

## Appendix 23 – 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 reports from the Postgraduate Research Student Engagement Forum on how postgraduate researchers view their learning experience and to receive the view of supervisors, through Committee representatives, on postgraduate research matters. In so doing, 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.
5. To implement action plans to address concerns raised by postgraduate research students, including in response to student experience surveys.
6. To consider and make recommendation to the Doctoral College for revisions to the University policy and strategy for postgraduate research, including the [Regulations](#) and [Codes of practice](#).
7. To evaluate the effectiveness of both the training provision within the Faculty and the provision within the Doctoral College to take action, as appropriate, to ensure that researchers' training needs are met.
8. To inform the strategy and operational implementation of the management and allocation of funding for postgraduate researchers.
9. 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.
10. To consider, recommend and implement activities to evaluate and enhance the quality of postgraduate research provision in the Faculty.
11. To communicate with other bodies that might impinge on the Committee's work, to ensure optimal and coordinated practice.
12. To establish from time to time as appropriate, working groups to consider and advise on specific issues.
13. To report and make recommendations to the Faculty Research Committee and Doctoral College Board.

## **Membership**

### Chair

Faculty Associate Dean (Doctoral College)

### Nominated members

- Members of Schools/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

### In attendance

- One representative from the Researcher Development Programme
- Other staff as required

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

### Period of appointment

Nominated members are appointed for three years. Appointments for student representatives may vary based on the terms of selection for representative positions.

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 the current members. In the event of a tied vote, the Chair shall have a casting vote.

### Frequency of meetings

Meetings are held at least three times per academic year 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

Faculty Research Committee  
Doctoral College Board