Committee Terms of Reference

School Research Student Oversight Committee

Purpose
To promote and support postgraduate research student provision in the School

Reports to
School Board
School Research and Knowledge Exchange Committee
School Executive

Sub-committees
None

Regular meetings per year
3 per year

Quorum
50% of membership

Route for submission of business

Agenda and papers

Approved by/on

Terms of Reference

The primary duties of the committee are as follows.

1. Working with the Research and Knowledge Exchange Committee encourages a supportive and nurturing research environment and the development of good practice in relation to research undertaken by students in the School.
2. Oversees the School’s research student recruitment and publicity activities and works with MarComms as appropriate;
3. Oversees the application and admissions process for research students in the School ensuring that there is a consistent and fair approach;
4. Encourages and advises on studentship bids to Research Councils and other bodies, advises on the distribution of studentships where appropriate and monitors;
5. Ensures that relevant procedures relating to doctoral training partnerships and centres (DTPs) in the School are followed;
6. Monitors the performance of the School in attracting studentships and identifies new opportunities
7. Makes decisions and recommendations on how any School finance for students should be allocated as appropriate;
8. Monitors the progress of all research degree students in particular annual reviews and upgrades and endorses outcomes of such panels,
9. Monitors the submission and completion rates of research students in the School and agrees on any measures necessary;
10. Ensures that all supervisors are supported and receive training as appropriate and makes recommendations in this regard to the Research Degrees Programmes Committee;
11. Receives annual reports on the appointment of examiners for research students in the School;
12. Monitors welfare issues of research students in the School;
13. Receives reports from Staff:Student Committees in the School and takes action as appropriate.

Membership

<table>
<thead>
<tr>
<th>Role</th>
<th>Names</th>
<th>Appointed by</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>School Director of PGR Education</td>
<td>Ex officio</td>
<td></td>
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<tr>
<td>Deputy Chair</td>
<td>One of the PG supervisors</td>
<td>Head of School</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Names</td>
<td>Appointed by</td>
<td>Name</td>
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<tr>
<td>Members</td>
<td>PG Supervisor from each department</td>
<td>Ex officio</td>
<td></td>
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<tr>
<td>Other Members</td>
<td>PG Student</td>
<td>Students’ Union</td>
<td></td>
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<tr>
<td>Co-option</td>
<td>Other members of staff from the Department or School may be co-opted as members as the Committee requires.</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>In Attendance</td>
<td>The Committee has the authority to invite other members of staff to meetings for discussions of specific matters of relevance to research students.</td>
<td>Chair</td>
<td></td>
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<tr>
<td>Secretary</td>
<td>School Manager or nominee</td>
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<td></td>
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<tr>
<td>Minutes*</td>
<td></td>
<td>Chair</td>
<td></td>
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</tbody>
</table>

* In attendance

**Devolved Powers**

To be confirmed

**Circulation of Papers**

The full set of committee papers will be circulated to members in advance of a meeting.

Relevant papers will be circulated to those in attendance.

**Arrangements for Publication of Minutes**

TBC

**Effectiveness review**

Three-yearly to evaluate business covered and consider its effectiveness