

**Research Progress and Awards Sub-Panel  
(a Sub-Panel of the Progress and Awards Board)**

Secretary: Mrs Claire Evans, Assistant Manager, Research Student  
Administration, Academic and Student Administration)

*Terms of Reference*

<b>1</b>		To determine decisions within Postgraduate Research Degree Programme regulations:
	1.1	To ratify examiners' recommendations where the recommendation is: <ul style="list-style-type: none"> <li>• To reject the thesis</li> <li>• To award an alternative qualification</li> <li>• To request the student to revise and resubmit their thesis</li> </ul>
	1.2	To approve a request for a waiver of the oral examination
	1.3	To approve a request for a change to the minimum period of study (i.e. a reduction in the minimum period of registration).
	1.4	To approve a request to backdate registration.
	1.5	To approve a request for a leave of absence.
	1.6	To approve a request for an extension to the maximum period of study.
	1.7	To approve early submission of theses (i.e. within the minimum period of study).
	1.8	To ratify decisions around students required to withdraw
	1.9	To approve the non-standard appointment of examiners, supervisors and chairs (Code of Practice: Supervision and Monitoring Progress of Research Students (section 2)).
	1.10	To approve the transfers of students between programmes (excluding the transfer of a student from MPhil to PhD).
	1.11	To approve a request for a thesis or report to be submitted in a language other than English.
	1.12	To consider and approve cases where a postgraduate research student is studying on a split location basis and a local academic adviser is not appointed.
	1.13	To consider and approve requests by Registered students to change their mode of study part-way through their period of research, i.e. from or to study on a split location basis.
	1.14	To approve a request from the examiners for Registered students who have made major corrections to their thesis to be permitted one final opportunity to make further minor corrections to such parts of their thesis affected by the major corrections (but no other part), prior to the thesis being submitted again. Where the original decision of the examiners was that the Registered student make minor corrections to their thesis, no further minor corrections to the thesis shall be permitted.

	1.15	To approve the award of an aegrotat degree, diploma or certificate, in such circumstances where a Registered Student is unable to complete the requirements of his or her programme due to serious illness, death or other significant cause
2		To determine decisions concerning the progress and status of individual Registered Students and the eligibility of requests for courses of action to be taken as matters notwithstanding University Regulations.

### Composition and Membership

#### Term of Office: 3 years

Deputy Pro-Vice-Chancellor (Academic Quality and Students) in the Chair	Professor Jeff Bale
Fifteen academic members of staff, three from each College, nominated by the relevant Head of College*:	
Arts & Law	(1) Professor Susan Hunston (to end 12-13) (2) Ms Sonia Harris-Short (to end 10-11) (3) Professor Leslie Brubaker (to end 11-12)
Social Sciences	(1) Dr Andre Broome (to end 12-13) (2) Dr Tim Freeman (to end 10-11) (3) Dr Jo Duberley* (to end 11-12) (cover for September 10 - January 2011 Dr Caroline Chapain)
<i>Life &amp; Environmental Sciences</i>	(1) Dr Jan Oyebode (to end 10-11) (2) PROFESSOR Chris Thomas (to end 12-13)) (3) Dr D Hannah (to end 12-13))
Engineering & Physical Sciences	(1) Dr Alison Davenport (to end 11-12) (2) Dr Roy Johnston (to end 12-13) (3) Dr Peter Hancox (to end 10-11)
<i>Medical &amp; Dental Sciences</i>	(1) Professor Colette Clifford (to end 10-11) (2) Professor John Gordon (to end 12-13) (3) Dr Dick Shelton (to end 11-12))

Following decisions by examiners, where clear and consistent recommendations had been made and there was no evidence of irregularity in the conduct of the examination, these and other unproblematic cases would be referred to one member of the Sub Panel.

More complex cases, cases notwithstanding Regulations and cases where the member is unable to confirm the recommendation of the examiners, or is unable to approve a request under Section 1 of these Terms of Reference, will be referred to three members of the Sub Panel, including the Chair, who will normally consult via email and only meet in the event of a failure to reach a full decision. dealt with under the following arrangements:

- (i) The case to be referred to two members of the Sub-Panel, who will normally consult via email, and who will communicate their recommendations to the Assistant Manager, Research Student Administration, Academic & Student Administration.
- (ii) The case and the decisions of the two Sub-Panel members will be referred to the Chair for consideration, the Chair's decision being communicated to the Assistant Student Manager, Research Student Administration, Academic & Student Administration.
- (iii) A meeting of the Chair and two Sub-Panel members may be convened by the Assistant Manager, Research Student Administration, Academic & Student Administration.

**Reporting relationship:** Reports via GSMB to QAEC and via PAB to APRC