

# Terms of Reference

## Doctoral School Committee



<b>Membership</b>	18	<b>Quorum</b>	8
<b>Chair</b>	Associate Pro-Vice Chancellor (PGR)		
<b>Deputy Chair</b>	School Director of PGR Education (TBC)		
<b>Other Members</b>	Doctoral School Manager Doctoral School Training & Development Manager School Directors of PGR Education Doctorate in Clinical Psychology representative Students' Union Vice President (Education) Two nominated PGR student representatives Senior Academic Quality Manager (AQPO) Library Services representative Wellbeing/Disability and Neurodiversity services representative (on rotation) EDI representative		
<b>Co-option In Attendance</b>			
<b>Secretary</b>	Doctoral School Operations Manager		
<b>Meetings per year</b>	Three times per year		

### Purpose

The Doctoral School Committee is designed to provide integrated oversight of postgraduate research students and their programmes.

### Terms of reference

1. To set strategy relating to the experiences of research students and their supervisors.
2. To encourage and promote good practice in research degree supervision and other aspects of research degree programmes.
3. To set the vision for the Doctoral School and the services it offers to support postgraduate research students.
4. To consider and if necessary, make recommendations on, academic regulations, processes and procedures in postgraduate research degree programmes, including professional doctorates.
5. To receive and approve the outcomes of all doctoral, MPhil and Masters by Research awards and the outcomes of Professional Doctorate Programmes (taught elements); to receive the outcomes of Professional Doctorate Programmes (thesis elements).
6. To review data on interruptions, extension requests (to submissions and resubmissions) and completion rates for PGR students and make any policy or process recommendations as necessary.
7. To scrutinise an annual overview of examiners reports for Postgraduate Research (PGR) students prepared by the Doctoral School
8. To receive and consider School annual review reports and plans on research degree programmes
9. To receive and consider an annual report from the Doctoral School Training & Development Manager and to make recommendations on, research student generic and subject specific research methods training.
10. To receive annual reports from any doctoral training collaborations or centres involving the university and/or other institutions.
11. To receive and consider the results of any internal or external survey of research student opinion and make recommendations on any actions then required.

12. To receive reports which relate to research student and research degree programme matters from School Research and Knowledge Exchange Committee (School Research Student Committee)
13. To review and make recommendations on administrative support for PGR students.
14. To periodically review postgraduate research student handbooks.
15. To periodically review the University web pages for research students.
16. To receive and consider research student recruitment data.
17. To review the employment destinations of research students.
18. To respond to external consultations on postgraduate research degree programmes.

#### **Devolved Powers**

##### **Reports to**

- Academic Board

##### **Effectiveness Review**

- Annually

Approved by:	Doctoral School Committee
Date	05 November 2024