# Research Degrees Sub-Committee Terms of Reference

## Statement of primary responsibilities

The Research Degrees Sub-Committee (RDSC) is a sub-committee of the University Research and Knowledge Exchange Committee. The Committee monitors the progress of the Research Students (PGRs) in Schools by means of receiving and commenting on reports from School Research Student Progress Groups. The RDSC also reports on conferrals of research degrees to the Academic Board via the University Awards Board. The RDSC also undertakes to organise panels, individuals, or others, to hear student appeals and complaints.

## Terms of Reference

Subject to the authority of the Academic Board, the Research Degrees Sub-Committee shall:

1. Make decisions on the registration of students for MPhil, for MPhil with possibility of transfer to PhD, and for PhD direct or the research portion of professional doctorates (after successful completion of appropriate taught modules), on approved programmes of work under approved supervision;
2. Admission of research degree students to MPhil, PhD and other programmes.
3. Transfer of registration from MPhil to PhD;
4. Make a report on research degree conferrals to the University Awards Board after receiving completed paperwork from examiners;
5. Monitor the work of the School Research Student Progress Groups;
6. Appoint members to consider appeals for individual students;
7. Exercise all other responsibilities for the registration, supervision, mode of study, transfer, suspension and extension of registration and resubmission and approve examination arrangements.

**Procedural rules**

## Quorum

The quorum shall be a simple majority of the current members of the Committee. The sending of alternates is not permitted

## Frequency of meetings

The Committee shall meet as necessary and normally six times during the academic year.

## Reporting

The Sub-Committee shall report to the University Research and Knowledge Exchange Committee after each of its own meetings.

## Method of operation

The Sub-Committee shall discuss matters freely and openly. To ensure that the Sub-Committee can effectively fulfil its advisory and decision-making role, members and those in attendance must respect the sensitive and confidential nature of proceedings and the information considered by the Sub-Committee.

## Membership

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| Membership Category | Name | Term of office |
| Chair: Head of the Graduate School  | Klaus Fischer | Ex-officio |
| Chairs of School Research Student Progress Groups | Maria LopezRosanna Perez del-aguilaMatthew Barac Mesfin HabtomEirini MeimaridouJenny Harding | Ex-officio |
| Three staff members with experience of supervision to successful completion. | Nigel CaldwellDee BhaktaRuzanna Gevorgyan | 31 July 2021 |
| A research degree student proposed by the Students’ Union’s Student Council, appointed for a term of one year. Term renewable once.  | Mohamed Ahmed | 31 July 2021 |
| One sabbatical officer elected by the Students' Union executive, appointed for a term of one year. | Mathew Babb | 31 July 2021 |

**Secretary: Oliver Brooks, Research Student Co-ordinator**