

ADM+S Research Training and Capability Development Committee

Terms of Reference

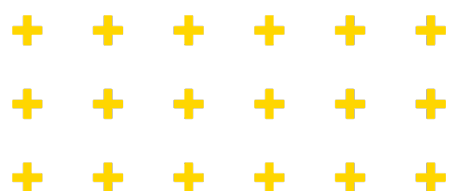
1. Purpose

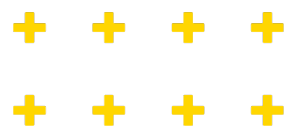
The ADM+S Research Training and Capability Development Committee oversees and manages mentoring, training and capability development programs, skills and career development for Centre staff and students, and provides advice and recommendations to the Centre Director and Executive on all relevant research training and career development issues.

2. Responsibilities

The Committee:

- provides advice to the Executive Committee on academic and administrative matters relating to higher degree research and early career researchers;
- develops and delivers training and capability programs for the Centre including summer/winter schools, intensive courses, internships, exchange programs, and masterclasses;
- ensures the Centre's research training programs are designed to include continuous, active industry engagement and international knowledge exchange;
- works closely with partner organisations and host institutions to maximise future employment opportunities for Centre students and staff;
- oversees the ECR and HDR experience at the Centre, including academic skills provision for PhD students, MA Student and, where applicable, Honours students, and promotes ECR and HDR academic welfare through regular seminars, workshops, and other development events;
- undertakes regular reviews of the needs of Centre staff and students in skills and career development;





- reviews, evaluates, deliberates, and where relevant, endorses applications, scholarships, and research support funding (via a sub-committee that excludes the student representatives on the grounds of privacy and confidentiality considerations);
- oversees the development of the Centre's indigenous research capacity, including the establishment of fully-funded indigenous pre-doctoral scholar positions;
- supports an active HDR/staff alumni network to track professional pathways and career outcomes, enable former students and staff to participate in ongoing training opportunities, provide useful networks for mentoring, professional development and collaboration, and extend the reach of the Centre into new organisations.

3. Membership

The membership will comprise:

- 3 x Research Training Leaders (Co-Chairs)
- Program representative/s from the Research Programs (Data, Machines, Institutions, People)
- Focus Area representative/s from the Focus Areas (News and Media, Transport and Mobility, Social Services, Health)
- Research Training Officer (RMIT professional staff member)
- Two representatives of the Centre's research higher degree students
- Two representatives of the Centre's early career researchers
- Node administrator (Secretariat)

The Committee will also consult other members of the Centre as required

4. Term of Appointment

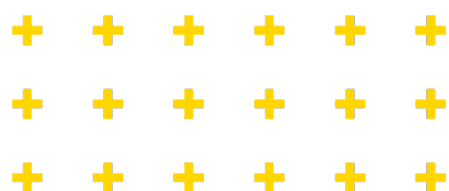
The term of appointment of each appointed member of the Committee is to be one year, but may be renewed beyond this point.

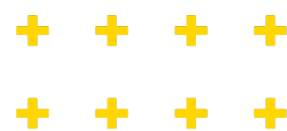
5. Vacancies

If the position of an appointed member falls vacant due to:

- the resignation of the member; or
- the member ceasing to hold the requisite qualifications for the position;

the Chair may appoint a person who would otherwise be eligible for appointment to the position to complete the remainder of the former member's term of office.





6. Gender and Cultural Diversity

Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair will have regard to the current gender and cultural diversity of the committee before making decisions regarding an appointment.

7. Meeting and Administrative Arrangements

- The Chair will convene a minimum of six meetings each year. Urgent items may be considered out of session.
- Secretariat and other support to the Committee is provided by the Node Administrator from the Chair or Co-Chair's organisation.
- The quorum is half the membership, plus one.
- Whenever a member is unable to attend, they may nominate a proxy to attend. The proxy will exercise all rights and privileges of the member.

8. Notice of Meeting

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Committee, any other person required to attend, no later than five working days before the date of the meeting.

9. Subcommittees

The Committee may establish one or more subcommittees to assist it in the carrying out of its functions.

30 NOVEMBER 2020

UPDATED 8 APRIL 2025

