**University of Melbourne**
**Department of Mathematics and Statistics**

**Research and Graduate Studies Committee**

**Terms of Reference (22/9/05)**

**Membership**

The Committee will consist of Department academic staff, and at most one student representative. Members will include

- The Head of Department
- Research higher degree coordinator
- Competitive grants coordinator
- Research Fellow representative
- Research higher degree student representative

Members will be appointed by the Committee Chair after consultation with Head of Department.

**Frequency of Meetings**

The Committee will meet when required, but at least once per semester.

**Duties**

The Department is committed to producing research of world-class quality with particular emphasis on strengthening the department’s contribution to postgraduate education. The Department is committed to the culture of research and fostering links between the research groups and national and international groups.

The Committee will

1. coordinate research higher degree activities, from recruitment, scholarship applications, supervision, confirmation, progress to completion (the role of the research higher degree coordinator)
2. mentor the research practices and activities of postgraduate students (the role of the research higher degree coordinator)
3. mentor and facilitate applicants of competitive research grants (competitive grants coordinator)
4. implement Department Research Support Scheme (subcommittee appointed by Chair RGS)
5. gather the views of research higher degree students and Research Fellows (the role of the research higher degree student representative and Research Fellow representative )
6. monitor grant applications, research output and publications
7. foster links with AMSI and MASCOS

The Committee will produce agenda and action sheets on its activities.