



Research Masters/Doctoral Studies
Panel Terms of Reference
ACADEMIC POLICY (extract)

Extract from the *Code of Practice for Supervisors and Research Students* as approved by Academic Council on 12 April 2007 and revisions approved by Academic Council on 28 April 2011

Version number: 2.0

RESEARCH MASTERS / DOCTORAL STUDIES PANEL Terms of Reference

1. Purpose:

Research Masters / Doctoral Studies Panels are designed to enhance the supervisor-student relationship and to ensure the quality of the research degree student experience in the context of structured research degrees.

2. Terms of Reference:

The responsibilities of a research masters or doctoral studies panel include monitoring the progress of the student through their graduate research studies, ensuring the quality of supervision, providing advice, guidance and support to the student and supervisor. The key responsibilities of the Research Masters / Doctoral Studies Panel include:

- 2.1. Enhance the supervisor-student relationship by the provision of advice in accordance with the University's Code(s) of Practice.
- 2.2. Ensure quality, rigour and equity of the supervision process.
- 2.3. Advise the student on their professional and personal development training and monitor progress against their Research and Professional Development Plan.
- 2.4. Review on a regular basis, at least once annually, the progress of the student against an agreed research plan.
- 2.5. Provide appropriate academic expertise and where appropriate facilitate an interdisciplinary perspective.
- 2.6. Provide temporary support to the student in the case of the unforeseen absence of the Principal Supervisor.
- 2.7. In the event of difficulties arising in the supervisor-student relationship the Panel will seek to resolve such difficulties. Where matters are unresolved, they will be referred to the Director of the Graduate School.
- 2.8. A Research Masters or Doctoral Studies Panel may support one or more students at a time.
- 2.9. Notify all changes in the membership of the Research Masters or Doctoral Studies Panel to the Director of the Graduate School.
- 2.10. To offer additional specific support for students or supervisors which the College Graduate School Board may request.
- 2.11. The Research Masters / Doctoral Studies Panel is, in all activities and decisions, subject to review by the College Graduate School Board and the University Graduate Programmes Board.

Composition:

Principal Supervisor

Any additional supervisor(s)

A number of advisors (at least two but normally no more than four)

Where thematic and/or inter-institutional PhD programmes are offered a Doctoral Studies Panel can be configured as appropriate subject to approval by the College Graduate School Board.

Schedule of Meetings:

The Research Masters / Doctoral Studies Panel should meet at least once soon after the student begins their graduate research programme of study, to review the Research and Professional Development Plan. The Research Masters / Doctoral Studies Panel should meet to review progress on a regular basis, but not less than once per annum.

