



UCD Graduate Studies

Research Studies Panel Terms of Reference

ACADEMIC POLICY (extract)

Extract from the **Policy for Supervision of Research Degree Students** as approved by Academic Council Executive Committee on 19th March 2020

RESEARCH STUDIES PANEL

Terms of Reference

1. Purpose

Research Studies Panels are designed to enhance the supervisor student relationship and to ensure the quality of the research student experience in the context of structured research degrees.

2. Terms of Reference

The responsibilities of a Research Studies Panel include monitoring the progress of the student through their graduate research studies, ensuring the quality of supervision, providing advice, guidance and support to the student and supervisor. The key responsibilities of the Research Studies Panel are to;

- 2.1. Enhance the supervisor-student relationship by the provision of advice in accordance with the University's Policy for Supervision of Research Degree Students
- 2.2. Ensure quality, rigour and equity of the supervision process
- 2.3. Advise the student on their professional and personal development training and monitor progress against their Research and Professional Development Plan (RPDP)
- 2.4. Review on a regular basis, the progress of the student against an agreed research plan
- 2.5. Provide appropriate academic expertise and where appropriate facilitate an interdisciplinary perspective
- 2.6. Provide temporary support to the student in the case of the unforeseen absence of the Principal Supervisor
- 2.7. Seek to resolve any difficulties that may arise in the supervisor-student relationship. Where matters are unresolved, they will initially be addressed at the local or School level and ultimately be referred to the Chair of the relevant Governing Board if escalated.
- 2.8. Notify all changes in the membership of the Research Studies Panel to the relevant Governing Board
- 2.9. Offer additional specific support for students or supervisors which the Governing Board may request.

3. Governance

- 2.10. The Research Studies Panel is, in all activities and decisions, subject to review by the Governing Board and the Academic Council or its relevant committee.
- 2.11. A Research Studies Panel may support one or more students at a time.

4. Composition of Research Studies Panel

- Principal Supervisor
- Any Co-supervisor(s) if relevant
- A number of advisers (at least two but normally no more than four)

Where thematic and/or inter-institutional PhD programmes are offered a Research Studies Panel can be configured as appropriate, subject to approval by the relevant Governing Board.

5. Conduct of Business:

- The Research Studies Panel should meet at least once soon after the student begins their graduate research programme of study. The Research Studies Panel should meet to review progress on a regular basis, but at least twice in the first year and at least once a year thereafter.
- A Research Studies Panel will conduct its business in accordance with relevant UCD policies and regulations, including the [Equality, Diversity and Inclusion Policy](#)