a. develops and recommends to University Research Committee to recommend to University Academic Board policies and procedures relating to higher degree research supervision, training and research and course requirements for higher degree research awards at QUT.
- b. advises University Research Committee on the provision and delivery of resources and facilities for research degree training and research, including development of research students' graduate capabilities.
- c. coordinates the annual Course Reports for higher degree research and reports on outcomes to the University Research Committee.
- d. considers and approves, in accordance with University policy ([Higher Degree Research Candidates Policy](#)), recommendations from faculties regarding the admission, supervision and examination of higher degree research students.
- e. monitors and approves the progress, supervision and examination of higher degree research students with attention to cohort trends within the University and reports on these matters to the Head of Research Portfolio.
- f. monitors and determines policy and good practice in supervisor accreditation within the University relating to higher degree research supervision and reports on outcomes to the University Research Committee.
- g. monitors and determines policy and guidelines for the awarding of higher degree research scholarships funded by the University.
- h. considers applications and, on recommendations from faculties and/or research centres, determines recipients for higher degree research scholarships.
- i. recommends to University Academic Board (or delegate) the award of research degrees to candidates, through Student Administration.
- j. considers nominations for QUT Outstanding Doctoral Thesis Awards and recommends recipients to the Head of Research Portfolio for approval.

Section 4 - Delegations

(4) Research Degrees Committee has delegated responsibility to determine:

- a. whether a higher degree research candidate has completed all course requirements and recommend to the Vice-President (Administration) and University Registrar conferral of higher degree research awards ([Higher Degree Research Candidates Policy](#), [Conferral, Graduation and Academic Dress Policy](#)).
- b. the outcome of a higher degree research candidate's milestone ([Higher Degree Research Candidates Policy](#)).
- c. the outcome of a higher degree research candidate's under review ([Higher Degree Research Candidates Policy](#)).
- d. the outcome of a higher degree research candidate's show cause ([Higher Degree Research Candidates Policy](#)).
- e. allocation of higher degree research scholarships via QUT's Annual Scholarship Round ([Higher Degree Research Candidates Policy](#)).

Section 5 - Membership

(5) Membership categories:

- a. A nominee of the Head of Research Portfolio as Chair;
- b. Pro Vice-Chancellor (Research) ex officio;
- c. Director, Graduate Research Centre ex officio;
- d. Director, Graduate Research Education and Development or nominee;
- e. Up to three associate academic staff members nominated by the Head of Research Portfolio, where membership is constituted with due regard for breadth of representation;
- f. A nominee of each executive dean with faculty wide responsibility for higher degree research programs;
- g. Two postgraduate students nominated by the Head of Research Portfolio. One student will be selected from the Faculty of Science, Faculty of Engineering or Faculty of Health, with the second student to be selected from the Faculty of Business and Law or the Faculty of Creative Industries, Education and Social Justice. Student appointments will have staggered starting years wherever possible.

(6) Nominated members of the Committee serve a term of office of up to two years. The length of a nominated member's term of office is recommended to the nominator by the Chair, on advice from the Secretariat.

Section 6 - Meeting frequency

(7) Research Degrees Committee normally meets 6 times per year, ideally on a bi-monthly basis.

Section 7 - Reporting

(8) Following each meeting, Research Degrees Committee reports to the next meeting of University Research Committee.

Section 8 - Procedures

(9) Research Degrees Committee is established in accordance with the [University Committee Governance Policy](#) (Section 5) and operates in accordance with [Council Procedure 1 - Committee Operations](#).

Section 9 - Secretariat

(10) A nominee of the Vice-President (Administration) and University Registrar is secretary.

Status and Details

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Effective Date	12th March 2024
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