

## HIGHER DEGREE BY RESEARCH EXAMINATIONS SUBCOMMITTEE

### TERMS OF REFERENCE

#### Purpose

The HDR Examinations Subcommittee advises the Academic Quality Committee about resolutions, policy and procedures relating to the award of the degree of Doctor of Philosophy and other higher degrees by research and takes decisions in accordance with the *Thesis and Examination of Higher Degrees by Research Policy 2015*, the *Thesis and Examination of Higher Degrees by Research Procedures 2015*, resolutions of the Senate and the Academic Board relating to the examination processes for higher degrees by research.

#### Terms of Reference

1. To advise the Academic Quality Committee on resolutions, policy and procedures relating to the award of the degree of Doctor of Philosophy and other higher degrees by research.
2. To take decisions in accordance with the Resolutions of the Senate and the Academic Board relating to the examination and award of the degree of Doctor of Philosophy and other higher degrees by research at the University of Sydney.
3. To advise on the development of processes for the effective implementation of resolutions, policy and procedures relating to the examination and award of the degree of Doctor of Philosophy and other higher degrees by research.
4. To provide academic oversight in relation to domains 1.4.5, 1.4.6, 1.4.7 and 4.2.1 (d) and (e), of the *Higher Education Standards Framework (Threshold Standards) 2015*.
5. To provide regular reports on its activities under its terms of reference to the Academic Quality Committee.
6. To consider and report on any matter referred to it by the Academic Board, the Vice-Chancellor or the Academic Quality Committee.

#### Constitution

##### Ex Officio Member

Nominee of the Chair of the Academic Quality Committee (Chair).

##### Appointed Members

Six academic staff members appointed biennially by the Chair of the Academic Board on the nomination of the Chair of the Academic Quality Committee.

The Subcommittee shall appoint a Deputy Chair from among its appointed and co-opted members. The Deputy Chair shall act as Chair in the absence of the Chair, when the Chair declares a conflict of interest in a matter considered by the Subcommittee, or under such other circumstances as agreed by the Chair and the Subcommittee.

##### Co-opted Members

The Subcommittee may co-opt up to two members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Subcommittee but must have an interest and/or experience in issues considered by the Subcommittee. The

term of office of members co-opted by the Subcommittee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

Members may nominate a standing alternate to attend meetings on their behalf if they are unable to attend.

**Quorum:**

A quorum for a meeting of the Subcommittee shall be three (3) members.

**Meeting Frequency:**

The Subcommittee shall meet monthly