

Research Degrees Examinations Board

Contents

Terms of Reference	1
Membership	2
Quoracy.....	2

1. The Research Degrees Examination Board (RDEB) is responsible for the conduct of the final examinations for the College’s research degrees, including the research component of professional doctorates. It is responsible for the appointment of the examiners and the conduct of the final examinations of research degree students. The RDEB operates independently of any academic Department, Division or Faculty.

Terms of Reference

2. The Board conducts its business according to the following terms of reference:
 - a. to ensure that the examiner appointment process is informed by the advice of experts from Subject Area Boards (SAB) established within the College. A SAB shall normally consist of no fewer than three members of staff;
 - b. to ensure that the examiners are expert in the field of the thesis and are able to make an independent assessment of the student;
 - c. in respect of professional doctorates, to receive notification from the relevant Faculty Assessment Board that a student has satisfied all elements of any assessment arising from practical or taught elements of the programme;
 - d. to ensure that the final examination contributing to the award of the degree is conducted in such a way as to test the thesis against the stated criteria and, for professional doctorate degrees only, to test the student’s conceptual understanding of all elements of the programme and their related assessment;
 - e. to ensure that provision is made, as appropriate, for representation of the thesis or for re-entry to the final examination;
 - f. to report, at least annually, to the Postgraduate Research Students Sub-Committee.
3. The RDEB shall meet a minimum of three times per year.

4. The Chair of the RDEB shall consider any applications for extensions to the minor corrections, major corrections, resubmission and the discretionary calendar month for further minor amendments, in accordance with the process laid down by the College.

Membership

5. The membership of the RDEB shall be:
 - a. a Chair, appointed by the Principal who shall not be the Chair of an Assessment Sub Board for a professional doctorate degree offered by the College nor the Associate Dean for Doctoral Studies. The appointment will be for a period of three years with a two year extension option to be approved by the Chair of Postgraduate Research Students Sub-Committee. Following this, a Chair will not normally be eligible for reappointment for a further two years;
 - b. a Deputy Chair;
 - c. one representative from each Faculty, each of whom shall be a member of the academic and research staff (Professor, Reader, Senior Lecturer, Principal Research Fellow, Senior Research Fellow);
 - d. a representative of the Centre for Doctoral Studies.

Quoracy

6. The quorum of a meeting of the RDEB shall be the Chair or Deputy Chair and five other members.
7. The Chair of the RDEB shall receive the preliminary and joint reports of the examiners and consider for approval their recommendations for award on behalf of the RDEB.