



*Minutes* of meeting 01/18 of the University Research Committee held on 28 March 2018 in the Council Room, building 36.

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**Present:**

Prof J Raper (*Chair*)

A/Prof B Bunt  
Prof K Clapham  
Prof N Dixon  
Ms S Flint  
Prof P Innis  
A/Prof L Kervin

Mr K Krauter  
Prof T Marchant  
Ms S Martin  
Prof P McGuirk  
A/Prof M Randle  
Prof R Roberts

Prof S Robinson  
Prof G Spinks  
Prof D Steel  
Prof W Vialle  
Prof W Price  
Prof C Zhang

**Minute Secretary**

Ms J Evans

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**PART A PRELIMINARY BUSINESS**

**A1 Welcome and Apologies**

Apologies were received from Prof D Adams, Prof J Beck, Prof C Gibson, Mr O Khalifa, Prof R Lewis and Prof V Mackie.

Prof G Spinks representing Prof C Gibson, Prof C Zhang representing Prof R Lewis and A/Prof B Bunt representing Prof V Mackie.

Mr M Wright attended for discussion of Agenda Item B4 and Ms C Carter attended for discussion of Agenda Item B6.

**A2 Arrangement of the Agenda**

Agenda items A2, A4, B2, B3, B4, B6 and D2 were starred for discussion. The Committee accepted the resolutions of all un-starred items.

**A3 Business from the Last Meeting**

**A3.1 Minutes of the Previous Meeting (28 November 2017 - 04/2017)**

**Resolved (01/18)**

*That the minutes of the University Research Committee meeting held on 28 November 2017 (04/2017) be confirmed as a true record.*

**Action: J Evans**

#### **A4 Chair's Business**

The Chair updated the Committee about discussions held at the recent NSW DVCR Meeting as follows:

- The NSW Government is encouraging NSW universities to collaborate and engage with each other. A mapping exercise to show existing collaborations was suggested;
- Leanne Harvey from the ARC advised that they are considering changing the timing of DECRA applications to align with Laureate Fellowships, rather than Discovery Projects;
- Appointment of a new NSW Chief Scientist is yet to be announced.

#### **New Appointments**

The Chair advised of the following new appointments:

- Prof Stacey Carter, Director, Research for Social Change (SOC)
- Dr Jennifer Heath, Chief Operating Officer (AIIM)
- Prof Annette Braunack-Mayer, HOS, Health and Society (SOC)

#### **SAGE Submission**

The UOW SAGE submission has been finalised and will be sent on 31 March. The Chair thanked everyone that was involved in its preparation.

#### **UGPN Surrey UK**

A delegation from UOW will be attending the UGPN Conference to be held in Surrey next month. The delegation includes the Vice-Chancellor, the DVC (R&I) and 17 researchers across four faculties. Three Professional Staff will also join the conference representing UOW as part of the SAGE initiative. The Chair further advised that THE (Times Higher Education) Young University Summit will be held in 2019 and UOW will be hosting jointly with Surrey.

#### **Congratulations to Professor Zenobia Jacobs**

The Chair congratulated Prof Jacobs on her recent publications in *Nature*.

#### **Defence Innovation Network**

UOW is hosting the NSW Defence Innovation Coordinator Network (DIN), with the NSW Chief Scientist's Office and DSTO on 10 April.

#### **Annual Faculty Research Performance Meetings**

These meetings will be held during May and June and the Research Services Office will be contacting the faculties soon to seek information required for the meetings. The RSO will also be providing data in relation to HDR student funding allocations, research strengths and research active staff.

### **PART B GENERAL BUSINESS**

#### **B1 Research and Innovation Division Report**

The Research and Innovation Division Report was noted.

#### **B2 Higher Degree Research (HDR) Student Update**

The Dean of Research advised that:

- HDR Student numbers have increased this year by about 20-30%;

- A Research Training Workshop will be held soon to organise the implementation of the recently purchased Epigeium System for HDR students and supervisors;
- The process for matching scholarships has now changed to 2 funding rounds per year, with outcomes determined by the Dean of Research and the Associate Dean Graduate Research. The first round is currently underway and is very competitive, with 30 applications received and only 10 scholarships available.

The Associate Dean Graduate Research advised that UOW has recently developed a Future Learn MOOK for HDR students.

### **B3 Higher Degree Research (HDR) Student Scholarship Review**

The Dean of Research advised that as a result of discussion at the last URC Meeting and the difficulty and challenges surrounding the allocation of HDR scholarships last year, a review will be undertaken of the HDR Scholarship policy and associated processes. A URC working group is being established with Associate Deans Research, and representatives from the faculty and Graduate Research School to undertake the Review prior to the 2018 HDR Scholarship round. It was also decided that an HDR student representative should be invited to participate on the Working Party.

The Committee noted concerns from some faculties that most scholarships are awarded and guaranteed directly to UOW candidates with first class Honours, which leaves no scholarships for high quality external candidates. The Dean of Research advised that this issue will be considered as part of the Review, noting that demand for scholarships is high and continuing to increase, while the number of scholarships available has remained static for a number of years.

#### **Resolved (02/18)**

*That the University Research Committee:*

- (i) *note the Terms of Reference for the Higher Degree Research Student Scholarship Review; and*
- (ii) *include an HDR student representative as a member of the working group.*

**Action: T Marchant**

### **B4 Revised UOW Performance Based Research Support Funding Guideline**

The Chair welcomed the Director, Financial Operations to address the Committee about the UOW Performance Based Research Support Funding Guideline. The Guideline was updated in 2017 as a result of the Government implementing major changes to Research Block Grant (RBG) arrangements to provide more flexibility in the duration and level of support for HDR student scholarships, and drive greater research-industry engagement and collaboration with business and organisations that use the outcomes of research. The revised Guideline takes effect for the budget period commencing 1 January 2018, and will result in changes to faculty research support allocations. The Guideline has been approved in principle by the DVC(R&I) and will be adopted at the next PERG meeting on 1 May 2018.

The Director Financial Operations provided an overview on how the funding is allocated to faculties as per the guideline attached to the agenda and further explained:

- the changes will be phased in over 3 years;

- funding is calculated by Finance at the school level and then allocated to the faculty to decide how it is distributed within the faculty (with input from Research);
- RBG income received by UOW has decreased over the last few years.

The Committee further discussed the Guideline with some concerns that the RBG component of the faculty's annual allocation should be exempt from the calculation of the faculty's contribution back to the centre. The Chair agreed that this process should be more transparent.

**Resolved (03/18)**

*That the University Research Committee:*

- (i) *Note the revised UOW Performance Based Research Support Funding Guideline and that proposed changes will be implemented over 3 years; and*
- (ii) *Initiate further discussions at PERG to ensure more transparency around the RBG component when calculating the Faculty contribution back to the centre.*

**Action: All Committee Members, J Raper**

**B5 Consultation Paper: Global Challenges Program Review**

**Resolved (04/18)**

*That the University Research Committee note the Consultation Paper: Global Challenges Program Review.*

**Action: All Committee Members**

**B6 Update: Review of University Research Centres and Institute Guidelines**

The Committee discussed the revised Institute Guidelines, noting the changes made by the URC Working Group and feedback received on the Consultation Paper.

The Committee suggested some further amendments, including the following:

**Section 2 (Scope/Purpose)**

- Section 2.7 (page 23) Should state that the DVC(R&I) will be notified about faculty – based centres and groups as follows:  
*'Faculties are also encouraged to support research centres and developing or high performing small academic research groups. Although the DVC(R&I) must be notified of the Research Centres and Groups within each Faculty, formal approval is Research Groups do not required.'* ~~DVC(R&I) approval.~~
- Section 6.4 (page 27) This section should be deleted altogether as this is governed by other university policies:  
*'Prior to final approval, individuals and groups may not refer to themselves as a University Research Institute. Once approved, a University Research Institute is entitled to identify itself as a part of the University of Wollongong and use the University's name, address and logo in the conduct of its activities, in accordance with the Use of the University Name in Public Statements Policy and Production of*

*~~Marketing Material and Use of University Brand Policy. These rights are granted at the discretion of the DVC(R&I) for fixed terms as set out in these Guidelines.~~*

Section 10.5 (page 28) Change the wording as follows:

*The Director, relevant ~~is expected to work closely with the~~ ADR and relevant Heads of Schools/Units ~~are expected to consult with each other,~~ in areas such as staff career development and mentoring. In addition, the Director ~~should work with,~~ Heads of School/Unit and Heads of Postgraduate Studies ~~should work collaboratively~~ on all aspects of HDR student candidature and resourcing for HDRs.'*

The Director Research Services Office advised that the next Working Group meeting is scheduled for May to begin the development of Research Institute procedures, which will be considered by VCAG and then finalised at the June URC meeting, with a view to implementation from July 2018 onwards.

**Resolved (05/18)**

*That the University Research Committee:*

- (i) Note the draft University Research Institute Guidelines, incorporating changes as discussed at the meeting, and forward to VCAG for consideration.*

**Action: S Martin**

**PART C MATTERS FROM UOW COMMITTEES**

**C1 Matters from Research Integrity Committee**

**C1.1 Research Integrity Committee Minutes**

**Resolved (06/18)**

*That the University Research Committee note the Research Integrity Committee Meeting Minutes for the 31 August and 30 November 2017 Meetings.*

**Action: All Committee Members**

**C2 Matters from Thesis Examination Committee**

**C2.1 Thesis Examination Committee Meeting Summaries**

**Resolved (07/18)**

*That the University Research Committee note the Thesis Examination Committee Summaries for the 1 November 2017, 6 December 2017 and 7 February 2018 Meetings.*

**Action: All Committee Members**

**C3 Matters from Research IT and Systems (RITAS) Committee**

**C3.1 Research IT and Systems Committee Meetings**

**Resolved (08/18)**

*That the University Research Committee note the Research IT and Systems Committee Meeting Minutes for the 29 November 2017 Meeting.*

**Action: All Committee Members**

**PART D NEXT MEETING & OTHER BUSINESS**

**D1 D1.1 Next Meeting**

The next meeting will be held on Wednesday 6 June 2018 at 9.30am in the Council Room, building 36.

**D2 D2.1 Monitoring the Effect of the new Study Leave Policy & Implementation**

The Committee members discussed the New Study Leave Policy and its implementation. A suggestion was made that an annual report be provided to the URC Committee detailing breakdowns of study leave statistics by faculty, by gender and by level. The Chair noted that this report is already provided to VCAG.

**D3 D3.1 Review of URC Terms of Reference**

The Chair advised the Committee that the recent external review of Academic Senate, the URC and UEC, as part of the TESQA accreditation process, recommended that revisions be made to the URC Terms of Reference to:

- Make clear the compliance with HESF, for example by use of the terminology of ‘research training’ and mention of academic leadership;
- Use equivalent and consistent phrasing for UEC and URC where they have parallel roles e.g. in oversight, leadership or innovation; and
- Broaden URC membership, more in line with UEC, by the addition of elected members to provide oversight of research and research training.

It was noted that a previous review of the URC revised the committee and sub-committee structure to a representative model that was more dynamic and responsive, and played a greater role in research policy and development. This included a condensed URC membership to reduce duplication of membership and aid decision making.

The Committee suggested including HDR student and ECR representatives.

A small URC working group will meet to consider the proposed revisions.

**Resolved (09/18)**

*That a Working Group be established to review the University Research Committee's Terms of Reference.*

**Action: S Martin**

The meeting closed at 10.35am.

**ACTION ITEMS:**

- A3.1 J Evans - file previous URC Minutes.**
- B3 T Marchant – include an HDR Student representative in the HDR Student Scholarship Review.**
- B4 J Raper – initiate discussions at PERG to ensure transparency around the RBG component when calculating Faculty contribution back to the centre.**
- B6 S Martin – Forward the Guidelines to VCAG for review and discussion.**
- C1.1 M Weatherall – file Research Integrity Committee Meeting Minutes.**
- C2.1 S Flint - file Thesis Committee Executive Summaries.**
- C3.1 J Evans – file Research IT and Systems Committee Meeting Minutes.**
- D3 S Martin – establish a URC Working Group to review the URC Terms of Reference.**

Signed as a true record



Chairperson 20/6/18