

# FACULTY RESEARCH COMMITTEES

## TERMS OF REFERENCE AND MEMBERSHIP

### **Purpose**

The Faculty Research Committees are accountable to the Faculty Boards of Study and the University Research Committee for recommendations on the management and delivery of learning and teaching across all research provision.

### **Terms of Reference**

#### *Potential Advisory Responsibilities*

1. Advise the Senate on making Ordinances and Regulations for matters relating to academic governance pursuant to the remit of the Faculty Research Committees.
2. Recommend to the Senate the terms of reference for the Faculty Research Committees.
3. Advise the Senate on the implementation of its responsibilities pursuant to the remit of the Faculty Research Committees.
4. Advise the University Research Committee on the approval, monitoring, review and discontinuation of all research programmes.
5. Advise the University Research Committee on regulating and controlling all teaching, courses of study and the conditions qualifying for admission to the various titles, Degrees and other distinctions offered and/or validated by the University (research provision).
6. Produce records and reports of proceedings for receipt by the Senate.

#### *Other Tasks*

1. To foster, promote and develop the research culture and environment within their own Schools of Study, and interdisciplinary research across Schools of Study.
2. Report, publicise and disseminate widely staff research and related activities.
3. To scrutinise all graduate thesis titles to ensure conformity with the University's requirements
4. To make recommendations to the Faculty Board of Study on the approval, amendment and closure of research programmes with taught components.
5. To review, update, and submit for approval to the University Research Committee, any Faculty produced published information relating to research provision, including but

not limited to: programme/departmental handbooks, special programme regulations, Research Environment Documents, departmental conventions for the presentation of theses.

6. To report to the University Research Committee on the outcome of the review of contracts and MOUs with third parties involved in supporting or delivering postgraduate research provision.
7. To review and report to the University Research Committee on:
  - the progress of research students, and the outcomes and actions arising from termly student progress reports;
  - resources for postgraduate research students and staff (including staffing, physical space, library, IT resources and the VLE);
  - student training and development opportunities (induction arrangements, study days, research seminars and workshops, lecture series and symposiums, funding, grants and conferences);
  - the actions in response to student feedback from postgraduate research students;
  - the actions relating to postgraduate research provision and the research environment in response to Quinquennial Review recommendations.

## **Membership**

**Members**                      Chair (Dean's / Associate Dean's nominee)

Research Officers

Academic staff representatives

Student representatives

**In attendance:**              Faculty Registrar's nominee (Servicing Officer)

## **Quoracy**

Not less than one-third of the voting members, including the Chair, with a minimum of two voting members to be present.

## **Frequency of Meetings**

These committees shall meet four times per year.