

UNIVERSITY GRADUATE STUDIES COMMITTEE CONSTITUTION

Commencement Date: 1 April 2017

1 Establishment

- 1.1 The University Graduate Studies Committee (UGSC) was established by Resolution UAB 98/96 of the University Academic Board on 28 June 1996.
- 1.2 The Academic Board resolved on 28 October 2005 to rescind the Terms of Reference of the University Graduate Studies Committee and to adopt in their place the Graduate Studies Committee Constitution (Resolution AB 177/05). In so doing the Academic Board removed the word “University” from the name of the Committee.
- 1.3 At its meeting on 24 November 2006, the Academic Board resolved (Resolution AB 175/06) to approve the addition of the word “University” to the name of the Committee so that as of 1 January 2007, its title became once again the University Graduate Studies Committee.
- 1.4 UGSC is now a standing committee of the Academic Board established under rule 5.1 of the *Academic Board Constitution*.

2 Functions and responsibilities

- 2.1 UGSC is responsible for assisting the Academic Board in performing its functions with respect to research training, as described in the *Academic Board Constitution*.
- 2.2 UGSC assists the Academic Board in performing its functions by:
 - (1) providing advice and recommendations to the Academic Board on:
 - (a) University policies relating to research training;
 - (b) the University’s Research Enabling Plan with respect to research training*;
 - (c) progress in implementing the University’s Research Enabling Plan with respect to research training;
 - (d) the establishment of research training priorities and identification of potential new areas of research training;
 - (e) the research-teaching nexus; and
 - (f) the quality of higher degrees by research and doctorates by coursework;
 - (g) the management of risk in relation to the work of the Committee
 - (2) providing advice and recommendations to the Associate Deputy Vice-Chancellor, Research Excellence on:
 - (a) the admission, enrolment, progress, discipline, examination and graduation of higher degree by research and doctorate by coursework candidates;
 - (b) the awarding of scholarships, grants, and other forms of financial support to higher degree by research and doctorate by coursework candidates;

* The Academic Board provides advice and recommendations to the Vice-Chancellor on the University’s Research Management Plan.

- (c) the provision of support for higher degree by research and doctorate by coursework candidates undertaking fieldwork in remote or offshore locations;
 - (d) the provision of library and information services to higher degree by research and doctorate by coursework candidates; and
 - (e) the supervision of higher degree by research and doctorate by coursework candidates and the training and continuing education of supervisors of higher degree by research and doctorate by coursework candidates; and
- (3) providing to the Academic Board an annual report on the University's performance in research training.

3 Membership

The University will endeavour to achieve gender equity and diversity on the University Graduate Studies Committee.

The membership of UGSC is to comprise:

- (1) the Associate Deputy Vice-Chancellor, Research Excellence, *ex officio*, (the Chair);
- (2) the Deputy Vice-Chancellor, Research, or nominee, *ex officio*;
- (3) the Chairpersons of Faculty Graduate Studies Committees or their equivalents, *ex officio*;
- (4) the Deputy Vice-Chancellor, Academic, or nominee, *ex officio*;
- (5) the University Librarian or nominee, *ex officio*;
- (6) the Postgraduate Students Committee President, Curtin Student Guild, or nominee, *ex officio*;
- (7) up to 2 persons who may or may not be members of the Academic Board, appointed by the Board after considering recommendations from UGSC having regard to gender balance, diversity, disciplinary expertise and faculty distribution of the membership; and
- (8) the Chair, Academic Board, or nominee from among the members of the Academic Board, *ex officio*.

4 Deputies

- 4.1 The deputy of a member is to be a staff member (other than another member of the UGSC) nominated in writing by that member.
- 4.2 The member is to ensure that a copy of the nomination is given to the Chair at or before the UGSC meeting which the member is unable to attend.
- 4.3 Whenever a member is unable to attend an UGSC meeting, his or her deputy may:
- (1) attend the meeting in place of the member; and
 - (2) exercise all the rights and privileges of the member .

5. Terms of office

- 5.1 The term of office of each of the members of UGSC who are not *ex officio* members is to be for 2 years commencing on 1 April and concluding on 31 March.
- 5.2 A member who is not an *ex officio* member may be appointed to serve consecutive terms provided that:
- (1) he or she continues to hold the specified qualifications for office; and

- (2) he or she may serve for no more than 3 successive terms.

6 Casual vacancies in elected positions

6.1 For the purposes of this Constitution, a 'casual vacancy' occurs where an elected member:

- (1) resigns, retires or becomes ineligible to remain in the position; or
(2) is absent without leave for 3 consecutive UGSC meetings.

6.2 If a casual vacancy occurs less than 6 months before the conclusion of what would otherwise have been the term of office, UGSC may either:

- (1) recommend to the Academic Board that a person nominated by the UGSC be appointed to the position; or
(2) take no action to enable the position to be filled.

6.3 If the vacancy occurs more than 6 months before the conclusion of what would otherwise have been the term of office (the 'Unexpired Term'), an election for the vacant position is to be held and the successful candidate is to fill the position for the Unexpired Term.

7 Chairing of a meeting in absence of Chair

7.1 Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting of UGSC, the Chair is to appoint one of the members of UGSC to chair the meeting.

7.2 If an appointment is not made by the Chair under clause 7.1, UGSC is to elect one of its members who is present to chair the meeting.

8 Quorum

The quorum for UGSC meetings is to be not less than one half of the total number of members excluding:

- (1) any vacancy in the membership of UGSC; and
(2) any member who has an approved leave of absence and in respect of whom a deputy has not been nominated.

9 Officers in attendance and attendance of observers

9.1 The Deputy Vice-Chancellor, Academic, or nominee, is to have the right to be present and participate (but not vote) at all meetings of UGSC.

9.2 UGSC may invite any other officer of the University, or any other person, to attend for specific items of a meeting or to attend specified meetings, to assist the UGSC in its deliberations.

9.3 UGSC may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.

9.4 Unless the Chair determines otherwise, an observer does not have the right to participate or vote in a meeting of UGSC.

10 Establishment of working parties or sub-groups

10.1 UGSC may establish working parties or sub-groups to undertake particular tasks in relation to a nominated function or activity. The composition of a working party

may include persons other than members of UGSC and may include persons who are external to the University.

10.2 The role of a working party or sub-group is advisory.

11 Meeting schedule

UGSC will meet at least 4 times each year.

12 Reporting

12.1 UGSC is to report to the Academic Board on its activities at such times as the Academic Board directs.

12.2 At the beginning of each calendar year, UGSC is to submit to the Academic Board, an annual report in respect of its activities in the preceding 12 months. The annual report is to include:

- (1) a summary of the principal issues addressed by UGSC in the period under review;
- (2) an assessment of the effectiveness of UGSC in performing its functions and fulfilling its responsibilities in the period under review;
- (3) advice as to whether UGSC should continue to operate in its current form and with its current functions and responsibilities; and
- (4) advice and recommendations regarding the operation of UGSC and the provisions of the UGSC Constitution.

13 Servicing

13.1 Secretarial and administrative support for UGSC is to be provided by the Secretariat.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
TOR	Approved	28 June 1996	University Academic Board	UAB 98/96	-
	Rescinded	28 October 2005	Academic Board	AB 177/05 (iii) (d)	01284/05 TOR replaced by Constitution
NEW	Approved	28 October 2005	Academic Board	AB 177/05 (ii) (b)	01277/05 "University" removed from name
	Approved	24 November 2006	Academic Board	AB 175/06 (i) (c)	"University" added to name – effective 01/01/07
	Approved	29 February 2008	Academic Board	AB 19/08	00169/08
	Approved	25 February 2011	Academic Board	AB 6/11	Replacement Attachment 5 to 00152/11
Revised	Approved	26 July 2013	Academic Board	AB 128/13	Attachment 1 to Document 00727/13
Revised	Approved	1 April 2016	Academic Board	AB 47/16	Attachment B to Item 13.2
Revised	Approved	31 March 2017	Academic Board	AB 51/17	Appendix D to Attachment A of Item 13.2

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Revised	Approved	22 February 2019	Academic Board	AB 28/19	Appendix E to Attachment A to Item 13.2
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