

## RESEARCH DEGREES SUB-COMMITTEE

**Reports to:** Research Committee of the University Senate

**Frequency of meeting:** At least once and no more than three times in an Academic Year

### Terms of Reference 2023-24

- To advise the University on policy and procedures for research degrees and research students, including, in particular, to propose amendments to the University's Academic Regulations and the Code of Practice.
- To authorise or, as appropriate, to recommend, procedures or outcomes *notwithstanding* the University's Academic Regulations or Code of Practice.
- To monitor national trends and developments in the area of research degrees, and recommend changes to the University's Codes of Practice in the light of developments to external reference points, such as the QAA Quality Code.
- To be responsible to Research Committee for matters relating to the admission of research students, specifically:
  - to approve proposed programmes of research;
  - to submit recommendations for the admission of students whose qualifications do not meet the standard entry criteria;
  - to determine, for students admitted with advanced standing, minimum and maximum durations from initial registration to the submission of the thesis.
- To be responsible to Research Committee for matters relating to the quality of the research student experience, specifically:
  - to receive and consider statistical and qualitative data relating to the admission induction training and progression of Research Students;
  - to enhance the research culture for students registered on research degrees in order to ensure a high quality learning experience;
  - to encourage the parity of experience for research students across all Schools.
- Receive and consider statistical and qualitative data relating to examinations and awards.
- To be responsible to Research Committee for matters relating to the supervision and examination of research students, specifically: (i) the induction and training of research supervisors and examiners, (ii) consideration of recommendations for the approval of staff as research supervisors and examiners, and the appointment of external examiners; (iii) any non-standard procedures relating to the submission of theses.
- To monitor and report on the University's procedures for the award of bursaries and studentships to research students.
- Monitor the effectiveness of the Universities Administrative procedures for Postgraduate Research Degrees.
- To ensure that the Progression and Award Board for Postgraduate Research Students is informed of developments relating to the University's Academic Regulations and Code of Practice, and to consider any issues identified by the Board relating to these documents.

- To discharge such other responsibilities as may be devolved by Research Committee and/or Senate from time to time.

### **Composition**

- One Professorial Member of Senate (Chair) – currently PVC Research
- University Registrar or nominee
- 5 PGR Coordinators (1 from each broad areas of Humanities, Sciences, Social Sciences plus 2 for EdD (phase 1 and 2)).
- 1 Research Student Representative
- University Secretary's Office (Secretariat)
- Co-ordinator for PGR research & inquiry skills training

### **By invitation as required:**

- The University Executive Officer for PGR; Research Degree Administrators and/or University Executive Officers as needed and Hope Moderators for the PGR Partner Institutions (Maryvale Institute, Newman University, St Mary's University) – these are Hope staff members.
- Representative from the PGR Partner Institutions (1 from each; Maryvale Institute, Newman University, St Mary's University)

**The RDSC has a PGR Management Group** (this is needed to avoid clogging up the RDSC agenda. This Working Group meets weekly and is Chaired by the Chair of the RDSC (currently PVC-R) and considers all operational aspects of PGR as well as Admissions Panel Recommendations. Additionally, PGR Progression and Award Board takes place 5 times in an AY and is Chaired by the PVC-R.

**PGR Degrees Admissions group:** this is chaired by the Chair of RDSC and carefully scrutinises the applications for PGR studies; considers recommendations from the School Research Committees and Interview Panels; and recommendations from the HoS/Ds. This panel meets on regular basis to avoid clogging up the RDSC agenda and the key important information is feed back to the RDSC. Membership is drawn from the RDSC and is made of the following:

- Chair of RDSC
- University Registrar or nominee
- PGR lead from the School/partner-HEI from which the applications are being reviewed
- PGR admin from the School from which the applications are being considered.

### **Current membership of RDSC:**

PVC Research (Chair)

Representatives from

- Education and Social Sciences
- Arts and Humanities (and Moderator for Maryvale)
- EdD/Professional Doctorates
- Sciences

Registrar and/or nominee

PGR Student Representative

