

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.

Delegation of Authority

The Decision Panel has **delegated authority** 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.

8. **Chair's action:** In exceptional circumstances, the Decision Panel Chair shall have authority to act between meetings after consulting with relevant members of staff and the Panel secretary. Details of any action taken will be reported to the Decision Panel at the next meeting.

Each instance where delegated authority has been exercised shall be reported to the Research Degrees Sub-Committee at the following meeting.

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:

9. Change of thesis title
10. Change of mode
11. Thesis embargo
12. Student-led withdrawal

Where a decision is deemed by the school-level committee or group to be 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.

Reporting

The Decision Panel produces a regular summary report for Research Degrees Sub-Committee at each of its meetings.

Review

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

Meeting frequency

The Decision Panel shall normally meet monthly, excluding the month of August; 11 times during the academic year.

Membership

The Decision Panel shall consist of up to 5 members.

Current constitution

Chair of Research Degrees Sub-committee (Chair)	1	Ex-officio
Members of Research Degrees Sub-committee	4*	Nominated by the Chair of RDSC. Members eligible include those from the eight School Directors of Research and Knowledge Exchange and eight School-elected members.

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

Total membership	5
Quorum	3

Regular attendees

Panel Secretary

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