



Swansea University
Prifysgol Abertawe

School of Physical Sciences
Department of Computer Science
Departmental Research Committee

Constitution and Terms of Reference

1. The Committee will advise the Head of Department (HoD) on all aspects of research strategy and research training and will be the body to which any other departmental committee/working party on this topic will report.
2. Membership will consist of: a Chairperson appointed by the HoD to the role of Department Director of Research; the HoD (ex officio); the Department's Research Faculty Liaison Officer(s); the Department's Head of Postgraduate Research; a representative of Research Staff; and other such members as determined by the Chairperson in consultation with the HoD, including occasional members as the need arises.
3. The Committee will maintain an overview of all matters relating to postgraduate training and its development in the Department, including:
 - (a) Managing funds for postgraduate training as assigned by the HoD;
 - (b) Overseeing the allocation of EPSRC Doctoral Training Grants;
 - (c) Constructing a development programme for postgraduate training;
 - (d) Liaising with the Postgraduate Research Faculty (PGRF) and overseeing the appointment of Departmental representatives to the PGRF;
 - (e) Monitoring the progress of all postgraduates in the Department in accordance with the guidelines laid down by the PGRF and Department;
 - (f) Monitoring Departmental postgraduate training methods and standards.
4. The Committee will bear in mind the need to:
 - (a) Be aware of, and react optimally to, Departmental and University policy and the policies of external bodies, including the Research Councils and Government;
 - (b) Make efficient use of resources;
 - (c) Maintain appropriate academic standards;
 - (d) Work in accordance with the University Academic Quality Manual.
5. The Committee will coordinate the formulation of a Departmental Research Strategy and will oversee Departmental responses to Research Assessment Exercises and similar initiatives.
6. The Committee will oversee the coordination of any Departmental response to funding initiatives by the University, HEFCW, the Research Councils and similar bodies.
7. Members of the Committee will advise the HoD as to the approval of all individual research grant proposals.
8. The Committee will advise the HoD on other research-related matters which might impinge upon research student and staff recruitment.
9. The Committee will ensure that the recommendations of the University Health and Safety Committee are implemented by the research areas, in consultation with the Department Safety Committee, and that all ethical issues raised by individual research projects are approved by an Ethics Committee.