Faculty Research Degrees Committees

Terms of reference

1. Within the context of the University policy and strategy, to consider and formulate a strategy for the Faculty relating to the development, evaluation and enhancement of research degree provision; this will include admission, training and development, supervision, progression, assessment, researcher support, research environment, innovations, funding opportunities, and facilities and resources.

2. To oversee and ensure the implementation within the Faculty of the University's Regulations and Codes of practice and other University policies, guidelines and initiatives.

3. To make recommendations about the refreshment and development of the portfolio of postgraduate research programmes, including methods of delivery, in consultation with relevant areas of the University.

4. To receive and comment upon annual programme reviews and prepare the Faculty consolidated annual programme review overview report on programmes and associated action plans for submission to University Research Degrees Committee (URDC).

5. To receive reports from the Postgraduate Research Student Engagement Fora on how postgraduate researchers view their learning experience and to receive the view of supervisors, through Committee representatives, on postgraduate research matters. In doing so, the Committee will take an overview of student welfare matters and consider and recommend support requirements for particular groups such as mature students, part-time and distance learning students and students with special learning needs and disabilities.

6. To implement action plans to address any concerns raised by postgraduate research students.

7. To consider and make recommendation from time to time to the University for revisions to the University policy and strategy for postgraduate research and the Regulations and Codes of practice.

8. To take a view on the training provision within the Faculty and to feed training needs into the Researcher Training and Development Sub-committee for further development and enhancement.

9. To monitor the accuracy of information published internally and externally regarding the Faculty’s postgraduate research provision.

10. To oversee the management of all Research Council funding for doctoral research as well as Faculty scholarships.

11. To be responsible for monitoring the Faculty’s postgraduate research applications, admissions against targets, mid-session and annual student progress reviews, confirmation reviews, higher degree awards made, and completion rates.

12. To consider, recommend and implement activities to evaluate and enhance the quality of postgraduate research provision in the Faculty.
13. To communicate with other bodies that might impinge on the Committee’s work, to ensure optimal and coordinated practice.

14. To establish from time to time as appropriate, working groups to consider and advise on specific issues.

15. To report and make recommendations to the Faculty Research Committee and University Research Degrees Committee.

Membership

Chair
Faculty Postgraduate Research Director

Nominated members
Members of Schools/Department/Research Centres as representative of the Faculty structure and provision, who, as part of their duties, are responsible for issues around postgraduate research
Appropriate professional services representation from the Faculty
At least one postgraduate research student

The Committee can co-opt additional members as required for specific purposes.

In attendance
One representative from the Researcher Development Programme
Other staff as required

Operation

Period of appointment
Nominated members are appointed for three years. Co-opted members will remain as members for as long as their purpose on the Committee is required.

Frequency of meetings
At least three times per academic year or more frequently as business dictates.

Quoracy requirements
The quoracy requirements are not less than one-third of the members. In the event of a tied vote, the Chair shall have a casting vote.

Reports to
Faculty Research Committee
University Research Degrees Committee