ASTON UNIVERSITY **REG/12/395**

RESEARCH COMMITTEE

GRADUATE SCHOOL MANAGEMENT COMMITTEE

The Graduate School Management Committee is a standing sub-committee of the Research Committee, the Terms of Reference for which are appended.

1. Membership
The Graduate School Management Committee shall consist of the following members:

a. *Ex officio (Voting)*

Chair - nominated by the Chair of the University Research Committee

1 senior academic with responsibility for doctoral programmes from each School/Centre for Learning, Innovation & Professional Practice - nominated by the Executive Dean or Director of CLIPP respectively

1 research student representative from each School/ CLIPP - nominated by the Associate Dean Research or Director of CLIPP respectively

Manager of Staff and Graduate Development - responsible for delivery of university level research training

Senior Careers Advisor - responsible for providing support for career development of research students

Chair of Research Administration Forum

President of Aston Postgraduate Research Society (APRS)

b. *Co-opted (Non-Voting)*
Additional non-voting members shall be co-opted by the Committee for such periods as the Committee may determine but not normally exceeding two years, subject to reappointment by the Committee.

2. Functions
The functions of the Graduate School Management Committee shall be to fulfil the following responsibilities delegated by the Research Committee:

a. On behalf of Senate, to consider and make recommendations on all matters concerning the regulation, assurance and enhancement of the quality and standards of research degree programmes including the supervision and examination of research students
b. To monitor the extent and effectiveness of provision of research training, supervision and other support for research students.

In addition, the Graduate School Management Committee shall:
c. On behalf of Senate, consider and make recommendations concerning the University's admissions policy and procedures for research degree programmes;
d. Oversee annual monitoring and any review of research degree programmes;
e. On behalf of Senate, contribute to and monitor documentation in respect of research degree programmes prepared for QAA Audits and other similar external assessment or accreditation exercises;

f. Make recommendations to Research Committee in respect of resource implications and appropriate processes being in place for new areas for research proposed by Schools/CLIPP;
g. Ensure the development and provision of a balanced and relevant training programme in transferable skills in accordance with the Researcher Development Framework;
h. Monitor the use of funding available for the provision of postgraduate training;
i. Develop links where possible with other agencies to facilitate the enhancement of training;
j. Monitor data on current research student activities in the University (numbers, trends, completion rates etc) as well as student feedback (eg PRES);
k. Encourage and aim to provide support for the activities of a University Research Student Society.

3. Meetings
The Committee shall meet at least once per term and on such other occasions as the Chair shall decide. Normally seven days' notice shall be given in writing of all meetings.

4. Quorum
The quorum shall be the Chair or nominee plus three members of the Committee, at least two of whom should be members of staff.

5. Secretary
The Director of Registry and Student Planning or nominee shall be Secretary to the Committee

6. Decisions
All decisions of the Committee shall be taken by a simple majority of votes of those present and voting. In the event of there being an equality of votes for and against a motion the Chair (or nominee) shall have a second or casting vote.

7. Minutes
Minutes shall be kept of all resolutions passed and of all business done at each meeting of the Committee and such minutes shall be circulated to all members of the Committee and of the Research Committee.

RESEARCH COMMITTEE

TERMS OF REFERENCE

Membership

Pro-Vice-Chancellor (Research) (Chair)

4 Associate Deans for Research
Chair, Ethics Committee
Chair, Graduate School Management Committee
Pro-Vice-Chancellor Business Partnerships and Knowledge Transfer

One representative of Early Career Researchers from each School, nominated by the School Research Committees
One representative of Established Researchers from each School, nominated by the School Research Committees

One representative of Post Doctoral staff

Secretary: Head of Research Support Office

Any member unable to attend a meeting may identify a nominee to attend and represent him/her, subject to the approval in advance of the Chair. The Committee may co-opt additional internal or external members.

Purpose

To develop, enable and evaluate the implementation of the University strategy for Research, ensuring that the strategy is consistent with School Research Strategies and the University's overall strategy Aston2020.

Terms of Reference

1. To advise the Senate and the Executive on the development of an appropriate framework of research policy to ensure that the University provides an environment and culture in which innovation and research excellence flourish. This includes advice on the strategic policy and criteria to be used for the REF.
2. To monitor the implementation of the University Research Strategy and School/CLIPP Research Strategies, and take action as necessary to ensure their delivery.
3. To receive reports, recommendations and discussion items of a topical and strategic nature from School/CLIPP Research Committees and its Standing Sub-committees.
4. To identify and promote the sharing of good practice and the potential for collaborative cross-School/CLIPP research activities
5. To advise on, and ensure, the support and well-being of all staff engaged in research, having particular regard to the needs of Early Career Researchers (ECRs) across the University
6. To consider external research-related initiatives, and coordinate the University's corporate response to these and to any relevant consultations.
7. To encourage the application and commercialisation of the results emerging from University research projects where applicable.
8. To encourage external promotion of research including through public lectures, open events and relevant media opportunities.

9. To ensure that the University delivers the outcomes, objectives and targets specified by external funding bodies in respect of relevant research related major capital or revenue projects.

The following functions are delegated to the Graduate School Management Committee:

a. To consider and make recommendations on all matters concerning the regulation, assurance and enhancement of the quality and standards of research degree programmes including the supervision and examination of research students.
b. To monitor the extent and effectiveness of provision of research training, supervision and other support for research students.

Standing Sub-Committees

Graduate School Management Committee (formerly Research Degrees Committee)

Ethics Committee

Modus Operandi

The Research Committee shall meet at least twice per year. Meetings will focus on a limited number of strategic and topical issues identified by members, with routine business being completed virtually or by Officers and sub-groups as appropriate.

[Research Committee Terms of Reference approved as REG/13/174]