

RESEARCH DEGREES SCRUTINY COMMITTEE

Serviced by:	<i>Research & Knowledge Exchange Support Officer</i>
Reports to:	<i>Research and Knowledge Exchange Committee</i>

1. Terms of Reference

- 1.1 To scrutinise, and approve, all student applications for post-graduate research degrees through registration with partner Higher Education Institutions.
- 1.2 To scrutinise post-graduate research environment statements to be assured of a quality environment and research culture for post-graduate research students in adherence to the research degrees codes of practice.
- 1.3 To monitor the timely progress of post-graduate research students through regular scrutiny of annual reviews, major review, and viva reports.
- 1.4 To identify thematic issues to be brought to the attention of the Research and Knowledge Exchange Committee in terms of post-graduate research degree student progress and/or environment issues.
- 1.5 To be responsible for the termination of registration where that is found to be appropriate in line with the research degrees code of practice.
- 1.6 To identify, approve and monitor appropriate research degree supervisor training and ensure the effectiveness of research degree supervision.
- 1.7 To be responsible for effective quality assurance in line with regulatory frameworks.
- 1.8 To liaise with Higher Education Partners Research Degrees Committees and the South West Doctoral Training Partnership where relevant about any matters arising from the undertaking of the above duties.

- 1.9 To scrutinise and approve information, updates and reports related to the doctoral training partnership.
- 1.10 To ensure that the above duties are carried out with due regard to equality and diversity thereby avoiding discrimination, challenging systemic barriers that perpetuate inequalities and promoting inclusion.

2. Membership

The Committee reserves the right to co-opt members for fixed term periods as appropriate.

- Head of Doctoral College (Chair)
- Four Post-Graduate Research Coordinators from Sport & Health, Education, and Business and Social Sciences
- Two research supervisors from the University's academic community from across discipline areas*
- In attendance: Research and Knowledge Exchange Support Officer (Secretary)
- External advice will be sought via individual external feedback at relevant stages of the post-graduate research student life cycle in accordance with the research degrees code of practice

*to serve normally for a period of two years with possible extension where appropriate at the Research and Knowledge Exchange Committee's discretion.

3. Frequency of Meetings and Conduct of Business

- 3.1 The panel will organise to meet monthly. However, it will only meet as and when there is research degrees business to attend to, reporting to Research and Knowledge Exchange Committee via its minutes.
- 3.2 The quorum for the meeting will be 50% of the panel.

- 3.3 In their absence, the Chair may nominate one of the post-graduate research coordinators to chair the meeting.

Issuing Institution	University of St Mark & St John
Issuing Authority	Senate
Document Title	Terms of Reference – Research Degrees Scrutiny Committee
Document Reference	L:\ Committees\Terms of Reference
Version	1.9
Custodian	Academic Standards Officer and Clerk to Senate
Document Date	27th March 2019
Last Amended	11 th March 2026
Sensitivity	Unclassified
Circulation	Website, e-mail on request
Effective from	Date of most recent amendment
Review Date	By start of 2027-28 academic session
Effective until	Ongoing
History	Version 1.0 approved by Senate, 10th April 2019 Version 1.1 approved by Chair's Action, 2nd September 2019. Version 1.2 approved by Chair's Action, 23rd September 2020. Version 1.3 approved by Senate, 30th June 2021. Version 1.4 approved by Senate, 6th July 2022. Version 1.5 approved by Senate, 6th July 2023. Version 1.6 approved by Senate, 3rd July 2024. Version 1.7 approved by Senate Chair's action, 7th March 2025. Version 1.8 approved by Senate, 2nd July 2025. Version 1.9 approved by Senate, 24th June 2026.