



SENATE RESEARCH DEGREES COMMITTEE

PARENT BODY: Senate Committee

COMPOSITION

- i. Chairman (Pro-Director Learning & Teaching) Faculty Research Degrees Directors
Research Degree Managers
- ii. A Research Degree Student Representative from each Faculty Academic Registrar
- iii. Head of Quality & Academic Standards
- iv. An independent representative from the Senate
- v. Secretary: Member of the Quality & Academic Standards Team
- vi. In attendance:
 - a. DrPH Programme Director
 - b. Programme Administration Manager (CPD Short Courses & Research
Degrees) Vice-President for Research Degrees Students

MEMBERSHIP

Composition	Member	Term
Chairman (Pro-Director Learning & Teaching)	Della Freeth, BSc PhD CertEd FHEA	<i>ex officio</i>
Faculty Research Degree Directors	Simon Cousens, MA DipMathStats	<i>ex officio</i>
	Suzanne Filteau, BSc MSc PhD	<i>ex officio</i>
	Ron Behrens, BSc MB ChB MD FRCP	<i>ex officio</i>
	Jayne Webster	<i>ex officio</i>
	Simon Cohn	<i>ex officio</i>
Research Degree Managers	Jenny Fleming	<i>ex officio</i>
	Helen White	<i>ex officio</i>
	Joanna Bending	<i>ex officio</i>
Student Representatives		
Academic Registrar	John Peck, BA MA MAUA	<i>ex officio</i>
Head of Quality & Academic Standards	Kate Marshall	<i>ex officio</i>

Secretary (Member of the
Quality & Academic
Standards Team)

IN ATTENDANCE

Composition	Member	Term
DrPH Programme Director	Nicki Thorogood	
SRC VP for Research Students	Kaat De Corte	<i>ex officio</i>
Programme Administration Manager (CPD Short Courses & Research Degrees)	Lee Byrne	<i>ex officio</i>

TERMS OF REFERENCE

- i. To advise the Senate on the development, maintenance and monitoring of School strategy, policy and regulations concerning the quality of the student experience and standards of its programmes and awards for the research degrees of MPhil, PhD and DrPH, including the exercise of powers delegated to the School by the University under the Regulations for Internal Students proceeding to the degrees of MPhil, PhD and DrPH.
- ii. To liaise with School and University of London committees/bodies in relation to research degree matters and to prepare reports for such bodies as appropriate.
- iii. To monitor all aspects of the research degree student experience, including supervision processes, specialist and generic training, and support, and to recommend any actions arising.
- iv. To monitor research degree progression and completion rates and recommend any actions arising. To monitor applications and admissions for research degrees and recommend any actions arising.
- v. To monitor and develop scholarship opportunities for research degree students and recommend any actions arising.
- vi. To provide a forum for Faculties to bring matters for School-level attention and where appropriate, to coordinate and harmonise the practices and procedures relating to research degree students between Faculties.
- vii. To advise the Senate, or other bodies on behalf of the Senate, on matters referred to the Committee by or on behalf of the Senate.
- viii. To establish, as required, sub-committees or working groups to advise the Committee or to execute any of its duties.
- ix. To receive and consider reports and proposals on any of the foregoing from the School's committees, working groups or representative groups of staff or students.

STANDING ORDERS

1. Meetings of RDC

- i. The Committee shall normally meet four times during the academic year. It shall be the duty of the Secretary of the Committee to give at least seven days' notice of meetings and to send out agenda at least five days before the meeting.
- ii. Additional meetings shall be called as required by the Chair or at the written request of no fewer than one third of the members, provided that the members requesting the meetings shall provide a clear statement of the matters they wish to have discussed at the meeting. The Secretary shall notify all members of the date, time and venue of any special meeting. No business shall be transacted at a special meeting except that for which it has been convened.

2. Membership

- i. The Chair shall be the Pro-Director Learning & Teaching.
- ii. The Deputy Chair shall be a Faculty Research Degree Director (on a rotating basis), and may Chair or take Chair's Action in the absence of the Chair.
- iii. A member of the Quality & Academic Standards Team shall be Secretary to the Committee.
- iv. *Ex officio* members shall be appointed as follows:
 - Faculty Research Degrees Directors (1 vote per faculty)
 - Research Degree Managers
 - A Research Degree Student Representative from each Faculty
 - Academic Registrar
 - Head of Quality & Academic Standards
 - An independent representative from the Senate
- v. The Committee shall be deemed to be quorate when a majority of members, including *ex officio* members, are present

Ex officio members shall cease to be members on vacation of the relevant office.

3. Order and Conduct of Business

- i. Any proposal or recommendation which appears on the Agenda or in a report submitted to the meeting shall be put to the meeting for resolution, and no proposal or motion proposed during the course of a meeting shall be put to the meeting for resolution without the approval of the Chair.
- ii. If the Chair determines that voting is required this shall be by show of hands of those present. The votes of the majority shall decide. When equal numbers of votes are cast, the Chair shall have a casting vote. If a count takes place, the number of votes cast shall be recorded in the minutes of the meeting.

Minutes of every meeting shall be kept by the Secretary or their delegated representative, who shall be responsible for retaining all minutes and papers for archive.

Approved by Senate 12.05/10, updated 2011, updated 2016