



**Senate**

<b>Paper Title</b>	<b>Research Degrees Programmes and Examinations Board Executive Summary June – September 2017</b>
<b>Outcome requested</b>	Senate is asked to <b>note</b> the executive summary of business considered by the Research Degrees Programmes and Examinations Board (RDPEB).
<b>Points for Senate members to note and further information</b>	This paper summarises business considered by RDPEB at meetings held in June – September 2017.
<b>Questions for Senate to consider</b>	Senate is asked to <b>note</b> the report.
<b>Regulatory/statutory reference points</b>	RDPEB has oversight of quality and standards issues relating to research degree programmes. The quality assurance framework is key to the maintenance of academic standards and the quality of the student learning experience.
<b>Strategy and risk</b>	
<b>Reporting/consideration route for the paper</b>	
<b>Authors</b>	Mary Childs, Research Degrees Office
<b>Sponsor</b>	Professor Bill Spence, Vice-Principal (Research) Professor Mike Watkinson, Director of the Doctoral College and Chair of the Research Degrees Programmes and Examinations Board

## RESEARCH DEGREE PROGRAMMES AND EXAMINATIONS BOARD

### EXECUTIVE SUMMARY

#### Meetings and membership

1. The Research Degree Programmes and Examinations Board meets monthly. The membership comprises:
  - Director of the Doctoral College [Chair]
  - Faculty Deputy Deans for Research (PGR)
  - One additional representative (a school/institute Director of Graduate Studies) from each Faculty

The secretariat is provided by the Research Degrees Office. The Doctoral College Manager is in attendance.

#### Examinations Business

2. The Board:
  - considers and approves nominations for internal and external examiners for research degrees;
  - considers and approves outcomes of research degree examinations and views all examiners' reports;
  - considers and makes decisions on applications to interrupt studies and extensions to the thesis submission deadline;
  - approves awards for research degrees on behalf of Senate.

Decisions are recorded in the minutes of the monthly meetings of the Board.

#### Terms of Reference and Membership

3. At its meeting in September, the Board conducted the annual review of its terms of reference and membership. It made the following amendments:
  - a. the Board considers and approves proposals for new research degree programmes. It has added a clause to provide that it should also consider and approve proposals for the withdrawal of research degree programmes;
  - b. on membership, it has made clear that the Faculty representative should not be from the same school or institute as the Faculty Deputy Dean for Research (PGR) and that the Faculty representative is usually one of the Directors of Graduate Studies from amongst the schools or institutes of the Faculty concerned. This is the practice followed by the Board and it agreed that this should be specified in the clauses on membership;
  - c. the Board approved the continuation of Dr Simon Dixon EECS as the S&E Faculty representative in 2017-18 for a third and final year.

The terms of reference are annexed to this report.

#### Proposal for a PhD programme in Intelligent Games and Game Intelligence (IGGI),

## School of Electronic Engineering and Computing Science

4. In July 2017 the Board approved the academic case for this new programme. The taught module elements were also been approved by the Taught Programmes Board.
5. Professor Simon Lucas, the new Head of EECS, is the lead for the University of Essex contribution to the collaborative EPSRC funded Centre for Doctoral Training in Intelligent Games and Game Intelligence. The other partner institutions are the University of York (lead) and Goldsmiths College. The intention is that QMUL will join the consortium as a fourth partner, subject to approval by EPSRC.
6. The Board approved the case that a separate programme and specific award of PhD in Intelligent Games and Game Intelligence is required. Each partner in the current consortium offers a PhD programme in Intelligent Games and Game Intelligence. The overarching framework of the programme offering is the same at all partners, and all students attend together three compulsory taught modules in year 1, and other cohort training throughout the programme. All students within the current consortium graduate with the same degree title.

## PGR SITS project update

7. The Board receives reports on the progress of the SITS project to develop workflows on MySIS to support processes operated by the Research Degrees Office and schools/institutes, replacing paper forms, and to improve access to data for students and staff. Changes to policy on research degree programmes and examinations raised by project developments are brought to the Board for discussion and decision.
8. The Board noted the status of the PGR SITS development tasks prioritised for development in the current project:
  - facility to record on MySIS the outcome of annual student progression monitoring (completed in Jan 17);
  - MySIS form and workflow to apply for transfer to writing up status (completed in Aug 16);
  - MySIS forms and workflow to apply for examination entry and nomination of examiners (implemented wef 01.08.17);
  - MySIS Task to record viva date for use by supervisors, PGR school administrative staff and RDO (completed 01.08.17);
  - MySIS task to record examination outcomes and thesis corrections deadline (to be actioned);
  - Target thesis submission deadline to be created in MySIS for all registered PGR students (in development);
  - Facility for students to submit their thesis online for examination (being explored by ITS).
9. Items not taken forward in the PGR SITS project will be considered in the new QMUL Student Process Improvement Project. This will include interruptions of study and change of programme (including changes from PT to FT study and vice versa) and the possibility of recording on MySIS details of PGR study away from the QMUL campus / holidays / sick leave.



## **Research Degree Programmes and Examinations Board**

### **Terms of Reference and Membership**

**2017-18**

#### **Terms of reference**

- To consider and approve proposals for all new research degree programmes, including all proposals for collaborative research degree programmes;
- To consider and approve proposals for the withdrawal of research degree programmes;
- To consider amendments to the Academic Regulations for research degree programmes, and associated policies and guidance;
- To consider and approve nominations of internal and external examiners for all research degrees examinations;
- To monitor outcomes of research degree examinations and review examiners' reports;
- To approve awards of research degrees to individual candidates;
- To consider requests for interruptions of study and extensions to the maximum registration period/writing-up period;
- To monitor compliance with the Regulations and Code of Practice for Research Degree Programmes within Schools and Institutes;
- To consider action to be taken following the publication of national guidance relating to research degrees, and the quality assurance and monitoring activity of external agencies such as QAA, HEFCE and research funders;
- To have oversight of the admission of students to research degree programmes.

#### **Membership**

- Director of the Doctoral College [Chair]  
*Professor Mike Watkinson (S&E Deputy Dean for Research (PGR))  
[two year term of office as Director: 2016-17 and 2017-18]*
- Faculty Deputy Deans for Research (PGR)

*Dr Paul Allen (SMD)*  
*Dr David Williams (HSS)*

- One further representative from each Faculty  
[Faculty representatives are appointed for a term of two years. The appointment may be extended by one year to a maximum of three years with the approval of the Board. The Faculty representative should not be from the same school or institute as the Faculty Deputy Dean for Research (PGR). The Faculty representative is usually one of the Directors of Graduate Studies from amongst the schools or institutes of the Faculty concerned.]

*Professor Rob Allaker, Institute of Dentistry (SMD) [term of office 2016-17, 2017-18]*  
*Dr Simon Dixon EECS (S&E) [term of office 2015-16, 2016-17, extended to include 2017-18]*  
*Dr Ruth Fletcher (HSS) [term of office 2016-17, 2017-18]*

*In attendance*

- Assistant Academic Registrar (Research Degrees)
- Members of the Research Degrees Office
- The Doctoral College Manager

Mary Childs  
September 2017

Approved by the Research Degree Programmes and Examinations Board on 20 September 2017