

College Postgraduate Research Committee: Terms of Reference

PURPOSE

College Postgraduate Research Committees (CPGRC) are accountable via the relevant College Research and Knowledge Exchange Committee to College Board for promoting high quality postgraduate research education across all disciplines within the College and for the implementation of the University's Enhancement Framework as it relates to Research Degrees.

Each CPGRC also takes direction from and provides reports to the Doctoral Academy Sub-Committee on matters within its area of competence.

Membership

- Chair, nominated by the PVC/ Executive Dean
- School Directors (Research & Enterprise) - or nominee
- Other individuals with significant responsibility for postgraduate research as nominated by the Executive Dean)
- Programme Lead(s) (or nominee(s) for Professional Doctorates in the College
- A representative of the College's supervisor community
- Director of Student and Academic Services (or nominee)
- One postgraduate research student representatives per school.

IN ATTENDANCE

Committee Officer

The membership can also include additional members in attendance, these members do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can include up to two co-opted members with voting rights. Co-opted members are appointed by the Committee in consultation with the Chair.

RESPONSIBILITY

College Postgraduate Research Committees are responsible for:

- Promoting and delivering high quality postgraduate research education across all disciplines, developed in line with college and school strategy as well as the wider University framework and having oversight of:
 - the co-ordination of all matters relating to postgraduate research students (including students registered on professional doctorates), and to provide enhanced visibility

- and coherence of postgraduate research study both internally and externally;
 - recruitment strategy, admissions policy, monitoring of progress, completion rates and any other areas of postgraduate research provision that require additional monitoring or enhancement in response to evolving internal or external quality assurance requirements;
 - strategies to enhance the academic, administrative, and social integration of the postgraduate community, and to make recommendations on the adequacy of levels of welfare and social provision for postgraduate research students;
 - supervisory practice including the University's Research Training Programme and other central events in support of postgraduate research study as shall be organised from time to time;
 - identify appropriate college or school specific training courses for postgraduate research students
 - maintaining an overview of appropriate M-level modules for postgraduate researchers across the schools
 - standards of postgraduate research education in the University;
 - opportunities for interdisciplinarity within postgraduate activity.
- Provide assurance through regular reports to the College Research and Knowledge Exchange Committee and to the Doctoral Academy Sub-Committee on matters relating to the academic standards and quality of postgraduate research provision;
 - Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
 - Evaluating annually its own performance to ensure academic governance arrangements enhance institutional performance and add value;
 - Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities.

ACCOUNTABILITY

College Postgraduate Research Committees are accountable to the relevant College Research and Knowledge Exchange Committee (CRKEC) and report to it on:

- The operation and management of postgraduate research in the College and matters concerning the postgraduate research student experience;
- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support delivery of its terms of reference;
- Any matters or priority areas referred to it for action by the Chair of CRKEC.

Each CPGRC must also take direction from and provide reports to the Doctoral Academy Sub-Committee on issues and developments within its area of competence, including providing regular and ad hoc reports on matters which require University-level consideration and developing/monitoring action plans as appropriate.

Each CPGRC provides an annual assurance report to the relevant CRKEC, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its

own effectiveness. The requirements for the report will be specified by College Board, in consultation with RKEC and LTSEC.

ADMINISTRATION

- College Postgraduate Research Committees will normally meet at least four times a year. The duration of meetings will be no longer than two hours. The Quorum for meetings is one-third of members eligible to attend.
- Representative members who are nominated to represent a particular constituency will be rotated annually.
- Co-opted members will serve a maximum three-year term.
- A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

REVIEW

The Terms of Reference for College Postgraduate Research Committees will be reviewed annually to ensure they are still relevant, decision-making structures are effective and CPGRCs can effectively discharge their duties. As part of the review consideration should be undertaken as to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.