Academic Governance

Research and Higher Degrees
Committee Members Information
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</table>
Dear Member

Congratulations on your appointment and welcome to the Academic Board, or one of its sub-committees. Thank you for taking on this important University role.

The Edith Cowan University Council has delegated significant governance responsibilities to the Academic Board, which was established under University Statute 24. This pack will provide you with some background and information about the Academic Board, its associated committee structure, its roles and responsibilities, Rules, Standing Orders and other useful information. It is designed to provide you with a guide to where to find the resources and information you need as a member. It is important to read the information provided and visit the websites listed for your information, to ensure that you are aware of your rights and responsibilities as a member.

The Academic Board is responsible for dealing with issues relating to academic policy, academic development, student admission matters, research, and teaching and learning issues. In 2001 the Academic Board established three sub-committees - Academic Governance staff act as Executive Officers for the Board and the sub-committees and your contacts are:

- **Academic Board**  Ph: 2486  Gloria McQuillan  
  g.mcquillan@ecu.edu.au

- **Curriculum, Teaching & Learning (CTLC)**  Ph: 2486  Gloria McQuillan  
  g.mcquillan@ecu.edu.au

- **Research & Higher Degrees (RHDC)**  Ph: 2162  Bryan Connell  
  b.connell@ecu.edu.au

- **Academic Services Committee (ASC)**  Ph: 2320  Keryl Hennah-Graber  
  k.hennahgraber@ecu.edu.au

The Academic Governance website is a useful source of information, including agendas, minutes, resolution lists, Terms of Reference and Standing Orders. It also includes guidelines for submission of agenda items and a cover sheet template which must be used for all committees. Committee memberships change frequently and Rules and policies are updated and amended, so it is useful to bookmark the resources you will need. Our website is at:  
If you are unable to attend meetings please ensure your apology is forwarded to the Executive Officer and advise your proxy that you are unable to attend. Members and proxies are advised when the agendas are available on the Academic Governance website and provided with the URL several days prior to meetings. The Standing Orders provide details in relation to attendance, apologies and formal leave of absence - please ensure you are familiar with your responsibilities in relation to attendance.

The Academic Governance staff looks forward to working with you.

Kind regards

Gloria McQuillan

Academic Secretary
Research and Higher Degrees Committee: Contact Details

Chair:

Professor Bill Louden, Pro Vice Chancellor (Research)
Mt. Lawley Campus, Building 3, room 122
Phone: 9370 6465
Fax: 9370 6150
Email: w.louden@ecu.edu.au

Executive Officer:

Bryan Connell
Joondalup Campus, Building 1, room 333
Phone: 6304 2162
Fax: 6304 2661
Email: b.connell@ecu.edu.au
Useful Web Pages

Specific Committee Pages

Academic Board
- Agenda and Minutes: http://www.ecu.edu.au/GPPS/acad_secret/ab_agendas_and_minutes.html
- Terms of Reference: http://www.ecu.edu.au/GPPS/assets/pdfs/AcademicBoardToR.pdf
- Committee Members: http://www.ecu.edu.au/GPPS/acad_secret/assets/ab/ABMembers.pdf

Academic Services Committee

Curriculum Teaching and Learning Committee

Research and Higher Degrees Committee
- Graduate School: http://www.ecu.edu.au/GraduateSchool/

Combined committee meeting schedule:

How to submit committee agenda items:
http://www.ecu.edu.au/GPPS/acad_secret/how_to_submit_agenda_item.html

University Committee structure flow chart:

General Pages

Governance, Policy and Planning Home Page (GPPS):


Academic Progress Rules:

University Committees:
Listing links to all the Academic Board Committees plus the other committees for which GPPS is responsible
http://www.ecu.edu.au/GPPS/committees/


Quality at ECU: http://www.ecu.edu.au/Quality@ECU/

University Legislation:

## Council and its committees

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<tr>
<td><em>(dates in brackets not formal meetings, but reserved for Council activities)</em></td>
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<td><strong>Resources Committee</strong> - <strong>Resrc</strong> (4.00pm Thu; quarterly)</td>
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<td><strong>Quality and Audit Committee</strong> - <strong>QAC</strong> (3.30pm Tue; quarterly)</td>
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<td><strong>Western Australian Academy of Performing Arts Board</strong> - <strong>WAAPA</strong> (4.15pm Tue; 8/9 wks)</td>
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<td><strong>South West Campus (Bunbury) Advisory Board</strong> - <strong>SWCAB</strong> (4.30pm Wed; 8/9 wks)</td>
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<td><strong>Animal Ethics Committee</strong> - <strong>AEC</strong> (2.00pm Fri; monthly)</td>
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<td><strong>Human Research Ethics Committee</strong> - <strong>HREC</strong> (1.00pm Fri; monthly)</td>
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## Academic Board and its committees

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<td><strong>Academic Board</strong> - <strong>AcBd</strong> (2.00pm Thu; 8/9 wks)</td>
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<tr>
<td><strong>Academic Services Committee</strong> - <strong>ASC</strong> (9.00am Wed; 8/9 wks)</td>
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<td><strong>Curriculum, Teaching and Learning Committee</strong> - <strong>CTLC</strong> (2.00pm Tue; 8/9 wks)</td>
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<td><strong>Research and Higher Degrees Committee</strong> - <strong>RHDC</strong> (9.00am Tue; 8/9 wks)</td>
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## Faculty Boards

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<tr>
<td><strong>Faculty of Business and Law</strong> - <strong>B&amp;L</strong> (11.00am Mon; 8/9 wks)</td>
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<tr>
<td><strong>Faculty of Computing, Health and Science</strong> - <strong>CHS</strong> (2.00pm Fri; 8/9 wks)</td>
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<tr>
<td><strong>Faculty of Education and Arts</strong> - <strong>E&amp;A</strong> (2.00pm Fri; 8/9 wks)</td>
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<tr>
<td><strong>Faculty of Regional Professional Studies</strong> - <strong>RPS</strong> (1.00pm Fri; 8/9 wks)</td>
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## Committees of the Vice-Chancellor

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<tr>
<td><strong>Vice-Chancellor's Planning and Management Group</strong> - <strong>VCPMG</strong> (2-5pm Wed; fortnightly)</td>
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<tr>
<td><strong>Vice-Chancellor's Faculty Advisory Forum &amp; Managers Advisory Forum</strong> - <strong>VCFAF+MAF</strong> (12noon Thu; 1/semester)</td>
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<tr>
<td><strong>Vice-Chancellor's Student Advisory Forum</strong> - <strong>VCSAF</strong> (4pm Thu; 1 informal meeting/semester, 1 formal meeting)</td>
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All dates are indicative only and may change depending on local circumstances.
Please email kathryn.clarke@ecu.edu.au with date changes during the course of the year.
During 2007, an up-to-date schedule may be accessed at: http://www.ecu.edu.au/GPPS/committees/
Committee Structure at October 2004

COUNCIL EXECUTIVE

UNIVERSITY COUNCIL

Council Committees
- Quality and Audit Committee
- Legislative Committee
- Resources Committee
- Honorary Awards Committee
- Nomination Committee

Academic Board and Related Committees
- Academic Board
- Faculty of Regional Professional Studies Board
- Academic Committee of WAAPA@ECU
- Academic Services Committee
- Curriculum Teaching & Learning Committee
- Research & Higher Degrees Committee
- Boards of Faculties

Direct Reporting Bodies
- ECU South West Campus (Bunbury) Advisory Board
- WAAPA@ECU Board
- Animal Ethics Committee
- Human Research Ethics Committee
## Chair

**Professor Patrick GARNETT**  
Senior Academic - level D or above - as appointed by Vice Chancellor  
*ex officio*

## Deputy Chair

**Professor Lelia GREEN**  
1 year (March 2007 to March 2008)  
appointed at the first meeting of the year

## Professor elected by Academic Board

**Professor Mark HACKLING**  
Proxy: **Professor Mark BALNAVES**  
3 years (23 Nov. 2006 to 23 Nov. 2009)

## Chair or Deputy Chair of Academic Board

**Professor Ron OLIVER**  
*ex officio*

## One member of the Academic Board elected by the Academic Board

**Professor Nadine HENLEY**  
Proxy: **Vacant**  
3 years (June 2006 to June 2009)

### Associate Dean (R&HD) or equivalent nominated by the Faculty Board or equivalent

<table>
<thead>
<tr>
<th>School</th>
<th>Associate Professor</th>
<th>Proxy</th>
<th>Notes</th>
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<tbody>
<tr>
<td>B&amp;L</td>
<td>Marilyn CLARK-MURPHY</td>
<td>Professor David ALLEN</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>E&amp;A</td>
<td>Lelia GREEN</td>
<td>Professor Peggy BROCK</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>CHS</td>
<td>Robert NEWTON</td>
<td>Dr. Mark LUND</td>
<td><em>ex officio</em></td>
</tr>
<tr>
<td>RPS</td>
<td>Andrew TAGGART</td>
<td>Dr. Lorna KAINO</td>
<td><em>ex officio</em></td>
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### One Academic Staff Member nominated by Faculty Board or equivalent

<table>
<thead>
<tr>
<th>School</th>
<th>Professor</th>
<th>Proxy</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>B&amp;L</td>
<td>Malcolm SMITH</td>
<td>Professor Craig STANDING</td>
<td>3 years (11 June 2007 to 10 June 2010)</td>
</tr>
<tr>
<td>E&amp;A</td>
<td>Dr. Maggi PHILLIPS</td>
<td>Professor Peggy BROCK</td>
<td>3 years (17th Apr. 2006 to 17th Apr. 2009)</td>
</tr>
<tr>
<td>CHS</td>
<td>Samar AOUN</td>
<td>Dr Justin BROWN</td>
<td>3 years (to 30 June 2010)</td>
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<tr>
<td>RPS</td>
<td>Brian ENGLISH</td>
<td>Dr Dyann ROSS</td>
<td>3 years (30th Jan. 2006 to 29th Jan. 2009)</td>
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### Guild President or Nominee

**Ms Alice MIGDALE**  
Proxy: **Vacant**  
1 year (Jan. 2007 to Jan. 2008)

### Representative from Postgraduate & Honours Student Association

**Ms Nadine BRAZIL (provisional)**  
Proxy: **Vacant**  
1 year (March 2007 to March 2008)

### One person nominated by the Academic Staff Association

**Dr. Kristina LEMSON**  
Proxy: **Dr. Ian BENNETT**  
1 year (July 2007 to July 2008)

### Observers - Participants

- **Director, Office of Research and Innovation**  
  **Dr. Marcia TAYLOR**
- **Professor, Justice Studies**  
  **Professor Paul MOYLE**
- **Director, Graduate Research School**  
  **Professor Joseph LUCA**
- **Director, Student Service Centre**  
  **Dr Glenda JACKSON**
### Research and Higher Degrees Committee
#### 2007 Meeting Schedule

<table>
<thead>
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<th>Location</th>
<th>Agenda Items called on:</th>
<th>Agenda Items close on:</th>
<th>Meeting Date</th>
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<tr>
<td>JO2.443</td>
<td>Monday, 5 February 2007</td>
<td>Wednesday, 14 February 2007</td>
<td>Tuesday 6 March 2007</td>
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<tr>
<td>JO1.447</td>
<td>Monday, 2 April 2007</td>
<td>Wednesday, 11 April 2007</td>
<td>Tuesday 24 April 2007</td>
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<tr>
<td>JO1.447</td>
<td>Monday, 9 July 2007</td>
<td>Wednesday, 18 July 2007</td>
<td>Tuesday 7 August 2007</td>
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<tr>
<td>JO1.447</td>
<td>Monday, 3 September 2007</td>
<td>Wednesday, 12 September 2007</td>
<td>Tuesday 2 October 2007</td>
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<tr>
<td>ML.3116</td>
<td>Monday, 22 October 2007</td>
<td>Wednesday, 31 October 2007</td>
<td>Tuesday 20 November 2007</td>
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Click here to view a list of agendas and minutes for the selected year.

Click here to view the agenda for 21st June 2005 as a PDF document.

Click here to view resolutions (to date) for the selected year as a PDF document.

Click here to get access to other specific committees and information relevant to all Academic Board committees, the Academic Secretariat and the Governance Policy and Planning section of the University.
ECU is keen to ensure that there is consistent quality in the information provided for consideration to the Academic Board and its sub-committees (Curriculum, Teaching & Learning, Research & Higher Degrees and the Academic Services Committee).

In order to have items considered for inclusion in the agenda, they are required to have the following paperwork:

1. A completed Committee Cover Sheet - available online at http://www.ecu.edu.au/GPPS/assets/other/Committee_Cover_Sheet_Template.dot

2. A memorandum to the Chairperson of the committee, outlining in a concise manner:
   i. What the committee is being asked to consider and the action it is being asked to recommend or approve;
   ii. Why the recommended action is needed and the issue/s it will address;
   iii. The impact the recommended decision would have on other processes or policies, or on other parts of the University’s operations;
   iv. What consultation has been undertaken;
   v. Who or what committee has forwarded the agenda item for consideration and relevant resolution number/s.

3. Other supporting documentation as required, eg policy papers, discussion papers, draft or amended Rules, course outlines or other relevant material.

Professor Ron Oliver
Chairperson
Academic Board
<table>
<thead>
<tr>
<th>Committee</th>
<th>Meeting Date</th>
<th>Item Number</th>
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<tr>
<td>Research and Higher Degrees Committee</td>
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| Title of Item/Paper: |

| Purpose: |

| Contact Officer: | Phone: |

| Clearance for Submission by: | Date Approved: |

| Support Material: |

| Key Contextual Points or Issues: |

| Resource Implications: |

| Deliberations/Consultations to Date: |

| Next Steps in the Decision-Making Process: |

| Summary of Proposed Recommendations in the Paper: |

| Committee Decision: | (to be completed after meeting by the minute taker) |
This meeting of the RHDC will be held at **10:00am on Tuesday, 30th August 2005** in room 1.447 (Council Chambers), Joondalup Campus

Members may contact Bryan Connell (6304 2162, b.connell@ecu.edu.au) to register an apology.

## AGENDA

<table>
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<tr>
<th>No.</th>
<th>Item</th>
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<tr>
<td></td>
<td><strong>Preliminary matters</strong></td>
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<tr>
<td>1</td>
<td>Apologies and Welcome</td>
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<td>2</td>
<td>Confirmation of RHDC Minutes of 21st June 2005</td>
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<td><strong>PART A</strong></td>
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<td>3</td>
<td>Mr Charles Thorn Theme: The Commercialisation of Research</td>
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<td>Mr Charles Thorn Research Quality Framework – ECU’s Response</td>
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<td>Dr Ken Robinson The Centre for Regional Development and Research</td>
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<td><strong>PART B</strong></td>
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<td>Faculty RHD Minutes:</td>
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<td>- Faculty BL, minutes of meeting of 30th May 2005</td>
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<td>- Faculty CCI, minutes of meeting of 29th July 2005</td>
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<td><strong>PART C</strong></td>
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<td>7</td>
<td>RSSC Minutes for meeting of 26th July 2005</td>
<td>71</td>
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Next Meeting: Tuesday, 25th October 2005 at 9am in room 1.447 on the Joondalup Campus
Present:  Professor Bill Louden  
Associate Professor Peggy Brock  
Professor Alison Garton  
Associate Professor Peter Bedford  
Dr Maggi Phillips  
Professor Lelia Green  
Dr Michael McGuigan  
Associate Professor Marilyn Clark-Murphy  
Professor Robert Newton  
Professor Mark Hackling  
Professor Peter Love  
Dr Ken Robinson (via video-link)  
Dr Moira O’Connor  
Ms Pina Tarricone  

In Attendance:  Mr Charles Thorn  
Mr Bryan Connell, Executive Officer  

Apologies:  Professor Linda Kristjanson  
Professor David Allen  
Associate Professor Paul Lavery  

128  APOLOGIES AND WELCOME  
The Chair welcomed all members to the meeting.  

129  Minutes of the Meeting of 10th May 2005  
The minutes of the meeting of the 10th May 2005 were confirmed and approved.  

130  Research and Research Training Management Report 2005  
Both the Chair and the Director of the Office of Research Services summarised the paper and 
emphasised ECU’s core strengths and distinctive contributions. It was agreed that reference 
to ECU’s resource allocation methods should be more strongly stated. Some minor errors in 
the document were also identified, and it was agreed that these errors be corrected before the 
document is submitted to VCPMG on the 22nd June 2005.  

RESOLVED  That  
RHDC 11/05  
1. Insert new paragraph at the end of section 3.3.1 to read as follows:  

“A strength of ECU’s resource allocation methods is that 
funding flows directly to research-productive individuals and 
groups.”  

2. Delete the unquantifiable indicator “Effectiveness of Faculty Research 
and Research Training Management Plans” from the 3rd column of 
item 3 in Table 2.  

3. Amend Table 16 Postgraduate Research Degree Completions 2003, 
second column: Edith Cowan University from “80” to “75”.

Research & Higher Degrees Committee Executive

1. the RHDC Executive shall consist of:
   (i.) the Chair of RHDC ex officio; and
   (ii.) three members from different faculties elected at the first ordinary meeting of each year, where one of these three is a reserve Executive member;

2. where an item of business to be determined by the Executive relates to the Faculty of either member on the Executive, that member will be replaced, for the purposes of determining that item, by the reserve member;

3. where an item of business relates to a Faculty or Faculties or the Graduate School, the Associate Dean (Research & Higher Degrees) of the Faculty or Faculties or the Director of the Graduate School proposing the matter, is invited to attend to respond to questions members of the Executive may have. This or these Associate Deans or the Director of the Graduate School are not voting members of the Executive;

4. the powers of the RHDC Executive will be those of the full RHDC Committee; and

5. the exercise of those powers by the Executive will be reported to the next ordinary meeting of the full Committee.
Research and Higher Degrees Committee - Terms of Reference

1. To make recommendations to Academic Board on policies and procedures relating to:

1. Research and development within the University;
2. Internal and external research funding, contract research, research institutions and centres, research consultancies and other commercial activities relating to research and development;
3. Admission and credit transfer, advanced standing, and award of doctoral degrees and master by research degree students;
4. The awarding of scholarships and grants to students;
5. The procedures and quality of research training for graduate students and staff;
6. The legal requirements for ethical conduct in research involving human and animal subjects; occupational health and safety; bio-safety; hazardous substances; and the use of radio-active materials; and
7. The consideration of new postgraduate courses.

1. To develop and review the University Research and Research Training Management Plan for research and development in the University.
2. To monitor and promote research quality within the University and to advise the Pro Vice-Chancellor (Research and Advancement) on the allocation of University research funds.
3. Through a Research Students Scholarship Committee, to implement procedures and processes to uphold the University's high expectations for quality teaching and research training of students.
4. To provide an annual report to the Academic Board.
5. Such other matters that are referred to it by the Academic Board, its Chairperson, or the Vice Chancellor.

As approved by the Academic Board on 8 November 2001, Board Resolution 87/01, minute 45.4.

Composition

The Members

1. Chair or Deputy Chair of Academic Board.
2. Professor elected by the Academic Board.
3. One member of the Academic Board elected by the Academic Board.
4. (Chair) Senior Academic (level D or above) as appointed by the Vice Chancellor.
5. Associate Dean (Research and Higher Degrees) or equivalent nominated by the Faculty Board or equivalent of:

   1. Community Services, Education and Social Sciences;
   2. Computing, Health and Science;
   3. Business and Law;
   4. Regional and Professional Studies;
   5. Communications and Creative Industries.

1. One academic staff member nominated by the Faculty Board or equivalent of:

   1. Community Services, Education and Social Sciences;
   2. Computing, Health and Science;
   3. Business and Law;
   4. Regional Professional Studies;
   5. Communications and Creative Industries.
2. Guild President or nominee.
3. Representative from the Postgraduate and Honours Student Association.
4. One person nominated by the Academic Staff Association.

Observers-Participants to be invited to meetings as required Observers.

Total membership = 17.

As approved by the Academic Board on 8 November 2001, Board Resolution 87/01, minute 45.4.

Contact

For more information please contact the Secretary/Executive Officer:

Bryan Connell
Ph:    (08) 6304 2162
Fax:   (08) 6304 2661
b.connell@ecu.edu.au
These Standing Orders apply to Academic Board, committees of the Board and subordinate bodies, with the exception of the Human Research Ethics Committee and the Animal Ethics Committee, which were established as committees of the Academic Board on 23 November, 2006 (AB86/06).

- Human Research Ethics Committee
  The responsibilities and operation of the Human Research Ethics Committee are governed by the National Statement on Ethical Conduct in Human Research (Commonwealth of Australia, National Health and Medical Research Council).

- Animal Ethics Committee
  The responsibilities and operation of the Animal Ethics Committee are governed by the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (Australian Government, National Health and Medical Research Council).

1. **Preamble**

   These standing orders are for the efficient and effective conduct of meetings. They are based on principles of fairness and equity and designed on the basis of the constitution of Academic Board (Academic Board Rule No. 2). These Standing Orders also reflect common practice for conduct of such meetings.

   When any part of these Standing Orders is inconsistent with any Statute or Rule of the University, the latter shall prevail, and the former shall, to the extent of the inconsistency, be invalid.

2. **Definitions**

   For the purpose of these Standing Orders the following meanings apply:

   2.1 “Absolute majority” means greater than 50% of the total membership at that time, whether or not all members are present.

   2.2 “Simple majority” means greater than 50% of the total membership present.

   2.3 “committees of the Board” means Curriculum, Teaching and Learning Committee (CTLC), Academic Services Committee (ASC), Research and Higher Degrees Committee (R&HD), other such committees, working parties and entities that the Board or CTLC, ASC, or R&HD may appoint
from time to time.

2.4 “subordinate bodies” means Faculty Boards or equivalent.

2.5 “Approved leave of absence” means a period of leave approved in accordance with any academic staff certified agreement entered into by the University from time to time.

3. Meetings

3.1 The Chair for a committee of the Board shall be as specified in its composition (Academic Board Rule No. 7.(c.)(i.)) and a committee of the Board shall elect a Deputy Chair from among its members (Academic Board Rule No. 7.(c.)(ii.)).

3.2 The Deputy Vice-Chancellor or their nominee shall appoint a Secretary to the Board and each committee of the Board after consultation with the respective Chairperson.

4. Holding of Meetings

4.1 Each year Academic Board shall determine a schedule of its regular meetings for the following year and arrange for these to be published. All committees of the Board and subordinate bodies are expected to set a schedule of meeting dates for the coming year, either at the first meeting of the year or towards the end of the preceding year.

4.2 The minutes of each meeting shall include the date of the next meeting.

4.3 Members shall be given 3 working days written notice of a regular meeting and of its business. The agenda shall be received no less than 3 days prior to the meeting. Shorter notice is permitted only where there is urgent business which must be transacted in a shorter period as determined by the Chair.

4.4 Any meeting may be cancelled by the Chair if there is insufficient business. However, where cancellation would result in the Board, a committee of the Board or a subordinate body not satisfying a statutory or regulatory requirement of the Statutes, By-Laws or Rules to meet within a certain period, an invitation to submit agenda items must be issued to members before a decision on cancellation is taken.

4.5 In addition to the scheduled meetings, a special meeting may be convened at any time by the Chair or Vice-Chancellor, or by a written requisition from at least 4 members outlining the proposed business of the meeting. In each case all members shall be given no less than 7 working days written notice of a special meeting and of its business. The meeting shall be held within 14 days of a special meeting being convened or requisitioned.

4.6 Meetings shall terminate at the end of 2 hours unless the members present vote to:

(a) continue the meeting for not more than 1 hour; and or
(b) reconvene the meeting at a future time and date; or
(c) terminate the meeting at a time determined by the meeting.
5. **Agendas**

5.1 Notice of meetings shall normally be given by circulation of an agenda, without requiring a separate notice in advance. Additional information about an item already on the agenda may be circulated with a supplementary agenda or be tabled at the meeting, so long as 3 days notice has been given of the nature of the item.

5.2 The method for the distribution of agendas, minutes and other documents which relate to a meeting shall be by electronic means.

5.3 Members wishing to place an item on the agenda shall provide the Secretary and or the Chair with written notice at least 7 days prior to the meeting.

6. **Quorum**

6.1 The quorum for Academic Board and its committees and subordinate bodies is not less than one half of the total number of members for the time being where the expression “for the time being” means the full number of members less any vacancies, and less any member who has an approved leave of absence.

6.2 In the event of a quorum being lost during the course of a meeting the meeting may continue and any resolutions of the meeting taken after the quorum is lost shall be ratified at the next normal meeting of the committee.

7. **Terms of Office**

7.1 Members who hold office *ex officio* will be members of the Board and its committees or subordinate bodies for the period they hold their respective office.

7.2 Members who are elected or nominated to the Board and its committees or subordinate bodies hold office for a period not exceeding 3 years, as specified in the notice of election or nomination as the case may be, and shall be eligible for re-election except that in the case of members holding office under section 2(a)(x) of the Academic Board Rules the terms of office shall be for a period of 1 year.

7.3 When a member of the Board, one of its committees or a subordinate body is absent from 3 or more consecutive meetings or 50% of meetings in a calendar year without apology their membership will be deemed to have lapsed. In this case the appointing subordinate body shall appoint a replacement member.

8. **Deputy Representation**

8.1 Deputy representation provides for members of the Board, its committees and subordinate bodies to be absent from meetings on an *ad hoc* basis (Academic Rule No. 5.).

8.2 Where a designated or *ex officio* position is occupied by a person who has been formally appointed as acting in that position then that person has all the rights of the designated or *ex officio* member (Academic Board Rule No. 5.(a.)).

8.3 Subordinate bodies may elect or nominate deputies for members whom they have elected or nominated under Academic Board Rule No. 2 for the same
term that those persons are elected or nominated, and those deputies may attend meetings in the absence of the primary member and will have all rights of the primary member (Academic Rule No. 5.).

9. **Conduct of Business**

9.1 The Deputy Chair of the Board will be elected at a regular meeting of the Board.

9.2 Each committee and subordinate bodies of the Board shall elect a Deputy Chair annually from amongst its members; normally this shall take place at the first meeting of the year, and the Deputy Chair’s term shall be for a calendar year.

9.3 In the absence of the Chair, the Deputy Chair shall chair the meeting. If both are absent, the meeting shall elect a Chair for that meeting.

9.4 The meeting shall not consider any items of business of which 3 working days notice has not been given, unless an absolute majority of the members agree.

9.5 A special meeting shall consider only the business specified in the agenda or notice of meeting.

9.6 The order of business outlined in the agenda may be altered by the agreement of a simple majority of members present.

9.7 Where an item of business is of a confidential nature, the meeting may move into committee to discuss it. If the meeting wishes to resolve upon a matter which was discussed in committee, it should first resolve to resume from committee and then resolve upon the matter. The minutes shall record the resolution upon the matter but not the discussion in committee.

9.8 A reconvened meeting shall consider only the uncompleted business of that meeting.

9.9 Except where these Standing Orders require an absolute majority all decisions require only a simple majority.

10. **Rules of Debate**

10.1 The Chair exercises a considerable amount of discretion in running the meeting. The meeting is not required to follow strict rules of debate unless the meeting so resolves or the Chair so rules.

10.2 The Chair shall call speakers in the order which their intention to speak was noticed by the Chair, except that:

   (a) precedence shall be given to the Vice-Chancellor or any person acting in that position;
   (b) the Chair may call speakers in a different order if the Chair believes that this would facilitate resolution of the business before the meeting;
   (c) members raising points of order, points of explanation or points of clarification take precedence over substantive debate at the discretion of the Chair.
10.3 Where a member is outlining a point of order, explanation or clarification, the Chair may instruct the member to discontinue speaking if the Chair believes that the point is not valid or that sufficient explanation has been given.

10.4 Amended Motions:

(a) A motion may be amended by leaving out, substituting or adding words. Any number of amendments may be proposed and discussed sequentially with the original motion. Amendments which have been put to the meeting and carried shall become part of the motion and amendments which have been put to the meeting and lost shall be excluded from the motion.

(b) An amendment to a motion must be voted on before the motion itself. Sometimes it may not be necessary to proceed with an amendment, if the mover and seconder are prepared to modify their motion accordingly. If the amendment negates the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only after the original motion has been considered. If all amendments are defeated or withdrawn, the motion shall be put as originally proposed.

10.5 Foreshadowed Motions – notwithstanding the provision of 10.4 (b) of this clause, the Chair may allow a foreshadowed motion if during consideration of an item of business it is considered that such a motion would expedite the matter under consideration.

10.6 Any procedural motions, if seconded, shall be put to a vote immediately without amendment or debate, unless the Chair declines to accept the motion. The motions are:

(a) That debate on this item be limited to a specified number of minutes.
(b) That the motion be put (i.e. that the motion or amendment be put to an immediate vote).
(c) That the speaker be no longer heard (i.e. that the member then speaking not be allowed to continue).
(d) That the speaker be heard. (i.e. that the member then speaking shall be allowed to continue).
(e) That the meeting proceed to the next item of business (i.e. that no further discussion or vote take place on the current item).
(f) That the motion lie on the table (i.e. not be considered further at this meeting).
(g) That the debate on this item be adjourned (i.e. to another date or indefinitely).
(h) That the meeting do now adjourn (i.e. that the meeting finish and any unfinished business be postponed till a reconvened meeting).

10.7 Each resolution shall be decided on the voices or by a show of hands, unless the meeting resolves to conduct a ballot. Each member shall have one deliberative vote only, including the Chair (Academic Board Rule 6.i.(ii)). When any question voted upon results in an equal number for and against, the Chair shall declare the question lost (Academic Board Rule 6.i.(iii)). Any member who voted against or who abstained from voting on a motion which was passed by the meeting may require that this be recorded in the minutes.
10.8 A resolution of the Board shall not be rescinded unless notice of the intention to propose such rescission is placed on the agenda of a meeting (Academic Board Rule 6.j.).

10.9 The Chair may rule that the meeting or a part of it follow strict rules of debate, or the meeting may so resolve. In such cases the meeting shall then follow these additional procedures:

(a) a matter shall not be discussed unless there is a motion which has been moved and seconded;
(b) speakers shall alternate between those for and against the motion;
(c) no member shall speak twice during a debate except as provided for in 10.6(d) of this clause and 10.9(e) of this sub clause;
(d) a procedural motion cannot be moved by a member who has already spoken on the matter under debate;
(e) the mover of the motion is entitled to a right of reply before the motion is put to a vote.

10.10 Any of these Standing Orders concerning rules of debate may be suspended for the time being if a motion to that effect is carried by a majority of members present. Should questions which are not dealt with in these Standing Orders arise at any meeting, the decision of the Chair shall be final.

10.11 A member can move dissent from a ruling of the Chair on whether or not to allow a motion or on a question not covered by Standing Orders, but not on matters of procedure or points of order. If such a motion is moved and seconded, the Chair shall vacate the chair while the motion is under consideration. Where the Chair vacates the chair, the Deputy Chair shall chair the meeting while the motion is under consideration. If both are absent, the meeting shall elect a member to chair the meeting while the motion is under consideration. The mover and the vacating Chair shall have the opportunity to speak in that order, after which the motion shall be put to the vote.

11. Observer-Participants

11.1 The Academic Board, subordinate bodies and committees of the Board may issue a standing invitation to a member or members of the University community to attend and participate in meetings of the Board, subordinate bodies or committees of the Board. Such persons shall be known as “observer-participants” and shall be appointed for a period of 1 year.

11.2 Observer-participants referred to in sub clause 11.1 of this clause have the right to:

(a) receive notice of the meeting;
(b) receive the agenda for the meeting;
(c) participate in general debate at a meeting;
(d) sit at the meeting table, space permitting.

Observer-participants are not entitled to vote or participate in voting procedures.
12. **Observers**

12.1 Members of the University community are entitled to attend meetings of the Academic Board, subordinate bodies or committees of the Board as observers provided they advise the Secretary and or Chair in advance and space is available in the meeting room. However, the Chair may determine to exclude any or all observers for the discussion of particular items of business.

12.2 The Academic Board, subordinate bodies and committees of the Board may, at their discretion, invite an observer to participate in discussion at a particular meeting.

12.3 The Academic Board, subordinate bodies and committees of the Board may issue a standing invitation to a member or members of the University community to attend and observe meetings of the Board, subordinate bodies or committees of the Board. Such persons shall be known as “observers”.

12.4 Observers referred to in sub clause 12.3 of this clause have the right to:

(a) receive notice of the meeting;
(b) receive the agenda for the meeting;
(c) sit at the meeting table, space permitting.

Observers are not entitled to vote or participate in voting procedures.

13. **Secretary to Committees**

The Executive Director (Administration) will appoint a Secretary to each Committee of the Academic Board after consultation with the respective Chairperson.

14. **Recording of Proceedings**

Electronic tape recording devices or cameras may not be used to record proceedings of any meetings of committees without permission of the Chair.

15. **Contact Information**

Please contact: Manager Academic Governance / Academic Secretary  
Telephone: 08) 6304 2486  
Email: g.mcquillan@ecu.edu.au  
Facsimile: 08) 6304 2486

Approved by: Academic Board, 8 November, 2001, (AB88/01)  
Amended by: Academic Board, 5th April, 2007 (AB31/07)
University Statute No. 24
Academic Board

1. **Definitions**

   In this Statute and the Rules made under this Statute, unless the contrary intention appears:
   
   "Board" means the Academic Board established by section 18 of the Act.
   
   "commencement date" means the date on which this Statute comes into operation.
   
   "University Board" means the Board established by Council under that name and which is superseded by the Academic Board.

2. **Functions and Duties of the Board**

   The functions and duties of the Board shall include:
   
   a. The discussion and submission to the Council of opinions and recommendations on academic policy, academic development, the admission of students, instruction, studies and examinations, research, the admission to degrees, the discipline of the University and any other matters which in the opinion of the Academic Board are relevant to the objects of the Act;
   
   b. The consideration of reports and recommendations of the Faculties, through their Deans or Faculty Boards, and of other committees on matters pertinent to the functions of the Board;
   
   c. The furnishing to the Council and Vice-Chancellor of reports and recommendations on any matters referred to it by the Council or Vice-Chancellor; and
   
   d. Such other functions and duties as the Rules may prescribe.

3. **Election of Chairperson and Deputy Chairperson**

   The Board shall elect from amongst its membership a Chairperson and a Deputy Chairperson.

4. **Rules**

   Membership of the Board, the method of appointment and terms of office of members and all other matters necessary to ensure the effective exercise of the functions of the Board shall be prescribed in Rules approved by Council for that purpose.

5. **Powers**

   The Board shall have such powers as may be necessary to discharge its functions.

6. **Transitional Arrangements**

   A reference to the University Board whether by that name or a similar name or in an abbreviated form of that name in any document made before the commencement date shall be construed as a reference to the Academic Board as established by this Statute, unless because of the context it would be inappropriate to construe the reference in that manner.