

Appendix 17 – Admission, Progression and Examination Sub-committee

Terms of reference

1. To monitor the progression of postgraduate researchers through their programme by reviewing on a six-monthly basis, submission data, confirmation reviews and postgraduate research student progress at the six-monthly review points;
2. To consider applications for the candidature of higher doctorates, DSc and DLitt, offered by the University;
3. To consider requests for changes to registration status, including: changes of mode of attendance; transfers to completing status; temporary withdrawal; extensions;
4. To consider and approve nominations for examination panels of the final viva voce examination;
5. To consider changes of programme, including transfer to MPhil following the final confirmation review;
6. To consider the outcome of a confirmation review where the report has not been submitted and/or the viva has not been attended by the final agreed deadline;
7. To consider requests for the termination of postgraduate researchers' registration;
8. To support the implementation of adjustments recommended by the University's Disability and Neurodiversity team where feasible;
9. To take action where concerns have been raised through reports or other means. To raise with Heads of Departments or Schools where there appears to be a lack of understanding or commitment to the regulations and codes of practice for research degrees, which may have an impact on a postgraduate research students' ability to submit and be awarded their degree on time and/or could have a negative effect on their experience as a postgraduate researcher at the University;
10. To report on activity and raise issues through reports to the Doctoral College Board for further action or consideration.

Membership

Chair

Head of Doctoral College Operations

Ex-officio members

- Dean of Doctoral College Associate Dean (Doctoral College), FABSS
- Associate Dean (Doctoral College), FEPS
- Associate Dean (Doctoral College), FHMS
- Research Degrees Manager, *Committee Secretary*
- Research Degrees Administrative Officers
- Centre Managers (Engineering and Practitioner Doctorates)

In attendance

- Immigration Compliance Manager
- Senior Administrative Officer, Student Records, CSO Directorate

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

Period of appointment

Ex-officio members remain as members of the Committee for the term of their appointment in their role.

Co-opted members remain as members for as long as their purpose on the Committee is required.

Operation

Quoracy

The quoracy requirements shall be not less than half of the current members.

Frequency of meetings

Meetings are held once a month or more frequently as business dictates.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to

Doctoral College Board