

## RESEARCH COMMITTEE TERMS OF REFERENCE

|   |  |  |
|---|--|--|
| <b>Responsible officer</b>  | Chief Academic Officer                               |  |
| <b>Contact</b>  | Policy Coordinator, policy@morling.edu.au            |  |
| <b>Approved by</b>  | Academic Board                                       |  |
| <b>Responsible body</b>   | Academic Board                                       |  |
| <b>Approval date</b>  | 11 November 2020                                     |  |
| <b>Effective date</b>   | 11 November 2020                                     |  |
| <b>Review date</b>  | May 2022   |  |
| <b>Superseded documents</b>   | Learning Research and Research Committee Policy 2018 |  |
| <b>Related documents</b>  | Academic Board Terms of Reference                    |  |
| <b>Policy classification</b><br><i>Select a General OR an Academic option</i> | <b>General</b>                                       | <b>Academic</b><br>Academic Governance |

### 1. ROLE

The Research Committee is a sub-committee of the Academic Board, within the framework of the academic governance at Morling College, and within overarching higher education regulations. The role of the Research Committee is to advise the Academic Board (AB) on the research strategy, research policy, quality assurance and performance of research, research development and research training, as a Higher Education Provider (HEP).

### 2. DEFINITIONS

| Key Term - Acronym | Definition                |
|--------------------|---------------------------|
| RC                 | Research Committee        |
| MC                 | Morling College           |
| HDR                | Higher Degree Research    |
| HEP                | Higher Education Provider |

### 3. CONTEXT STATEMENT

Morling College is a registered Higher Education Provider (PRV12034) of accredited courses in Education, Counselling and Chaplaincy and Spiritual Care. MC also offers courses in Theology (AQF 5-10), accredited through a third-party arrangement with the Australian College of Theology. MC is also a College of the University of Divinity, offering accredited Higher Degree Research training (AQF9-10). Consequently, MC's

policies will incorporate the appropriate academic requirements for each area according to the relevant accrediting authority.

The Academic Board is responsible for establishing, monitoring and sustaining the high quality, compliance and integrity of the higher education it provides, and for ensuring quality learning experiences and outcomes for students.

Most of MC's Theology students study courses from the ACT, so academic and student policies are set by the Australian College of Theology, and these can be located at <http://www.actheology.edu.au/policies.php>.

Policies relevant to students under the University of Divinity accreditation, can be located at <http://www.divinity.edu.au>.

MC academic and student policies will be set in areas for its own HEP requirements in Education, Counselling and Chaplaincy and Spiritual Care, and for relevant whole of institution HEP requirements. It is within this scope that the Research Committee functions.

#### **4. RESPONSIBILITIES**

- 4.1 Develop, monitor and report on MC's Research Strategic Plan
- 4.2 Regularly review MC's policies, procedures and frameworks governing research, research development and research training, and recommending any necessary amendments to the Academic Board
- 4.3 Identify the need for the development of new policies, procedures, and frameworks to govern research and research training, overseeing their development, and recommending their introduction to the Academic Board
- 4.4 Oversight of HDR candidates' admission and progress within the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care
- 4.5 Manage research supervision by overseeing training of supervisors and approving supervisors' eligibility according to MC policies
- 4.6 Allocate supervisors and other resources to HDR students
- 4.7 Manage human research ethics processes
- 4.8 Encourage and support the development of a research culture
- 4.9 Encourage the establishment of mutually beneficial research partnerships between Morling, industry, the professions, or other higher education institutions, including international institutions, for example, co-supervision, thesis marking, research collaborations
- 4.10 Receive annual reports from staff on the progress of research related scholarly activities and research outputs
- 4.11 Recommend the appointment and reappointment of Honorary Researchers

## **5. MEMBERSHIP**

- 5.1 MC Director of Research (Chair)
- 5.2 Associate Director of Research
- 5.3 Chief Academic Officer
- 5.4 Dean of Education (or representative)
- 5.5 Dean of Counselling, Chaplaincy and Spiritual Care (or representative)
- 5.6 Registrar
- 5.7 Library Manager

A standing invitation will extend to

- 5.8 Head of Bible and Theology (or representative)

## **6. MEETINGS**

- 6.1 The Research Committee will meet at least three times a year, usually at least 2 weeks prior to an Academic Board meeting to allow timely processing of items to go to the Academic Board.
- 6.2 A quorum for the meetings will 50% of membership
- 6.3 When a member cannot attend a meeting, they may nominate a replacement to attend in their place
- 6.4 Special meetings may be called by the Chair, if required
- 6.5 Decisions may be made by circular resolutions if deemed necessary
- 6.6 If unable to attend, the Chair will nominate a member to chair the meeting
- 6.7 The RC will provide a report to the Academic Board after each of its meetings
- 6.8 Matters may be referred to the Research Committee for consideration and advice on academic matters as they related to the research environment by the MC Board, the Academic Board, the Principal, CAO, Deans of the Faculties, or the Director of the Tinsley Institute
- 6.9 The Academic Board may, from time to time, delegate specific authorisations to the Research Committee. The Committee may also request the granting of such authorisations as it sees fit. All such authorisations will be minuted
- 6.10 Minutes are to be kept which will include relevant discussion on agenda items, decisions made/endorsed, actions to be taken and relevant responsible parties for those actions identified. A copy of the minutes will be provided to the Academic Board

## 7. RELATED DOCUMENTS AND LEGISLATION

[Academic Board Terms of Reference](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

## 8. REFERENCES

Avondale Research Committee Terms of Reference

## 9. VERSION HISTORY

| Version | Approved by              | Approval Date    | Effective Date   | Changes made   |
|---------|--------------------------|------------------|------------------|--|
| 2.2     | Academic Board           | 11 November 2020 | 11 November 2020 | Associate Director of Research added as a member. Added 4.11.  |
| 2.1     | Academic Board           | 3 June 2019      | 3 June 2019      | Membership: added A standing invitation will extend to Head of Bible and Theology (or representative)  |
| 2       | Academic Board           | 8 May 2019       | 8 May 2019       | Removed L&T to become a Research Committee and restricting the scope to primarily address matters relating to MC as HEP ie Ed and CCSC. Amendments to reflect change in roles and structure. |
| 1       | Academic Board, MC Board | 15 May 2018      | 15 May 2018      | Originally Learning and Teaching Committee. Added Research.  |
|         |                          |                  |                  |  |

Always **download** this policy anew from the Policies folder on the Morling share drive Policies/Staff Policies, as it may have changed.