

Faculty of Arts & Humanities: Department Postgraduate and Research Committee (PARC)

PARCs shall conduct their business with regard to the Faculty Strategy Map (2014-18), and according to the following terms of reference:

Meetings

- a) The Committee shall normally meet once a term. Extraordinary meetings may be convened by Heads of Department or the Chair of the Committee;
- b) Reserved minutes of PARC meetings shall be circulated to all departmental staff, and unreserved minutes shall be placed on the internal section of the website.

Membership

Membership of the PARC shall be determined by Heads of Department, but shall include representation from each recognised subject area in the department/s. It should also comprise:

- a) A **Chair**, who is also the PARC representative on the Faculty Postgraduate Students' Committee;
- b) A **Research Lead** (who may also be the Chair), and who is also the PARC representative on the Faculty Research Committee;
- c) One member of the Professional Services staff in the department, normally the Research & Resources Manager or equivalent;
- d) One research student representative.

Research and Innovation Strategy

PARCs shall:

- a) Formulate and implement departmental research and innovation strategy, in concert with Heads of Department and with reference to Faculty research strategy, and to advise Heads of Department on all issues concerning academic research;
- b) Advise departmental colleagues on the preparation of grant applications, and encourage the submission of applications to high-quality funders
- c) Consider research initiatives from HEFCE, the AHRC and other external bodies, and lead in the formulation of departmental responses to them, where appropriate;
- d) Monitor ongoing research grants and circulate information about sources of research grant funding;
- e) Advise Heads of Departments on preparations for REF submissions, and to assist in the planning of these submissions;
- f) Advise Heads of Department on academic staff research leave applications, acting in consultation with departmental education committees, to consider any teaching implications that may arise;
- g) Implement Faculty research and innovation policies.

Postgraduate Research Students

PARCs shall:

- a) Monitor the performance and welfare of postgraduate research students, and receive reports from supervisors;
- b) Arrange regular reviews of student progress, including arrangements for MPhil/PhD upgrades;
- c) Support and foster student engagement in department research activities;
- d) Receive and act upon SSLC minutes as appropriate.