



UNIVERSITY OF
CANBERRA

UNIVERSITY RESEARCH COMMITTEE CHARTER

Establishment

1. The University Research Committee (the Committee) is established by the Academic Board under the [Academic Board Rules 2021](#).

Purpose

2. The purpose of the University Research Committee is to advise the Academic Board and the Vice-Chancellor on research objectives and strategies, the University's research performance, research and research training policy and practice and research degree programs.

Authority

3. The Committee is authorised to perform activities within the scope of responsibilities set out in this Charter and to make recommendations to the Academic Board and the Vice-Chancellor.
4. The Academic Board authorises the Committee, within the scope of its role and responsibilities, to:
 - a. establish working groups as required to assist the Committee in the exercise of its duties;
 - b. request the attendance of any UC employee, or officer of a controlled entity at Committee meetings;
 - c. obtain any information it needs from any employee or external party (subject to their legal obligation to protect information); and
 - d. exercise such other functions as may be necessary to enable it to exercise the responsibilities specified in this Charter.

Terms of Reference

5. The primary responsibilities of the University Research Committee are to:
 - a. provide competent advice to Academic Board regarding:
 - i. the identification of research objectives and strategies of the University;
 - ii. institutional standards, key performance indicators and goals in relation to research and research training; and
 - iii. compliance with relevant legislation and University policy.;
 - b. make recommendations to Academic Board on policies and approve procedures relating to the:

- i. management of research;
 - ii. research training and candidature of higher degree by research (HDR) students;
 - iii. research risks, integrity and compliance; and
 - iv. researcher development.
 - c. monitor institutional standards for research and HDR program quality and outcomes, including the outcomes of improvement actions;
 - d. provide advice to Academic Board on the quality of University's research and research training programs;
 - e. provide advice to Academic Board on emerging risks to research and/or academic integrity, quality and the responsible conduct of research, and the effectiveness of controls and treatment actions as they relate to research and HDR students;
 - f. provide advice to the Curriculum Committee on proposals regarding honours courses and courses that have a 25% or greater research training component;
 - g. provide a forum to facilitate communication, discussion and dissemination of information on research and research training issues, and advise Academic Board on issues identified
 - h. provide advice on implementation of Academic Board policies and procedures relating to research and research training and review their effectiveness;
 - i. monitor and recommend improvements for research and HDR support services; and
 - j. advise on other matters referred to it by Academic Board and/or the Vice-Chancellor.
6. The Committee exercises such additional functions, responsibilities and authorities as may be assigned or delegated to it by Academic Board from time to time.
 7. The Curriculum Committee may seek the advice of the University Research Committee on any course that has a research training component of less than 25%.
 8. Where there is an overlap of responsibilities between committees of the Academic Board, the respective Chairs will determine the most appropriate committee to consider the item, or alternatively to hold a special joint meeting of both committees.

Membership

9. The Committee shall comprise the following members:
 - a. Deputy Vice-Chancellor and Vice-President (Research & Enterprise), who will act as Chair (ex-officio)
 - b. Director, Research Services, who will act as Deputy Chair (ex-officio);
 - c. Pro Vice-Chancellor, Enterprise Development and Partnerships (ex-officio);
 - d. Associate Dean (Research) from each Faculty (ex-officio)
 - e. Three University Research Institute or Centre Directors, selected from and by the Directors of all of the University Research Institute and Centre Directors; each appointed for a period of 2 years;
 - f. One academic staff member who is also member of Academic Board, selected by and from the academic staff members of the Academic Board, for a period of two years;
 - g. One academic staff member elected by and from teaching and research and

research-only staff across the University, for a period of two years;

- h. Dean, Graduate Research;
 - i. one HDR student appointed for a term of one year and may be reappointed for two additional terms, who is endorsed by the Student Representative Council and
 - j. other members as required.
10. The Committee may appoint additional members as reasonably necessary to ensure diverse representation, consistent with the University's broader diversity initiatives, including but not limited to ensuring that no one gender will hold more than 60% of the Committee's membership (gender being self-identified and non-binary members not recorded as either male or female in the calculation of committee gender balance).
11. The procedure for the election of the member set out in clause 9(g) will be determined by the University Secretary.

Role and Responsibilities of Members

12. Members of the Committee are expected to understand and observe the legal requirements of the [University of Canberra Act 1989](#), University Statutes and Rules.
13. Members are also expected to:
- a. act in the best interests of the University;
 - b. contribute sufficient time to review and understand the papers provided; and
 - c. apply analytical skills, objectivity and good judgment.

Reporting

14. The Chair of the Committee or their delegate will report on the business of the Committee meeting at the next meeting of the Academic Board.
15. The Committee will submit an annual report to the Academic Board on its operation and activities, including:
- a. a summary of the work it performed to fully discharge its responsibilities during the preceding year;
 - b. an improvement plan, where needed, and feedback on progress with previous improvement plans;
 - c. details of any outstanding business; and
 - d. details of meetings held and attendance during the relevant period.
16. The Academic Board may request additional reports on the business of the Committee as it deems necessary.
17. The Committee may report to the Academic Board or Vice-Chancellor any other matter it deems of sufficient importance to do so.

Administration

Meetings

18. The Committee will meet at least six times per year on dates determined by the Committee, unless otherwise agreed by the Chair.
19. The Chair is required to call a meeting if asked to do so by the Academic Board and may determine whether a meeting is required if requested by another Committee member.
20. A Committee Annual Plan, including meeting dates and key agenda items, will be agreed by the Committee each year. The Annual Plan will cover all responsibilities as detailed in this Charter.
21. Papers are to be submitted to the University Research Committee prior to the agenda close date.
22. Papers may only be accepted after the agenda close date with the approval of the Chair.

Quorum and Attendance

23. A quorum consists of a majority of the people who hold office as members of the Committee.
24. The Chair may approve for the whole, or any part, of a meeting of the Committee, the attendance of:
 - a. an employee or contractor of the University; or
 - b. any external persons for the purpose of providing advice or consultation to the Committee.
25. An appointed member who does not attend more than three meetings in a row, without a leave of absence from the Chair, will be deemed to have vacated the position.

Induction

26. The Chair will arrange an induction for new Committee members.
27. The Chair will provide ongoing mentoring and support for student members of the Committee.

Decisions

28. Decisions will be determined by majority consensus, with voting undertaken at the discretion of the Chair. A quorum must be present in order for a decision or endorsement to be made.
29. Once made a decision shall be collective and communicated as a decision of the Committee.
30. Circulating resolutions require support from 2/3 of the University Research Committee membership, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.

Assessment and Review

31. The Committee will:

- a. review this Charter annually and recommend to the Academic Board any necessary amendments; and
- b. assess its performance annually with respect to the Committee's purpose and functions.

DOCUMENT CONTROL

VERSION	DATE	AUTHOR	RATIONALE
0.1	24/11/2021	C Venning	Approved Charter.
0.2	24/04/2023	A Butler	Correcting errors, realigning membership, and the suggested alternate diversity clause.
0.3	7/12/2023	Z Toole	Updating election authority