Research Degrees Programmes Committee

Terms of Reference and Membership 2017-18

Terms of Reference

1. To consider all matters relating to the experiences of research students and their supervisors

2. To encourage and promote good practice in research degree supervision and other aspects of research degree programmes

3. To develop policy and strategy on research degree programmes and to make policy and strategic recommendations to College Research Committee and Learning, Teaching and Quality Committee

4. To consider and if necessary, make recommendations on, processes and procedures in postgraduate research degree programmes, including professional doctorates

5. To receive reports from Faculty Research Committees which relate to research student and research degree programme matters

6. To receive and consider Faculty annual monitoring reports on research degree programmes

7. To receive reports from the Directors of Graduate Studies Forum

8. To review and make recommendations on administrative support for PGR students

9. To receive reports from the Graduate Student Forum

10. To periodically review postgraduate research student handbooks

11. To periodically review the college web pages for research students

12. To review completion rates for PGR students and make any policy or process recommendations as necessary

13. To scrutinise an annual overview of examiners reports for PGR students prepared by an Assistant Registrar

14. To receive and approve the outcomes of Professional Doctorate Programmes (taught elements); to receive the outcomes of Professional Doctorate Programmes (thesis elements)

15. To oversee, receive reports on and if necessary, make recommendations on, research student generic and subject specific research methods training

16. To receive annual reports from any doctoral training collaborations or centres involving the college and/or other institutions

17. To receive and consider research student recruitment data

18. To review the employment destinations of research students

19. To receive and consider the results of any internal or external survey of research student opinion and make recommendations on any actions then required

20. To respond to external consultations on postgraduate research degree programmes
Membership
Vice-Principal Education (Chair)
Associate Dean (Doctoral School) (Deputy Chair)
Associate Dean (Research)
Student Administration Representative
Doctoral Training Partnerships and Scholarships Manager
Educational Development Officer (Researcher Development)
Two Directors of Graduate Studies from the Faculties of Arts & Social Sciences and Science and one from the Faculty of Management, Economics and Law
One representative of postgraduate research students
Two co-opted postgraduate research student representatives*
*Co-opted student members of the Committee shall serve for a period of no more than two years

Secretary: Assistant Registrar (responsible for research students)

Quorum
Four, to include the Chair, plus three academics

Meetings
Frequency: Three times per year (one in each term to be after Directors of Graduate Studies Forum)