

# Approved

## Faculty Research and Research Degrees Committees

### Terms of Reference

#### Function

The University has established a small number of Faculty Research and Research Degrees Committees [FRRDC]. Each committee is owned and administered by a faculty and represents an identified area of research activity pursued by one or more research centre(s)/group(s). This committee is responsible for monitoring and evaluating research development and research training. The FRRDC formally reports to the owning faculty management and to the University Research and Research Degrees Committee (URRDC).

#### Each FRRDC has a number of specific tasks and responsibilities

##### Research development

1. To advise the URRDC on University Research Strategy.
2. To advise school management on School Research Strategy.
3. To take a proactive role in preparing the research centres represented by the Committee prepare for peer group assessment and accreditation, in particular, the HEFCE Research Assessment Exercise where this is appropriate.
4. To consider University and external consultative papers and advise the URRDC on appropriate action/responses.
5. To monitor the progress of the research centre(s)/groups represented by the Committee and to present annual reports on this progress to faculty management and to URRDC.

##### Research training

1. To consider and approve individual applications for the registration of research investigations for higher degrees and to consider and approve requests for the suspension or extension of the registration period where necessary.
2. To consider significant ethical issues arising from proposed research and approve the research and the arrangements, as appropriate.
3. To maintain an effective faculty programme for induction and research training support for research students, which complements the University's central provision.
4. To monitor and evaluate, on a regular systematic basis, the progress and performance of candidates for higher degree by thesis (and by publication). FRRDC should provide feedback for students and send an annual overview of student progress to URRDC.
5. To consider and approve the recommendations of assessors of progress reports with regard to the confirmation of registration for individual students.
6. To provide training support for new and inexperienced research supervisors and examiners which complements the University central provision.
7. To recommend a suitable examination package for each completing research student for the approval of URRDC.
8. To monitor the facilities available to research students and to ensure that they meet the minimum requirements set down in the University Charter for Research Students.
9. To advise the Faculty Quality Committee or the school management, as appropriate, with regard to any shortfalls in the quality of the research environment experienced by students.
10. To advise URRDC on any matters relating to the regulations or procedures which require attention and resolution.
11. To respond to invitations from URRDC to comment upon occasional consultative papers.
12. To report to URRDC on the activities of FRRDC on a regular basis [see below].

The **minutes** of the Faculty Research and Research Degrees Committee are divided into Part A and Part B. Part A reports the outcomes relating to the progress of individual students. Part B is concerned with generic research training and development matters. Part B should be submitted to URRDC to provide information about the work of FRRDC. The committee is expected to raise matters for the attention of URRDC and report any feedback requested to URRDC.

**Composition:** *The Chair and members are appointed by the owning faculty.*

Research Manager (Chair) *(This person also serves on URRDC)*

Research Manager(s) from other faculty(s) *(if cross-faculty research centre)*

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External member from another faculty (*nominated by URRDC*)  
Head of each Research Centre/Research Group represented  
Senior Research Fellow  
Four to six staff researchers representing research disciplines  
Up to two research students (*attending generic matters only*)  
Member of staff from the Research Office  
Faculty Research Administrator  
Co-option: one member

### **Papers for information**

Chair of URRDC

### **The following criteria shall normally apply:**

All members of FRRDC should have a record of research activity. Several members of FRRDC should have experience of having supervised at least one student to completion. The majority of staff members should be currently engaged in the supervision of research students. . They should not be registered for a higher degree at Derby. At least two members should have research examination experience. One member of FRRDC, to be nominated by URRDC, shall be external to the school. Members serve for a period of up to four years in the first instance. They may be re-appointed but the FRRDC membership should be designed to widen experience of research supervisors.

### **Administrative arrangements**

It is proposed that arrangements that have worked in the past should apply. The staff of the Research Office will administer and service the committees with regard to the progress of research students. The school administrative staff will service the other aspects.

### **Note on the title of the committees**

The faculty prefix is used to denote that each committee will be owned and managed by a faculty. The prefix therefore signals responsibility. However, it is important to emphasise that each committee is not bounded by the faculty boundaries. Each committee will comprise one or more Research Centres and Groups. These may have a cross-school membership. This situation is reflected by the composition.

*PHB/17<sup>th</sup> February 2004*

*Considered and agreed by the University Research and Research Degrees Committee*

*Approved by Academic Board 31<sup>st</sup> March 2004*

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