



## **Research Degrees Committee - Terms of Reference**

**Scope:** To operate as a pan-University examination board to make recommendations to Senate on the award of Postgraduate Research Degrees. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

### **(a) Terms of Reference**

1. On behalf of Senate to review and approve the recommendations of examiner reports and determine the resubmission/registration status of candidates not eligible for the award of a research degree.
2. To review and approve
  - A. appointment of examiners: (internal & external) and the chair of the examination panel
  - B. extension requests
  - C. termination of studies on the grounds of insufficient academic progress
  - D. proposals for viva examinations via video link
3. To receive for review
  - A. reports on thesis submission to the Library
  - B. completion rate figures for each Faculty
  - C. retention rate figures for each Faculty
4. To note decisions made by Faculty Postgraduate Committees on annual progress reviews.
5. To consider business referred to the committee relating to the standards of postgraduate research awards, the examination of these awards and questions relating to the Postgraduate Research Code of Practice with respect to postgraduate research examinations.

### **(b) Delegated powers**

The Research Degrees Committee has delegated authority on behalf of Senate to take action to approve internal and external examiners, viva chairs and the withdrawal of students. Where a decision is required urgently outside of the schedule of meetings then a case can be considered by correspondence by the Chair and at least two other members of the Committee and all decisions will be reported to the next meeting of the committee.

### **(c) Constitution**

- Director of the Keele Doctoral Academy (in the Chair)

- Pro-Vice Chancellor Research and Enterprise
- Faculty Postgraduate Research Director/ Faculty Postgraduate Director
- One other appointed member for each Faculty from their respective Faculty Postgraduate Research Committees
- Head of Academic Quality and Student Conduct
- Postgraduate Research Officer (Secretary)

Student Records & Examinations Officer (Postgraduate Research) in attendance

To be quorate: Chair (or nominee) plus at least three additional members.

**(d) Frequency of Meetings:** Five meetings each year

**(e) Principal information needs**

- Reports from examiners
- Reports from Faculty Postgraduate Research Committees