



### Senate

<b>Paper Title</b>	<b>Research Degrees Programmes and Examinations Board Executive Summary December 2017 – February 2018</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 December 2017 – February 2018.
<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>	
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## RESEARCH DEGREE PROGRAMMES AND EXAMINATIONS BOARD

### EXECUTIVE SUMMARY

December 2017 – February 2018

#### 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 reviews 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.

#### Studentship terms and conditions 2018-19

3. The Board approved the draft terms and conditions for studentships offered by QMUL commencing in 2018-19, for example the QMUL Principal's Studentships and Research Council awards. The main change is to make clear that new students should have sufficient funds to cover their living expenses and housing costs in the first four weeks of their studies, as the first studentship payment cannot be authorised until they are fully enrolled. Once enrolled payment requests are put through on a fast track route.

#### Withdrawal of thesis from examination

4. The Board discussed a query that had arisen about whether a student who has submitted their thesis for examination may withdraw the thesis from examination and be permitted to submit a revised thesis at a later date. There is no provision in the Academic Regulations for a student to withdraw their thesis from

examination. The Board agreed that the appropriate route would be to request a Suspension of Regulations as such requests should be very rare and would only be considered in exceptional circumstances so long as the thesis had not already been dispatched to the examiners.



## QMUL RESEARCH STUDENTSHIPS 2018-19

### Acceptance form

#### Studentship terms and conditions

1. Awards must be accepted by return of this form within seven days of the date of the award offer letter.
2. All awards are subject to satisfactory completion of the conditions attached to your offer of a place to study at Queen Mary University of London.
3. Awards cannot be deferred. You must take up your award at the beginning of the academic year for which it is offered, unless it is allied to a project with a different starting date as stated in the award offer letter. Exceptionally, Queen Mary will consider requests to delay the start date of a research studentship by three months (e.g. due to contractual employment commitments). Such requests must be made in writing to the Research Degrees Office and must be received no later than four months before the date the award is due to commence.
4. As a registered student, you will be bound by the QMUL Academic Regulations and Code of Practice for Research Degree Programmes, and associated policies and procedures. See: <http://www.arcs.qmul.ac.uk/research-degrees/research-degree-students/index.html>
5. If your award is funded by external agencies, you will also be bound by the terms and conditions required by the funding provider(s).
6. The award holder's main residence should be suitably near to QMUL to be able to attend regular supervision meetings in person with their supervisory team, attend doctoral training and research events as required by their school/institute, and to use the research facilities provided by QMUL.
7. Stipends are paid quarterly in advance, normally on the 1st of October, January, April and July. If the payment due date is not a working day the payment will normally be made on or by the working day before the relevant date. The first payment will not be authorised until you are fully enrolled as a student of QMUL, and all the information necessary to make the payment has been received by the Research Degrees Office. **This will defer the date of the first payment to new students.** Therefore you should bring sufficient funds to cover your living expenses and housing costs in the first four weeks of your studies.  
If bank details are not provided in sufficient time to be processed before enrolment, or a UK bank account has not yet been set up, a cheque will be produced for the first payment.
8. Stipend payments will be suspended if a student takes up full-time work during the period of the studentship, for example to undertake an external placement, internship and any other work that is not a formal requirement of the degree programme. If a student wishes to take-up full-time work they should discuss with their supervisor making an application to interrupt their studies.

## QMUL Research Studentships Terms and Conditions 2018-19

9. If you interrupt your studies, payments will usually be suspended unless the interruption is for reason of maternity, paternity or ill-health, in accordance with the terms and conditions of the funding provider.
10. If you submit your thesis for examination before the completion of your studentship duration, no further maintenance payments will be made, but you will not be required to repay any stipend advanced to you up to the end of the quarter in which you submitted your thesis.
11. If you withdraw or are de-registered from your studies, you will be required to repay any stipend advanced to you covering a period beyond the date of your withdrawal.
12. You may be permitted to change registration status from full-time to part-time or vice versa, in accordance with the Academic Regulations. The duration of the studentship and amount of the quarterly payments will be amended accordingly (normally a part-time student receives payments at half of the full-time rate, for twice the duration, but payments already advanced will be taken into account).
13. If you are overpaid, the amount of the overpayment will be deducted from future payments, or recouped from you if no further payments are due, provided that the rate of any such deduction or repayment is not unreasonable.
14. You may be required to pay any tuition or other fees that may be applicable after the completion of your funded period. The duration of the award is indicated in the offer letter.
15. The continuation of awards is dependent on satisfactory academic progress, as assessed by the usual School and/or QMUL progress monitoring procedures outlined in School handbooks, the Academic Regulations and the Code of Practice for Research Degree Programmes. Awards will be discontinued if you do not successfully pass the formal academic progression points in years one, two and three (full-time, and pro-rata for part-time students) of your research studies programme.

### Acceptance

I confirm that I have read and agree to these terms and conditions, and I accept the offer of a studentship award at Queen Mary University of London.

Signature:

Print name:

School/Department:

Date:

Please return this form to:  
Research Degrees Office (Studentships)  
Room 213, Graduate Centre  
QMUL, Mile End Road London E1 4NS