

# College Research Degrees Committee requirements

## 1. Introduction

- 1.1 All Colleges have devolved powers for PhD/MPhil awards, and are responsible for all matters relating to the quality and standards of such degrees.
- 1.2 The College Research Degrees Committee (CRDC) has delegated responsibility from the University Research Degrees Committee (URDC) to monitor and report on the academic standards and quality of MPhil, PhD, Higher Doctorate and PhD by Published Work awards.
- 1.3 Each CRDC reports to URDC and prepares an annual report.
- 1.4 Each CRDC Chair is a member of URDC.

### Explanatory note

- Delegated responsibility for professional doctorate courses rests with each course committee. The constitution and terms of reference for professional doctorate course committees are set out in Quality Handbook Supplement 1D.

## 2. Terms of reference

- 2.1 CRDCs have common terms of reference as follows:

### **Maintenance and enhancement of academic standards and quality**

- a. To advise URDC on the development of strategy relating to the maintenance and enhancement of the standards and quality of PhD/MPhil courses of research.
- b. To assure URDC of the currency of PhD/MPhil provision within the College, and the appropriateness of the research and learning opportunities for research students.
- c. To ensure that University policies and procedures are embedded within PhD/MPhil provision and to promote innovative practice in the delivery and support of research degrees, as well as the dissemination of good practice and quality management as they relate to research degrees.

- d. To provide support and guidance on the research degree regulations to active researchers and members of staff new to research, in conjunction with the Research Office, NTU Doctoral School Office and School Associate Deans of Research (ADRs).
- e. To consider and report on matters as may be referred from time to time by School ADRs, Deans, Pro Vice-Chancellors (PVCs), and URDC.

#### **Admission, progression and monitoring**

- f. To maintain oversight of the processes of selection, admissions, training, and supervision of candidates for PhD/MPhil courses in the College.
- g. To receive and approve applications to register projects for PhD/MPhil in the College.
- h. To receive and approve applications for transfer of registration from MPhil to PhD.
- i. To oversee the monitoring of candidates' progress, to receive an annual report on the progress of each candidate and to make recommendations for renewal of registration.
- j. To receive notification of cases where a candidate's period of study has been extended, suspended or successfully completed, by Chair's action.
- k. To receive recommendations from Supervisors and any School/College progress panel where the progress of any PhD/MPhil candidate gives cause for concern. Subject to satisfying itself as to the effective implementation of the prescribed arrangements for supporting, and warning such students, for example a period of probation, the Committee may decide that a candidate's period of study be terminated and their registration withdrawn. In which case, the candidate will have the right of appeal in line with University regulations.
- l. To oversee the arrangements for, and conduct of PhD/MPhil examination arrangements.

#### **External examining**

- m. To approve external examiner and Independent Chair nominations (for viva voce) and report decisions to URDC.

#### **Student feedback**

- n. To monitor student feedback on PhD/MPhil courses, and to analyse, make recommendations and take action on such feedback.

#### **Course monitoring and annual reporting**

- o. To receive annual reports from CRDC sub-groups as appropriate.
- p. To review annually, trends in research student admissions, progression, submission, completion and employment or further study data. To ensure that these trends are analysed and used to inform strategic development of PhD/MPhil courses, and for the purposes of equality and diversity monitoring.

- q. To produce an annual report on PhD/MPhil degrees within the College for submission to URDC.

### **Collaborations**

- r. To ensure that courses provided in collaboration with external partners are monitored and developed according to the same procedures as those which apply to internal research degree courses, and to report on these within the annual report to URDC.

### **Professional, Statutory and Regulatory Bodies**

- s. To monitor the involvement of Professional, Statutory and Regulatory Bodies (PSRBs) with research degree courses as appropriate and ensure action is taken on the reports and recommendations from those bodies.

## **3. Membership**

3.1 The membership of CRDC is as follows:

- a. Chair (nominated by the Head of College and Deans)
- b. Vice-Chair (drawn from the CRDC membership and from a different School to the Chair)
- c. Dean of each School (or nominee)
- d. School Associate Deans of Research (or nominee)
- e. Postgraduate Research Tutors (1 per School)
- f. An experienced supervisor from each subject group or unit of assessment (as appropriate) in the College
- g. Libraries and Learning Room (LLR) representative
- h. Student representatives (1 per School)
- i. An experienced supervisor from another College
- j. Servicing Officer (Doctoral School)

## **4. Operational notes**

- 4.1 CRDC shall meet at least 6 times per year (twice per term).
- 4.2 The final meeting of the year shall act as an Annual Progression Board.
- 4.3 At least half of the membership must be in attendance for a meeting to be quorate for the course committee aspect of the CRDC meeting. For a progression board meeting, the majority of members must be in attendance.
- 4.4 CRDC members will take no part in discussing or making decisions about candidates under their own supervision.
- 4.5 Meeting agendas are generally divided into two sections, the second of which relates to student matters. The LLR and student representatives will not attend

this section of the meetings and therefore will not be party to discussions of a confidential nature relating to other candidates.

- 4.6 Current registered students (including those in examination) are not permitted to act as an academic representative on the Committee.

<b>Policy owner</b>
CADQ

<b>Change history</b>			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	13.07.16 (URDC)	01.10.16	Minor revision: added clarification on the relevant departments which provide support and guidance to researchers; and added School Associate Deans (ADRs) – Research to the membership.
Sept 2017	13.07.16	01.10.17	None
Sept 2018	12.09.18	01.10.18	Operational note on quoracy added

<b>Equality Impact Assessment</b>		
<i>Version:</i>	<i>EIA date:</i>	<i>Completed by:</i>
Sept 2016	20.07.16	CADQ