

Title: Research Degrees Committee
Document Type: Terms of Reference and Composition
Location: Academic Handbook Section 3C
Version: 1.4
Author: Academic Services
Last major review: 2019/20
Last updated: June 2019
Approved by and date:

## 3C: Research Degrees Committee

A Committee of Academic Board

The Research Degrees Committee (RDC) is responsible to Academic Board for the effectiveness of the University's arrangements for safeguarding academic standards and for enhancing academic quality in postgraduate research provision.

### Terms of Reference

1. On behalf of Academic Board, RDC will:
  - i. approve and oversee the implementation of the research degree regulations and associated policies and guidance, taking account of external good practice and the provisions of the UKHE Quality Code;
  - ii. oversee arrangements for the approval of research degree proposals, the appointment of the supervisory team, the transfer of registrations, the annual progression of students, examination arrangements and awards;
  - iii. monitor the effectiveness of research degree supervision and the quality of the learning experience of research students.

### Delegation of authority

2. The Committee will delegate to Doctoral review panels the authority to approve project proposals, transfer and annual monitoring for research degree candidates. The Committee will receive regular reports from the Doctoral review panels on the exercise of the delegated authority.

### Composition

3. The committee will be constituted to ensure that most members have current or previous experience of research and research supervision.
4. The composition of the Research Degrees Committee shall be:
  - i. Chair, appointed by Academic Board;

- ii. Co-ordinators of Doctoral Students;
  - iii. One full time and optionally one part time doctoral student representative;
  - iv. The Director of Research, Innovation & Enterprise;
  - v. Head of Research Office;
  - vi. Head of Registry Services & Student Systems;
  - vii. Research Support Librarian;
  - viii. A representative for Early Career Researchers;
5. The committee may co-opt up to three members of staff from within the University.
  6. A Deputy Chair shall be appointed by the Chair of the Research Degrees Committee
  7. The Vice-Chancellor and Deputy Vice-Chancellor, who are members of Academic Board, will have the right to attend any meetings of Academic Board committees.

## **Meetings**

8. The Research Degrees Committee shall meet at least three times a year.

## **Quoracy**

9. The quorum shall be 50% of the eligible members in post.

## **Officers of the Committee**

10. The Committee Clerk will be nominated by the Director of Research, Innovation & Enterprise.

## **Equal Opportunities Policy**

11. In taking forward the remit of the Committee, the Committee shall have regard to the University's policies and strategies on Equal Opportunities.
-