

RESEARCH INTEGRITY AND ETHICS COMMITTEE

1. TERMS OF REFERENCE

- Provide advice to the Deputy Vice Chancellor (Research; DVCR) on:
 - policy issues related to the *Australian Code for the Responsible Conduct of Research (the Code)* 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 further embed and promote a responsible research culture, including an improved appreciation of research integrity as an integral aspect of good research and research practice; and
 - issues relating to breaches of the code and allegations of 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 the University's Ethics Committees, 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. Nil

4. MEMBERSHIP

Deputy Vice-Chancellor (Research) – Chair	
Executive Director, Research	
Pro Vice-Chancellor (Researcher Training) & Dean of Graduate Research	<i>ex officio</i>
Pro Vice-Chancellor (Research Infrastructure)	<i>ex officio</i>
Chairs of the University's Ethics Committees (3 members) or delegate	<i>ex officio</i>
Director: HR	<i>ex officio</i>
Manager, Research Integrity and Ethics	<i>ex officio</i>
Chair of Academic Senate	<i>ex officio</i>
1 x Aboriginal or Torres Strait Islander Researcher	nominated by DVCR
1 x Associate Dean or Director, Research (or nominee)	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
Any additional member/s co-opted by the Chair	
Total minimum membership: 14 members	
Associate Director, Compliance	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 in one calendar year 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.