



Raising Standards – Protecting Patients

TERMS OF REFERENCE

ACADEMIC AND RESEARCH COMMITTEE (ARC)

1. Purpose

The ARC provides strategic leadership, governance, and quality assurance for research and scholarship across ACCSM. It promotes an evidence-based culture, safeguards research integrity,

2. Scope

Applies to trainee and Fellow research conducted under ACCSM auspices

College-sponsored projects

AJCS-linked publications

Annual Scientific Research Day.

3. Definitions

- COPE: Committee on Publication Ethics.
- JCSM: Journal of Cosmetic Surgery and Medicine.
- HREC: Human Research Ethics Committee.
- PROs: Patient-Reported Outcomes.
- Registry-enabled research: projects drawing data from recognised national registries.

4. Functions & Responsibilities

- Approve and monitor trainee research proposals and supervisors.
- Maintain supervisor registry and minimum supervision standards.
- Oversee research education and mentoring programs.
- Govern the Seed Grant Scheme and evaluate funding proposals.

- Run the Annual Scientific Research Day and abstract review.
- Oversee integrity, ethics compliance, data governance, and COI management.
- Report after each meeting to ETC and annually to BoC on KPIs and risks.

5. Composition & Appointment

Chair (appointed by ETC); 4–6 voting members including at least two academic Fellows; one educationalist; one trainee (non-voting); Education Officer (non-voting). Appointments are two-year renewable terms with skills-based selection.

6. Meetings & Quorum

Meets at least yearly. Quorum is 50% of voting members including the Chair or delegate. Decisions by consensus or simple majority; Chair holds casting vote when required. Minutes lodged with ETC within 10 business days.

7. Subgroups

- Approvals & Ethics Subgroup
- Grants & Partnerships Subgroup
- Education & Mentoring Subgroup

8. Conflict of Interest (COI)

Members declare COI at appointment and each meeting. Material COIs preclude participation in related deliberations. COI registers are maintained by Secretariat; management plans are documented.

9. Confidentiality & Records

All committee materials are confidential. Records retained per College Records Policy; de-identified datasets only circulated beyond ARC.

10. Interfaces

ARC reports to ETC; coordinates with BoC (assessment standards), AJCS Editorial Board (publication pathways), and SOCC (conference program).

11. Review

ToR reviewed biennially by ETC; changes ratified by Council as needed.

This policy takes effect from:	20 December 2025
Approved by:	ACCSM Council
Revised by BOC and approved:	3 March 2026
Next Review Date:	3 March 2028