



RESEARCH COMMITTEE TERMS OF REFERENCE

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Contact	Director of Research; davidc@morling.edu.au		
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1. ROLE

The Research Committee is a sub-committee of the Academic Board within the academic governance framework at Morling College and overarching higher education regulations.

The role of the Research Committee is to advise the Academic Board on the research strategy, research policy, quality assurance and performance of research, research development and training, as a registered Institute of Higher Education (IHE) (PRV12034).

2. DEFINITIONS

The following definitions apply for the purpose of this policy:

Key Term or Acronym	Definition
AQF	Australian Qualification Framework
AUT	Australian University of Theology
CCSC	The faculty of Counselling, Chaplaincy and Spiritual Care, including Professional Supervision
HDR	Higher Degree Research
IHE	Institute of Higher Education
MC	Morling College
TEQSA	Tertiary Education Quality and Standards Agency
VP(A)	Vice-Principal (Academic)

3. CONTEXT STATEMENT

Morling College (MC) is a registered Institute of Higher Education (IHE) (PRV12034), accredited under the self-accrediting authority approved by the Tertiary Education Quality and Standards Agency (TEQSA). MC offers courses in education, counselling, chaplaincy and spiritual care, and professional supervision.

MC also offers courses in theology (AQF 5-10), accredited through a third-party arrangement with the Australian University of Theology (AUT).

MC's theology students study courses from the AUT, so academic, student and research policies are set by the AUT, and these can be located at <https://aut.edu.au/public-policies/>.

MC academic, student, and research policies will be set for its own IHE requirements in education, counselling, chaplaincy and spiritual care, and professional supervision, and for relevant whole-institution IHE requirements. It is within this scope that the Research Committee functions.

4. RESPONSIBILITIES

- 4.1 Develop, monitor and report on MC's *Research Strategic Plan*.
- 4.2 Regularly review MC's policies, procedures and frameworks governing research, research development and research training, and recommend any necessary amendments to the Academic Board.
- 4.3 Identify the need for the development of new policies, procedures, and frameworks to govern research and research training, overseeing their development, and recommending their introduction to the Academic Board.
- 4.4 Oversight of HDR candidates' admission and progress within the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care (CCSC).
- 4.5 Manage research supervision by overseeing the training of supervisors and approving supervisors' eligibility according to MC policies.
- 4.6 Allocate supervisors and other resources to HDR students.
- 4.7 Encourage and support the development of a responsible research culture.
- 4.8 Encourage the establishment of mutually beneficial research partnerships between Morling, industry, the professions, or other education institutions, including international institutions, for example, co-supervision, thesis marking, research collaborations.
- 4.9 Receive annual reports from staff on the progress of scholarly activities and research outputs.
- 4.10 Recommend to the Academic Board the appointment and reappointment of Honorary Researchers.

- 4.11 Matters may be referred to the Research Committee for consideration and advice on academic matters as they relate to the research environment by the MC Board, the Academic Board, the Principal, VP(A), and Deans of the Faculties.
- 4.12 The Academic Board may, from time to time, delegate specific authorisations to the Research Committee. The Committee may also request the granting of such authorisations as it sees fit. All such authorisations will be minuted.

5. MEMBERSHIP

The Research Committee shall comprise up to 10 members, being

- 5.1 Director of Research (Chair)
- 5.2 Associate Director of Research
- 5.3 Vice-Principal (Academic)
- 5.4 Chair of the Low-Risk Ethics Committee
- 5.5 Dean of Education (or representative)
- 5.6 Dean of CCSC (or representative)
- 5.7 Dean of Bible and Theology (or representative)
- 5.8 Director of Student Services (or representative)
- 5.9 Director of Library Services (or representative)
- 5.10 Secretary (non-voting)

6. MEETINGS

- 6.1 The Research Committee will meet at least three times a year, usually at least two (2) weeks before an Academic Board meeting to allow timely processing of items to go to the Academic Board.
- 6.2 A quorum for the meetings will 50% of the membership.
- 6.3 When a member cannot attend a meeting, they may nominate a representative to attend in their place.
- 6.4 Special meetings may be called by the Chair, if required.
- 6.5 Decisions may be made by circular resolutions if deemed necessary.
- 6.6 If unable to attend, the Chair will nominate a member to chair the meeting.
- 6.7 Matters may be referred to the Research Committee for consideration and advice on academic matters as they relate to the research environment by the MC Board, the Academic Board, the Principal, Vice-Principal (Academic), Deans of the Faculties, or the Director of the Tinsley Institute.

6.8 Minutes are to be kept at each meeting, including relevant discussion on agenda items, decisions made/endorsed, actions to be taken and relevant responsible parties for those actions identified.

6.9 A copy of the minutes will be provided to the Academic Board.

7. REVIEW

7.1 The Academic Board shall review these Terms of Reference every three (3) years.

7.2 The Research Committee shall review these Terms of Reference annually and make any recommendations for change to the Academic Board.

8. RELATED DOCUMENTS AND LEGISLATION

INTERNAL

- Academic Governance Policy
- Academic Board Terms of Reference
- Low-Risk Ethics Committee Terms of Reference
- Responsible Conduct of Research Policy
- Responsible Conduct of Research Guidelines

EXTERNAL

- The Australian Code for the Responsible Conduct of Research 2018
- National Statement on Ethical Conduct in Human Research 2023
- Higher Education Standards Framework (Threshold Standards) 2021

9. REFERENCES

- Avondale Research Committee Terms of Reference
- ACT Low-Risk Ethics Committee and Approval Rules

10. VERSION HISTORY

Version	Approved by	Approval date	Effective date	Changes made
V3.00	Academic Board	16 June 2025	16 June 2025	Editing for clarity and to streamline. Removed references to the University of Divinity. Changes to reflect changed roles and titles. Remove 'a standing invitation will be extended to the Dean of Bible and Theology' (s5.9) Added: s4.11 and s4.12 to Responsibilities; s7 Review
V2.03	Academic Board	15 September 2021	15 September 2021	Institute of Higher Education replaced Higher Education Provider, to reflect the change in classification by TEQSA. Membership changes to reflect changes in roles. 5.6: Director of

				Student Services replaced Registrar.
V2.02	Academic Board	11 November 2020	11 November 2020	Associate Director of Research added as a member. Added 4.11.
V2.01	Academic Board	3 June 2019	3 June 2019	Membership: added A standing invitation will extend to Head of Bible and Theology (or representative)
V2.00	Academic Board	8 May 2019	8 May 2019	Removed L&T to become a Research Committee and restricting the scope to primarily address matters relating to MC as HEP ie Ed and CCSC. Amendments to reflect change in roles and structure.
V1.00	Academic Board, MC Board	15 May 2018	15 May 2018	Originally Learning and Teaching Committee. Added Research.

Download this document anew with each use, as it may have changed.