

Purpose

The Research Degrees 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 Research Student Handbook, the Office for Students (OfS) B3 conditions, and the Code of Practice for research students.

Delegation of Authority

The Committee has **delegated authority** to:

1. 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.
2. Consider and approve applications from research degree candidates relating to the confidentiality of theses.
3. Consider and approve applications for exemption from the Research Training Programme.
4. Consider and approve changes to the Research Student Handbook.
5. 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.
6. **Chair's action:** In exceptional circumstances, the Committee Chair shall have authority to act between meetings after consulting with the Committee secretary. Details of any action taken will be reported to the Committee at the next meeting.

Each instance where delegated authority has been exercised shall be reported to the Research & Enterprise Committee at the following meeting.

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.

Duties and responsibilities

1. Oversee and monitor the arrangements for the registration and supervision of candidates on research degrees.
2. Consider and approve applications for changes to candidate's registration and suspensions of registration.

3. Oversee and monitor the Confirmation of Registration, Transfer of Registration and Annual Progression processes.
4. Monitor compliance with the OfS B3 Conditions (continuation, completion and progression) for research degrees, and associated action plans.

Reporting

The Committee produces a regular summary report for Research & Enterprise Committee at each of its meetings.

Review

The Terms of Reference will be reviewed annually by the Committee, and any proposed changes will be presented to Research & Enterprise Committee for approval. The Committee undertakes to regularly review the effectiveness of its operations.

Meeting frequency

The Committee shall normally meet 3 times during the academic year.

Membership

The Committee shall consist of up to 19 members.

Current constitution

A Professor (Chair)	1	Nominated by Research & Enterprise Committee
Nominee of Registrar & Secretary	1	
Academic Registrar	1	Ex-officio
School Director of Research & KE or their designated nominee	8	
School-elected nominee	8	Elected by the School. Must be research active and at senior lecturer level or above

Total membership 19

Quorum 9

Regular attendees

Committee Secretary

Further information can be found in the [Standing Orders](#) for Academic Board and its committees.