

CONFIRMATION OF CANDIDATURE REFERENCE GROUP TERMS OF REFERENCE



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1 ESTABLISHMENT

The Research Higher Degrees Committee (RHDC) established the Confirmation of Candidature Reference Group to provide reports and/or advice to the RHDC.

2 FUNCTIONS AND RESPONSIBILITIES

The Reference Group functions and responsibilities are to:

- 2.1 Consider the Confirmation of Candidature portfolios lodged by research higher degree (RHD) candidates, together with assessment information from the Peer-Review Panel and other units of the University as appropriate.
- 2.2 For each candidate, determine whether the portfolio meets the requirements for the enrolled degree, having regard to the [Confirmation of Candidature Policy and Procedure](#) as well as the relevant [Course Rules](#).
- 2.3 For each candidate, determine whether:
 - candidature be confirmed
 - candidature be provisionally confirmed, subject to the appropriate ethics, risk and any other certifications being secured, or
 - candidature is not yet confirmed (and provide specific advice regarding action required, together with timelines for revisions).
- 2.4 For any candidate, the Reference Group may require changes to the course of research and study or take such other action as is deemed appropriate.

3 REFERRAL OF MATTERS

The Group may refer any item to the RHDC or another Committee of the University, for discussion, consideration and/or action as appropriate.

4 MEMBERSHIP AND TERMS OF OFFICE

The Group shall comprise of the following:

Standing members:

- the Dean, School of Graduate Research
- a nominee from the Occupational Health and Safety Unit (typically, the Research Safety Officer)
- the Chair, Human Research Ethics Committee (or their nominee), and
- the Chair, Animal Ethics Committee (or their nominee).

Ad hoc members:

Ad hoc participation in the Group may be extended to include

- the Chair of the Peer-Review Panel for a particular student
- another CQUniversity staff member (including supervisors), or
- other appropriately qualified individual.

Such individuals may be invited to join the Group to provide technical expertise relevant to the portfolio/s being considered.

Standing members may send a nominee when unable to attend a meeting.

Insofar as possible, the Group's membership will include appropriate gender representation.

5 RIGHTS OF AUDIENCE AND DEBATE

The Group may extend rights of audience and debate on either a standing or ad hoc basis.

Those holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at meetings but no voting rights:

- Deputy Vice-Chancellor (Research)
- Director, Office of Research Services
- Where the candidate has identified as Aboriginal and/or Torres Strait Islander, an appropriate cultural representative from within the University or the local community will be invited (to be identified in consultation with the Office of Indigenous Engagement).

6 CHAIR

The Chair shall be the Dean, School of Graduate Research.

The Chair shall nominate an alternate Chair if the Chair is unable to attend a scheduled meeting.

7 SECRETARY

The School of Graduate Research will provide secretariat support to the Group.

8 CONFLICT OF INTEREST

Group members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Group's agenda.

If the Chair or Group deems a member to have a conflict of interest in a matter before the Group, the member will be excused from Group discussions on that matter.

9 MEETINGS

The Group will undertake business primarily by electronic means, on an as-needs basis to ensure the timely consideration of confirmation of candidature submissions from candidates.

However, meetings of members may also be held face-to face or by telephone or videoconference.

10 EVALUATION AND REVIEW

To ensure the Group is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the RHDC, along with any information the RHDC requests to facilitate its review of the Group's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Group, and provide a report, including any recommendations, to the RHDC.

11 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

12 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Research Higher Degrees Committee
Advisory Committee to Approval Authority	N/A
Administrator	Dean, School of Graduate Research
Next Review Date	16/08/2020

Approval and Amendment History	Details
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Notes	This document was previously known as the Confirmation of Candidature Committee Terms of Reference (19/06/2016).