

RESEARCH INTEGRITY AND ETHICS COMMITTEE

1. TERMS OF REFERENCE

- Provide advice to the Deputy Vice Chancellor (Research; DVC (Research) on:
 - policy issues related to the *Australian Code for the Responsible Conduct of Research* and responsible research practices, including the development of new policies or changes to existing policies.
 - optimal planning, implementation and monitoring of stakeholder educational and training programs and other resources on the Code, related University policies and procedures, and relevant codes and guidelines on the responsible conduct of research.
 - ways to drive research cultural change towards improved appreciation of research integrity as an integral aspect of good research and research practice.
 - Issues relating to research misconduct.
- Monitor institutional compliance with relevant legislation, codes and guidelines governing research integrity and ethics.
- Receive and review annual statements of compliance and reports summarising performance of the university against the requirements of the Code, the activities of Human Research Ethics Committees (HREC) and the Animal Ethics Committee, and other relevant reports.
- Provide advice to Academic Senate and the University Research Committee on matters relating to research integrity and ethics.

2. REPORTING LINE

The Research Integrity & Ethics Committee will be a sub-committee of the University Research Committee and will report to Academic Senate and other relevant governance committees via the University Research Committee.

3. SUB-COMMITTEES AND WORKING GROUPS

The Research Integrity and Ethics Committee may establish sub-committees to provide oversight for specific areas of business. Sub-committees will report to the Research Integrity and Ethics Committee and ordinarily membership of the Research Integrity and Ethics Committee will be extended to the sub-committee Chair.

The Research Integrity and Ethics Committee may establish working groups to address and oversee specific projects. Working groups will report to the Research Integrity and Ethics Committee and will ordinarily be chaired by a member of the Research Integrity and Ethics Committee.

3.1. Current sub-committees:

3.1.1. Animal Welfare Advisory Committee

4. MEMBERSHIP

DVC (Research) – Chair	
Executive Director, Research Operations	
Pro Vice-Chancellor (Research Training) & Dean of Graduate Research or delegate	<i>ex officio</i>
Pro Vice-Chancellor (Research Infrastructure) or delegate	<i>ex officio</i>
Chairs of the HRECs and AEC (3 members) or delegate	<i>ex officio</i>
Director: HR or delegate	<i>ex officio</i>
Chair of Academic Senate or delegate	<i>ex officio</i>
1 x Researcher with experience in Aboriginal Research and Leadership	
1 x Associate Dean or Director, Research	nominated by ADRs
1 x Head of School	nominated by DVCR
1 x Senior Academic with experience in research integrity	nominated by DVCR
1 x Representative from Legal Office	nominated by Snr Lawyer
1 x Research Integrity Adviser	nominated by DVCR
Chair, Animal Welfare Advisory Committee	
Any additional member/s co-opted by the Chair	
Total minimum membership: 17 members	
Manager Research Integrity and Ethics Unit	in attendance

Secretary: Research Integrity Coordinator

5. MEETING ATTENDANCE, QUORUM AND APPOINTMENT OF ALTERNATES AND DELEGATES

Members are expected to appropriately prepare for and engage in Committee business, including by attendance at meetings. Non-attendance at more than three meetings will result in review of membership by the Committee Chair.

A quorum of members should be present before a meeting can proceed. A minimum of 8 Committee members, with an appropriate balance between Division of Research staff, Academic members and others, will be in attendance. Where a quorum is not present, the Chair will make a determination as to whether the meeting is to proceed. Subject to the approval of the Chair, ex-officio members may delegate membership. Delegation will be on a permanent basis with membership responsibilities transferred to the delegate.

To accommodate diary challenges, members may appoint an alternate. The appointment of an alternate will be recorded as a non-attendance and members may not appoint an alternate on more than three occasions.

6. MEETINGS SCHEDULE

The Committee will normally meet four times per year. Face-to-face is the preferred mode of business with meetings conducted via electronic circulation when required. Meeting papers will be provided to members at least one week in advance of meetings.