



Senate

Paper Title	Research Degrees Programmes and Examinations Board Executive Summary November 2019 – February 2020
Outcome requested	Senate is asked to note the executive summary of business considered by the Research Degrees Programmes and Examinations Board (RDPEB).
Points for Senate members to note and further information	This paper summarises business considered by RDPEB at meetings held in November 2019 – February 2020: <ul style="list-style-type: none"> • new DClinDent in Oral Surgery; • new award title of Doctor of Engineering (EngD); • research studentship terms and conditions for 2020-21 entry; • suspension of the Academic Regulations to permit thesis submission before completion of the minimum period of study; • requests to examine by video link.
Questions for Senate to consider	Senate is asked to note the report.
Regulatory/statutory reference points	<ul style="list-style-type: none"> • Queen Mary Strategy 2030 • Queen Mary Academic Regulations • Queen Mary Code of Practice for Research Degrees Programmes • UK Quality Code for Higher Education <p>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.</p>
Strategy and risk	
Reporting/consideration route for the paper	
Authors	Mary Childs, Research Degrees Office
Sponsor	Vice-Principal (Research and Innovation) Dr Paul Allen, Director of the Doctoral College and Chair of the Research Degrees Programmes and Examinations Board

RESEARCH DEGREE PROGRAMMES AND EXAMINATIONS BOARD

EXECUTIVE SUMMARY

November 2019 – February 2020

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.

Programmes

3. **DClinDent in Oral Surgery**
The Board approved the Part 1 programme proposal for the new DClinDent pathway in Oral Surgery. The Student Recruitment and Admissions Group also approved the Part 1. The Part 2 proposal is in development and will be considered by the Professional Doctorates Committee, a joint committee of RDPEB and Taught Programmes Board.
4. **New award title of Doctor of Engineering (EngD)**
The Board and the Education Quality and Standards Board have approved the proposal from the Faculty of Science and Engineering to introduce the new award title of Doctor of Engineering (EngD). The proposal is referred to the Senate for consideration in a separate paper on this meeting agenda.

Queen Mary research studentship terms and conditions for 2020-21 entry

5. The Board approved the Queen Mary research studentship terms and conditions for funding offered to commence in 2020-21.

Suspension of the Academic Regulations

6. The Board approved two requests for the suspension of the Academic Regulations to permit thesis submission before the completion of the minimum period of part-time study for students from BCI and CCLS.

Requests to examine by video link

7. The Board has delegated authority from Senate to approve one examiner's attendance at a viva by video link following an individual application to the Board setting out the reasons for the request (Academic Regulations 2019-20 Reg. 8.91). The Board approved three requests from EECS.

Mary Childs
Research Degrees Office, ARCS



QUEEN MARY RESEARCH STUDENTSHIPS 2020-21

Terms and Conditions and 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 from the programme start date 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 Queen Mary 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 an external sponsor, you will also be bound by the terms and conditions required by the funding provider(s). This may include the provision of information to the funding provider about the student(s) it is supporting. For example student name, project title and topic, project summaries, registration and expected thesis submission dates, aggregated information regarding demographics, student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another). This list is not exhaustive and will vary by provider. All data provided to an external funding provider will be managed in accordance with the General Data Protection Regulation (GDPR) 2018 and the terms and conditions of the agreement between Queen Mary and the funding provider.
6. The award holder's main residence should be suitably near to Queen Mary 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 Queen Mary.
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 Queen Mary, 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 for a minimum of the first four weeks of your studies.

Commented [MC1]: Enter appropriate period for funding scheme. Seven days for most Queen Mary and UKRI awards.

Commented [MC2]: Or insert name of school/institute making the offer

Bank details must be provided for stipend payments. If it is not possible to set up a UK bank account before enrolment the first payment may be made into an overseas bank account. Cheques will only be issued for the first payment in exceptional circumstances and cannot be paid into online only bank accounts e.g. Monzo.

8. Stipend payments will be suspended if a student takes up full-time paid employment during the period of the studentship, or any other work that is not a formal requirement of the degree programme. This may include placements and internships that are not a formal requirement of the degree programme and depends also on the terms and conditions of the activity and the funding provider. If a student wishes to take-up full-time work and they are registered as a full-time student at Queen Mary they should discuss with their supervisor making an application to interrupt their studies.
9. If you interrupt your studies (this is an approved break from study), stipend payments will usually be suspended until you return to study. Some funding bodies will make payments during an interruption of study if the interruption is for reason of maternity, paternity, parental and adoption leave or ill-health, in accordance with the terms and conditions of the funding provider.
Information about funding from Queen Mary and the UK Research Councils (UK Research and Innovation) is available at [WEBLINK](#). If your funding is provided by another body please contact the School or Institute making this offer for information about their policies.
10. If you submit your thesis for examination before the end of your studentship funding, no further stipend 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. Your funder's policy will take precedence if it differs from 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. 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.
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/Institute and/or Queen Mary progress monitoring procedures outlined in School/Institute programme information, 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.

QMUL RESEARCH STUDENTSHIPS 2020-21

Terms and Conditions

Acceptance

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

Signature:

Print name:

School/Institute:

Date:

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

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