

BOARD OF THE FACULTY OF GRADUATE RESEARCH

Te Here Tāura Rangahau

Terms of Reference and Constitution

Person responsible: Dean of the Faculty of Graduate Research

Convener: Dean of the Faculty of Graduate Research

Purpose:

To advise the Academic Board, the Vice-Chancellor and the committees of the Academic Board on all matters concerning postgraduate research degrees including, but not limited to the following:

- All doctoral degrees including Higher Doctorates; and
- Other thesis-based postgraduate research degrees as determined by Academic Board.

Responsibilities:

1. To promote a vibrant research culture for all postgraduate research students which will provide an environment in which talented emerging scholars develop the capacity for independent research that makes a significant and original contribution to knowledge or understanding.
2. To advise the Dean of the Faculty of Graduate Research on all matters which relate to postgraduate research candidature.
3. To advise and make recommendations to the Vice-Provost (Research) and the Academic Board on strategic issues relating to postgraduate research, research training and supervision.
4. To ensure the maintenance of high standards in the University's research degrees through reviewing and monitoring completion times, quality of supervision and the quality of research outcomes.
5. To provide strategic overview of postgraduate research candidature.
6. To consider and report on any matters referred to it by the Vice-Chancellor, Academic Board and other committees of the Academic Board.
7. To meet at least four times per year. The Dean may from time to time call a special meeting of the Board.

8. To make available a copy of the confirmed minutes to the Academic Board following each meeting and to provide a formal written report annually to Academic Board.

Related Boards and Committees:

Academic Committee
University Research Committee
University Research Scholarships Committee
Faculty Boards

Committees of the Board:

The Dean may from time to time appoint *ad hoc* and standing committees of the Board.

Constitution:

Ex officio members

- Dean of Graduate Research (Chair)
- Deputy Dean
- Provost
- Vice-Provost (Research)
- Associate Deans (PGR) or equivalent
- Manager, Faculty of Graduate Research
- Manager, Scholarships and PhD Admissions

Appointed members

- In order to ensure an appropriate level of academic staff representation on the Board, the number of academic staff per faculty, including those Associate Deans (PGR) who hold academic appointments, should be as follows:

Health - 1

Humanities and Social Sciences - 2

Science - 2

Commerce - 2

Education - 1

Architecture and Design - 1

Law - 1

Engineering - 1

Toihuarewa – 1

Academic staff representatives, other than Associate Deans (PGR), will be appointed by the relevant Faculty.

- Two representatives of the Postgraduate Students' Association.

Co-opted members

- Up to three members who are not already members of the Board, co-opted by the Dean to provide specific expertise to the Board.

In attendance

- A representative from the Faculty Managers' group.

Executive Officer:

Faculty Administrator

Procedure:

- The position of Deputy Dean (0.2 FTE) will be advertised and any permanent member of the academic staff of the University is eligible to apply. Appointment of the Deputy Dean will follow normal HR processes within the University. Appointment will be for a fixed term of three years.
- The Deputy Dean will be the Deputy Chair of the Board.
- Appointed academic staff members should be nominated by the relevant home Faculty for a term of two years which may be renewed. Final approval of nominated members is the role of the Dean FGR whose task is to ensure appropriate expertise and discipline representation on the Board.
- Decisions of the Board require a quorum of 8 members (including ex officio members).
- Notice of meetings and all matters to be decided by the Board of the Faculty of Graduate Research will be provided to Board members 4 working days before the date of the meeting.
- Heads of School, Deans/PVCs, receive notification of meetings and papers.
- Board meetings are open and all members of the University community are welcome to attend.
- For meeting procedure, the Board will follow the standing orders of the Academic Board.

References:

- "One Cohesive Entity" A proposal to establish a Faculty of Graduate Research at Victoria University of Wellington. Prepared by the Office of the Deputy Vice-Chancellor (Research) for Academic Board, November 2008.
- Faculty of Graduate Research and Board Terms of Reference, 6 August 2009.

Approval	Date	Recorded by:
Faculty Board	25 July 2013	Judith Bagley
Academic Board	20 March 2014	Judith Bagley
Faculty Board	27 November 2014	Judith Bagley
Faculty Board	21 May 2015	Judith Bagley
Academic Board	9 June 2015 (AB15/29b]	Martin Boswell
Faculty Board	26 October 2017	Judith Bagley
Academic Board	20 March 2018 (AB18/04)	Linda Roberts