



# RESEARCH DEGREES COMMITTEE

**PARENT BODY:** Senate

## **PURPOSE**

Research Degrees Committee is responsible for advising and making recommendations to Senate on the enhancement of academic quality and assurance of academic standards for Research Degrees. It reviews the academic provision to ensure that standards are maintained and opportunities developed to enhance academic quality. It reviews the academic regulatory framework and its operation, progress against the School Strategy and the evidence on the student experience.

## **COMPOSITION**

- i. Head of Doctoral College (Chair)
- ii. Pro-Director (Learning, Teaching & Enhancement)
- iii. Chairs of Faculty Research Degrees Committees
- iv. Up to 3 Departmental Research Degree Co-ordinators – one from each Faculty
- v. Up to 2 academic members of Senate
- vi. Academic Registrar
- vii. Quality and Academic Standards Manager
- viii. SRC Vice-President (Research Degrees)
- ix. Up to 3 students appointed by the Student Representative Council – one from each Faculty;

In attendance:

- x. DrPH Programme Director
- xi. Research Degree Managers
- xii. Up to 2 co-opted external members appointed for their expertise in quality and standards
- xiii. Secretary – School Secretary or nominee
- xiv. Other Staff as required



## MEMBERSHIP

<b>Composition</b>	<b>Member</b>	<b>Term</b>
Head of Doctoral College (Chair)	Audrey Prost	<i>Ex-officio</i>
Pro Director of Learning, Teaching and Enhancement	Sasha Shepherd	<i>Ex-officio</i>
Chairs of the Faculty Research Degree Co-ordinators	ITD: Jayne Webster	<i>Ex-officio</i>
	EPH: Suzanne Filteau	<i>Ex-officio</i>
	PHP: Simon Cohn	<i>Ex-officio</i>
Up to two Academic Members of Senate	Vacant	<i>Ex-officio</i>
	Vacant	<i>Ex-officio</i>
Academic Registrar	Rebecca Harrison	<i>Ex-officio</i>
Quality and Academic Standards Manager	Deborah Wade	<i>Ex-officio</i>
SRC Vice-President (Research Degrees)	To be elected	<i>Ex-officio</i>
Students appointed by the Student Representative Council	ITD: A Departmental Rep	<i>Ex-officio</i>
	EPH: A Departmental Rep	<i>Ex-officio</i>
	PHP: A Departmental Rep	<i>Ex-officio</i>
DrPH Programme Director	Nicki Thorogood	<i>Ex-officio</i>



	ITD: Helen White	<i>Ex-officio</i>
Research Degree Managers	EPH: Jenny Fleming	<i>Ex-officio</i>
	PHP: Joanna Bending	<i>Ex-officio</i>
	Up to 2 co-opted external members appointed for their expertise in quality and standards	Vacant (covered by Head of Quality & Academic Standards)
Secretary to the Committee	Hazel Young	<i>Ex-officio</i>

### **DELEGATED DECISIONS:**

- i. Approve the appointment of Research Supervisors
- ii. Approve the appointment of External Examiners
- iii. Appoint any Chairs and Deputy Chairs of Boards of Examiners;
- iv. Approve responses to External Examiners' reports;
- v. Determine the terms of reference of any sub-committee or ad hoc working group including any appointments as Chair or Deputy Chair;
- vi. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate;

### **OTHER TERMS OF REFERENCE**

- i. Provide assurance to Senate through an annual report covering the Committee's purpose as defined above;
- ii. Review progress against the School Strategy for Research Degrees and assist in the periodic review of that Strategy;
- iii. Review the management of risks relating to the School's Research Degrees and monitor actions taken to minimise those risks;
- iv. Recommend changes to Senate Regulations and related policies & key procedures in respect of the Committee's purpose (above). Promote harmonisation between Faculties;



- v. Recommend and monitor implementation of regular plans approved by Senate to enhance academic quality and monitor quality assurance;
- vi. Review preparations for any external review of Research Degree provision. To recommend and monitor any action plan following an external review;
- vii. Review applications and admissions for Research Degrees and recommend any actions arising;
- viii. Review and develop scholarship opportunities for Research Degree students;
- ix. Review student progressions and completion rates;
- x. Review Research Degree student discipline and complaints;
- xi. Assure itself through reports that the process of assessment has been conducted appropriately and recommend any changes to the regulatory framework, policies or key procedures as result of comments from the External Examiners;
- xii. Review any relevant information from the Student Experience Committee and student surveys;
- xiii. Review and promote educational developments and innovation including sector scanning for best practice;

## **QUORUM**

The quorum of the Senate Research Degrees Sub-Committee is a minimum of four members.

## **FREQUENCY OF MEETINGS**

Meetings shall be held at least once a term.

## **RESERVED BUSINESS**

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.

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