

Research Degrees Sub-committee Constitution – 2024/25	
Reporting to	Research and Enterprise Committee
Receives minutes from	N/A
Approval	Approved by the Academic Board: 02/11/2016
Due for Review	+1 year from last date of review
Sensitivity	Open to the public
Log of reviews/edits	<ul style="list-style-type: none"> • Reviewed by Committee: 22/09/2022 Approved by the Academic Board: 02/11/2022 Reviewed by the Committee: 20/06/2024 Approved by the Academic Board: 03/07/2024

Purpose

The Research Degree Sub-committee is responsible to the Research & Enterprise Committee for the monitoring of adherence to, and application of, the sections of the University Academic Principles and Regulations related to research, the Quality Manual for Research Degree Programmes, and the Code of Practice for research students.

The Committee's terms of reference are to:

- a. Oversee and monitor the arrangements for the registration and supervision of candidates on research degrees;
- b. Consider and approve applications for changes to candidate's registration and suspensions of registration;
- c. Oversee and monitor the Confirmation of Registration, Transfer of Registration and Annual Progression processes;
- d. Consider and approve, on recommendation by relevant school, the examination arrangements for all research degrees, including the appointment of external examiners and independent chairs, and ensuring that examinations are conducted, and awards recommended, in accordance with the regulations;
- e. Consider and approve applications from research degree candidates relating to the confidentiality of theses;
- f. Consider and approve applications for exemption from the Research Training Programme;
- g. Consider and approve changes to the Quality Manual for Research Degree Programmes.
- h. Oversee and monitor the qualifications of academic staff for their suitability as research supervisors and / or directors of studies for a research team or student.

Delegated Authority

The Research Degrees Sub-committee has authority from the Research & Enterprise Committee to fulfil its purpose as set out in this constitution.

Delegation

The Research Degrees Sub-committee has established, with the approval of the Academic Board, a Panel which is responsible for the consideration and approval of examination arrangements, supervisory arrangements, academic staff for their suitability as research supervisors and / or directors of studies and change requests relating to postgraduate research students' study.

In accordance with the Standing Orders, the Committee may establish short life working groups to perform specific tasks and in so doing must determine their terms of reference, membership (including the Chair who must be a member of this Committee), and lifespan.

Membership Profile

Members [20]

Quorum [10]

- A Professor (Chair) [1] – Nomination*
- Graduate School Manager [1] – Ex-officio
- School Nominee [15] – Nomination**
- School elected members (must be research active and at senior lecturer level or above) [3] – Elected†

School Nominees	
2x nominees	1x nominee
Carnegie School of Sport School of Health School of Humanities and Social Sciences Leeds School of Arts Built Environment, Engineering and Computing Carnegie School of Education Leeds School of Business	Leeds Law School

* Nominated by the Research & Enterprise Committee

** Nominated by the Directors of Research and Deans

† Elected by colleagues actively involved in postgraduate research supervision

For non-ex-officio members, terms of office should normally be three years.

The Constitution of the Committee is made by resolution of the Academic Board on 02 November 2016.



RDSC Decision Panel Constitution – 2024/25	
Reporting to	Research Degrees Sub-committee
Receives minutes from	School committees (see Appendix 1)
Approval	Approved by the Academic Board: 03/07/2024
Due for Review	+1 year from last date of review
Sensitivity	Open to the public
Log of reviews/edits	Approved by the Academic Board: 03/07/2024

Purpose

The RDSC Decision Panel is responsible to the Research Degrees Sub-committee for considering and approving a range of requests as set out in these terms of reference.

Terms of Reference

The Panel's terms of reference are to consider and approve requests made in relation to the registration, supervision, extension or suspension, and examination of postgraduate research students at the University.

Delegated Authority

The RDSC Decision Panel has authority from the Research Degrees Sub-committee to consider and approve requests for:

- (1) Change of supervisor/s
- (2) Examination arrangements
- (3) Extension or suspension
- (4) Early submission
- (5) Writing-up
- (6) University-led withdrawal
- (7) Staff to become directors of study, research supervisors and/or advisors

Where a decision is deemed by the RDSC Decision Panel to be beyond their remit the Panel may defer consideration of the request and consult the Chair of Research Degrees Sub-committee for advice on how to proceed.

Delegation

Where an appropriate school-level committee or group has been established, the RDSC Decision Panel gives delegated authority to schools for consideration and approval of requests for:

- (8) Change of thesis title

- (9) Change of mode
- (10)Thesis embargo
- (11)Student-led withdrawal

Where a decision is deemed by the school-level committee or group to be the beyond their remit they may defer consideration of the request and consult the Chair of Research Degrees Sub-committee for advice on how to proceed.

A list of school-level contacts is included as Appendix 1.

Membership Profile

Members [5]

Quorum [3]

- Chair of Research Degrees Sub-committee (Chair) [1] – Ex-officio
- Graduate School Manager or nominee [1] – Nominated*
- Members of Research Degrees Sub-committee [3] – Nominated**

In attendance

- Secretary

*Nominated by the Graduate School Manager

**Nominated by the chair of RDSC. Regular rotation of members should ensure that annual attendance is shared as evenly as possible among the RDSC membership.

The Constitution of the Committee is made by resolution of the Academic Board on 03 July 2024

Appendix 1

School-level contact information

School	Director of Research	Admin contact
Carnegie School of Education	Professor Anthony Maher	TBC
Carnegie School of Sport	Professor Susan Backhouse	TBC
Leeds Business School	Professor Ralph Tench	TBC
Leeds Law School	Professor Deveral Capps	TBC
Leeds School of Arts	Professor Robert Shail	TBC
School of Built Environment, Engineering and Computing	Professor Ian Strange	TBC
School of Health	Professor Gary Jones	TBC
School of Humanities and Social Sciences	Professor Brendan Gough	TBC