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POLICY FOR RESEARCH GOVERNANCE

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Purpose and Scope

Excelsia College (Excelsia) considers research activities and the pursuit of knowledge to be essential institutional functions. Excellence in research requires the highest standards of professional conduct. Hence, the governance of research activities must be conducted with due consideration of the rights and responsibilities of all concerned: members of Excelsia College, the academic community, and the general public. This policy specifies the structures and operations of the Committees and Sub-Committees established to ensure ethical and effective governance of research at Excelsia.

This policy has been developed in accordance with the Australian Code for the Responsible Conduct of Research (2007) (ACRCR) and the National Statement on Ethical Conduct in Human Research (updated 2013) and should be read in conjunction with the Excelsia Research Code of Practice, Research Plan, and the set of policies and procedures related to research conducted under the auspices of Excelsia. The Policy for Research Governance applies to staff, students and members of the general community involved in research activities at Excelsia.

Policy Statement

1. The Excelsia Research Committee, and associated sub-committees, will be formed for the purpose of ensuring the ethical and responsible governance of research.

2. The Research Committee will be responsible to the Board of Directors, through the Academic Board, for the governance of all research and research training undertaken through Excelsia.

3. Sub-Committees of the Research Committee comprise the Human Research Ethics Committee (HREC) (see POR-RES-02), the Higher Degrees by Research Course Standing Committee (HDRCSC), and the Research Grants Committee (RGC). The Risk Assessment Committee (RAC) is a sub-Committee of the HREC.

4. The terms of reference of the Research Committee are as follows.

4.1 Functions of the Research Committee

The functions of the Research Committee are to:

- Monitor all research and research-related activities conducted under the auspices of Excelsia College to ensure that research and related activities are conducted in accordance with the Australian Code for the Responsible Conduct of Research and the National Statement.

- Facilitate and monitor research training and dissemination of research findings amongst staff and HDR candidates.

- Conduct reviews of policies and procedures relating to research matters on a regular basis and bring recommendations for changes to the Academic Board.

- Ensure that members of the Committee and its sub-Committees are provided with relevant training and professional development activities in order to carry out their roles.
• Oversee the ethical conduct of all research conducted at Excelsia, and/or by Excelsia staff and students, through the functioning of the HREC.

• Oversee the effective operation of all programs of Higher Degrees by Research (HDRs) at Excelsia College through the functioning of the HDRCSC.

• Oversee all internal and external grant and grant-related activity of the College through the functioning of RGC.

4.2 Membership of the Research Committee

The Research Committee will comprise ten members, namely: Excelsia Director of Research (Chair), two Senior Researchers from IWU, one external Senior Researcher, one Senior Academic from Excelsia College, four Excelsia Principal Researchers, and one student representative.

4.3 Appointment of the Research Committee

Members of the Research Committee will be appointed by the Academic Board upon recommendation by the Director of Research in consultation with the Academic Director and other senior members of Excelsia College. Members will normally be appointed for a period of two years, with renewal of term possible by the Academic Board.

4.3 Status of the Research Committee within Excelsia College

The Research Committee operates under delegated authority from the Academic Board to: oversee all research and research training, including research training within higher degree by research awards, undertaken within the auspices of Excelsia; administer all policies and procedures relating to research matters; and provide advice to the Board of Directors on matters relating to research income and expenditure.

4.3 Sub-committees

4.3.1 Human Research Ethics Committee (HREC). See PO-RES-02 for all details pertaining to the HREC.

4.3.2 HDR Course Standing Committee (HDRCSC). Under delegated authority from the Research Committee, the HDRCSC oversees the development, delivery and academic management of all HDR’s offered by the College. The HDRCSC is responsible for ensuring the College’s HDR Policies and Procedures are appropriately translated into practice and that learning outcomes are appropriately and periodically monitored. The HDRCSC advises the Research Committee on matters concerning the management and delivery of the College’s HDR degrees. Specific functions of the HDRCSC include:

(a) Confirming the eligibility of Higher Degree by Research (HDR) candidates to enroll in their research-based award.
(b) Ensuring that proper supervision can be provided and maintained for HDR candidates.
(c) Approving the appointment of suitably qualified supervisors for HDR candidates.
(d) Approving the initial topic and the developed research proposal following the Confirmation of Candidature procedure as suitable for HDR candidates.
(e) Monitoring the progress of HDR candidates and approving leave of absence and variations of candidature as appropriate.
(f) Monitoring assessment and examination processes to ensure fair and well-considered outcomes for HDR candidates.

(g) After receiving reports from examiners and responses from the Supervisory Panel, recommending final outcomes for HDR candidates to the Academic Board.

Membership of the HRDCSC will be:

(a) Heads of School in which HDR programs are offered (one of whom will be elected Chair)
(b) The Principal Researcher from each School in which HDR programs are offered
(c) Director of Research OR Director of Academic Development OR Academic Director
(d) One HDR Student.

Members of the HRDCSC will be appointed by the Research Committee. Appointment will normally be for two years (except in the case of the HDR student who will normally serve for one year).

4.3.3 Research Grants Committee (RGC). Under delegated authority from the Research Committee, the Research Grants Committee considers and makes decisions pertaining to new and existing grants proposed, established and issued: (a) by the College, or (b) by another body to which College staff and/or students intend to, or have, applied. Specific functions of the RGC include:

(a) Supporting the goals, objectives and key strategies of the College as expressed in its Strategic Plan through oversight of all research grant activity at the College.
(b) Identifying grant providers, grant categories, grant guidelines and grant application processes that to best meet College research funding objectives.
(c) Providing independent and informed advice on grants policy and practice.
(d) Organising and/or conducting training and professional development with respect to grant application standards, processes and procedures.
(e) Assessing grant applications and make recommendations on grant allocations to the Research Committee.
(f) Monitoring the progress and discharge of funded research grants.
(g) Reviewing the effectiveness of funding policy against funding objectives and outcomes.

Membership of the RGC will be:

(a) Director of Research (Chair)
(b) Academic Director OR Director of Academic Development
(c) Two Principal Researchers
(d) Chief Financial Officer or delegate.

Members of the RGC will be appointed by the Research Committee. Appointment will normally be for two years. Reappointment by the Research Committee is possible.