HDR SCHOLARSHIPS COMMITTEE TERMS OF REFERENCE

AUTHORITY

AUTHORITY	Council
PARENT BODY	University Higher Degrees by Research Committee
SUBCOMMITTEES	Nil
RELATED COMMITTEE(S)	
REPORTING	University Higher Degrees by Research Committee
OPERATION	Ongoing
LAST REVIEWED	4 November 2026
EXECUTIVE OFFICER	Operations Lead, Scholarship Services, Student Administration and Student Reporting Team
PURPOSE	The HDR Scholarships Committee oversees the administration of scholarship funding related to HDR students and monitors the policy and procedures relating to HDR scholarships.

TERMS OF REFERENCE

RESPONSIBILITIES

1. The Committee is responsible for:

    1.1 Allocating scholarship funding as approved by the Deputy Vice-Chancellor (Research) to Higher Degree by Research (HDR) students.

    1.2 Approving the distribution of such other funds for HDR student support as may be available from time to time.

    1.3 Monitoring the progress of scholarship holders and approving extensions to scholarships as appropriate, as approved by the Chair under delegated authority and in accordance with the conditions of award and Research Training Program Scholarship Administrative Rules.

    1.4 Receiving and reviewing complaints from HDR scholarship applicants and/or holders in accordance with the University's complaint handling process.

    1.5 Recommending to the Deputy Vice-Chancellor (Research) changes to the conditions of award of existing scholarships and to policy relating to HDR scholarships.

    1.6 Recommending to the Deputy Vice-Chancellor (Research) the establishment of privately funded scholarships and conditions of award.

APPROVED

2. In undertaking its role, the Committee will:

2.1 monitor and report material risks in relation to HDR scholarships, and

2.2 adhere to standards prescribed by the Commonwealth and State Government in relation to HDR scholarships.

QUORUM

3. Quorum is half of the full membership plus one (1) ignoring any fraction.

PROCEDURES

4. The Agenda will be set two (2) weeks in advance of the Committee meeting, by the Chair and the Executive Officer. Items for discussion may be submitted to the Executive Officer.
5. Papers are due to be submitted to the Executive Officer eight (8) days prior to the meeting.
6. Papers will be circulated to members one (1) week prior to the meeting, and late papers at least two (2) days prior.
7. Apologies must be tendered in writing to the Executive Officer as soon as practicable.
8. Attendance at meetings is ordinarily in person, however an online option is available should members be unable to attend in person.
9. Meetings of the Committee are closed to non-members, except by special invitation from the Chair.

FREQUENCY OF MEETINGS

10. The Committee will meet five (5) times a year or as agreed to align with relevant scholarship funding cycles.

REVIEW

11. The Committee will review its terms of reference and operation for the preceding financial year in a report to the University Higher Degrees by Research Committee.

MEMBERSHIP

MEMBERSHIP REQUIREMENTS

12. The Committee will consist of 7 *ex-officio* members described in paragraph 14 below.

13. Members are expected to:

a. act in the interests of the University as a whole;
b. contribute the time needed to understand the papers provided;
c. apply good analytical skills, objectivity and judgment; and
d. actively contribute to discussion during the meetings.

APPROVED

EX OFFICIO MEMBERS

14. The following persons shall be *ex-officio* members of the Committee:
    a. Dean of Graduate Research
    b. Deputy Dean of Graduate Research
    c. HDR Coordinator from each College.

OBSERVERS

15. The following persons will ordinarily be observers at Committee meetings:
    a. Pro Vice-Chancellor (Indigenous) or delegate
    b. HDR Candidature Coordinator (Admissions and Enrolment), Office of Graduate Research
    c. Operations Lead, Scholarship Services, Student Administration and Student Reporting Team (Executive Officer).

CHAIR

16. The Chair will be the Dean of Graduate Research.

17. In the event of their absence or a conflict of interest regarding specific items, the Deputy Dean of Graduate Research will assume responsibility for managing the meeting or the individual item(s) as appropriate.

DOCUMENT CONTROL	DATE	RATIONALE
v 1	13/11/24	Approved by the Academic Senate at meeting 5/24.
v 2	06/05/26	Update to observers in clause 15 – approved by the UHDRC at meeting 4/26
v3	04/11/26	Update to Chair position, minor administrative update – approved by the UHDRC by email circulation.

APPROVED