



# QH Supplement 1C: School Research Degrees Committee Requirements

## 1. Introduction

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- 1.1 The School Research Degree Committee provides academic guidance and strategic oversight for matters relating to doctoral education within the School, including progression, local research environment and programme and partnership development.
- 1.2 The School Research Degrees Committee (SRDC) has delegated responsibility from the University Research Degrees Committee (URDC) to monitor progression and make decisions on research degree candidates within the School that require the judgement of an academic committee.
- 1.3 SRDC shall have delegated responsibility for the quality of the local research environment it provides for postgraduate researchers, including relating to equality, diversity and inclusion.
- 1.4 SRDC shall develop and pursue proposals for strategic investment related to doctoral education.

## 2. Terms of reference

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- 2.1 SRDCs have common terms of reference as follows:
  - a. To oversee the monitoring of candidates' progress through consideration of the Director of Doctoral Programmes commentary report on the PGR dashboard and to discuss matters arising.
  - b. To agree all phase one assessment results (including referral results) for Professional Doctorates, where appropriate. All Professional Doctorates are subject to academic and business consideration and approval through the relevant School Research Degrees Committee and University Research Degrees Committee processes.
  - c. To undertake on behalf of the University Research and Innovation Committee (UR&IC) and URDC, project approval and consideration of research ethics.

- d. To give consideration to the quality of the local research environment and the development of the doctoral community, including matters relating to equality, diversity and inclusion.
- e. To monitor the involvement of Professional, Statutory and Regulatory Bodies (PSRBs) with research degree programmes as appropriate and ensure action is taken on the reports and recommendations from those bodies.
- f. To review annually, trends in PGR admissions, progression, submission, completion and employment data relevant to the school and to use these data to make recommendations about training and support, areas for programme growth, investment and partnership development.
- g. To consider and provide support for proposals for collaborative partnership development (International and business/industry/third sector) and new programme development relating to doctoral education within the School.
- h. To provide support and guidance for matters related to investment in doctoral education within the School.
- i. To discuss proposals for course modifications and enhancements.
- j. To consider and report on matters as may be referred from time to time by School Associate Deans of Research (ADRs), Deans, Deputy/Pro Vice-Chancellors, Director of the Doctoral School, Academic Board, UR&IC and URDC.
- k. To prepare an annual report to URDC.
- l. To consider any issues related to examination that require the judgment by an academic committee.
- m. To work with the NTU Doctoral School to ensure that the definitive course information in CourseLoop and collaborative operational documents are up to date.
- n. To assure URDC of the currency of research degree provision within Academic Schools, and the appropriateness of the research and learning opportunities for research candidates.
- o. To advise URDC on the development of strategy relating to the maintenance and enhancement of the standards and quality of research degrees at NTU.

### 3. Membership

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#### 3.1 The membership of SRDC is as follows:

- a. Chair (Director of Doctoral Programmes or nominee by Dean of the School).
- b. Vice-Chair (drawn from the SRDC).
- c. Executive Dean (or nominee).
- d. School Associate Dean for Research (or nominee).
- e. Professional Doctorate Course Leader(s).

- f. Experienced supervisors from each research centre, strategic theme or unit of assessment (as appropriate) in the School
  - g. Director of the Doctoral School and Research Operations (or nominee).
  - h. Servicing Officer (Doctoral School).
  - i. School Doctoral candidate representative (where appropriate by invitation).
- 3.2 SRDC will have the authority to co-opt additional persons either internal or external to the University, with particular expertise or experience, to participate in the work of the Committee, either on an ad hoc basis or as formal members.
- 3.3 SRDC will strive to maintain a membership that reflects a rich diversity, taking positive action to achieve this where necessary.
- 3.4 Professional Doctorate external examiners must be invited to at least one committee meeting in each academic session.

## 4. Operational notes

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- 4.1 SRDC shall meet at least four times per year.
- 4.2 The dates of SRDC meetings shall be circulated well in advance.
- 4.3 At least half of the membership must be in attendance for the SRDC meeting to be quorate.
- 4.4 SRDC members will take no part in discussing or making decisions about candidates under their own supervision.

<b>Policy owner</b>		
NTU Doctoral School		

<b>Change history</b>			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Nov 2020	25.11.20	25.11.20	Complete revision to reflect the academic governance and research degree regulations changes approved at Academic Board (April and June 2020)
Sept 2021	07.09.21	01.10.21	None
Sept 2022	22.09.22	01.10.22	None
Sept 2023	14.09.23	01.10.23	Minor update to SRDC terms of reference.
Sept 2024	19.09.24	01.10.24	None

<b>Equality Analysis</b>		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Nov 2020	TBC	TBC