



## Procedure for the Postgraduate Research Advisory Committee

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### 1. Purpose

This procedure supports the *AQAE011 Research Degree Policy* which specifies the Postgraduate Research Advisory Committee (PRAC) as a sub-committee of the Research & Innovation Committee to review applications for admission, confirmation, and transfer processes of research degree programmes in Atlantic Technological University. The purpose of this document is to describe the role, membership and responsibilities of the Postgraduate Research Advisory Committee (PRAC).

### 2. Scope

This procedure applies to the conduct of the PRAC to review recommendations for admission; outcomes of confirmation of assessment; and recommendations for transfers of research degree students between the Level 9 and Level 10 registers at ATU. In addition, the PRAC will review recommendations for extensions and deferrals to submission dates for research degree students.

### 3. Reference Documents

None applicable

## 4. Procedure

### 4.1 Research Degree Registers

ATU maintains two research degree registers:

1. Register of Students for the Master's Degree (Research); known as the "Master's Register".
2. Register of Students pursuing a Doctoral Degree; known as the "Doctoral Register".

### 4.2 The Postgraduate Research Advisory Committee (PRAC)

PRAC is a sub-committee of the Research & Innovation Committee of Academic Council.

The specific responsibilities of the PRAC are to:

- review research degree admission, confirmation assessment, and transfer processes,
- approve applications for deferrals and extensions to submission dates for research degrees,
- liaise with all the relevant functions in the conduct of their duties, including the Research & Innovation Committee, the Research and Innovation Office, and the Office of the Vice President for Academic Affairs and Registrar,
- forward formal reports on the above in a timely fashion to the Research & Innovation Committee and to the Vice President for Academic Affairs and Registrar.

The Research & Innovation Committee will propose membership of PRAC to the Academic Council for approval.

The role-composition of PRAC taking cognisance of gender, discipline and faculty representation is:

- 1 Research Manager,
- 1 Assistant Registrar,
- 1 Academic Affairs Manager (responsible for Admissions),
- 4 Members of Research & Innovation Committee,
- Chair or nominee of the Research & Innovation Committee of Academic Council,
- 4 Research Degree Supervisors, and
- Secretary.

Relevant Officers including a Chair and Vice-Chair will be nominated from within the PRAC at its first meeting.

Co-option of membership of PRAC will be enabled, where appropriate. Nominees from the Research Office will attend meetings of PRAC to present the list of students.

If a committee member identifies a potential conflict of interest with any matter under discussion, they must promptly disclose the conflict and excuse themselves from all related deliberations and voting.

The term of the PRAC is aligned with the term of Academic Council (normally three years). The Office of the Vice President for Research & Innovation will convene meetings of the PRAC. Normally, such meetings will take place 4-6 times per academic year. A quorum will comprise of one third of the membership plus one. In circumstances where registrations need to be dealt with between meetings, these can be facilitated by desk-top review and recorded at the subsequent meeting.

### **4.3 Admission, Confirmation and Transfer**

#### **4.3.1 Admission**

All applications for admission to the research degree registers will be evaluated and considered for completeness by the Research and Innovation Office.

Once the evaluation and reviews of all applications have been completed, the Research and Innovation Office will forward complete applications to the PRAC. The following details will be included:

- Student Name
- Qualifications
- IELTS Score (if applicable)
- Faculty and Department
- Supervisors
- Award Title
- External Funders Terms and Conditions (if applicable)
- Proposed Training Outline
- Independent Reviewer report (if required).

This information is captured in the *AQAEXXX Research Degree Registration Form* and the *AQAEXXX Research Professional Development Plan Form*.

Where individual fellowships have been approved by external agencies (for example, funding agencies), these should be taken as the independent review. Where funding is under the auspices of a project where particulars for the individual research student might not have had the same level of scrutiny then an independent evaluation should occur.

#### 4.3.2 Confirmation and Transfer

The Research and Innovation Office will collate the outcomes of annual progress reviews and confirmation assessments. The *AQAEXXX Annual Progress Report Form and AQAEXXX Confirmation Assessment Form* are used for these monitoring and progression processes. A summarised version will be sent to PRAC for review.

Applications for transfers from one register to another are also assessed by the PRAC. The *AQAEXXX Transfer Proposal Form* is used for this purpose and assessed by the PRAC.

#### 4.3.3 Change of Registration requests

Change of Registration request must be notified to the PRAC. This includes: Leave of Absence requests, applications to change mode of study, withdrawal from the research degree. The *AQAEXXX Leave of Absence Form, AQAEXXX Change of Mode of Study Form* and *AQAEXXX Withdrawal from Research Degree Programme Form* are completed for these changes.

### 4.4 PRAC Recommendations

Once PRAC ratifies that all documentation for admission, confirmation and transfer is correct, it will forward its report to the Vice President for Academic Affairs and Registrar.

If further information is required, PRAC will notify the Research and Innovation Office and liaise with the relevant functions including, where necessary, the principal supervisor and research degree student, to request the information.

## 5. Documents Related to this Procedure

*(Under Development)*

- *AQAEXXX Research Degree Registration Form*
- *AQAEXXX Research Professional Development Plan Form*
- *AQAEXXX Annual Progress Report Form*
- *AQAEXXX Confirmation Assessment Form*
- *AQAEXXX Transfer Proposal Form*
- *AQAEXXX Leave of Absence Form*
- *AQAEXXX Change of Mode of Study Form*
- *AQAEXXX Withdrawal from Research Degree Programme Form*

*AQAE011 Research Degree Policy*

## 6. Measurement of Effectiveness of this Procedure

A summary report of anonymised data relating to this procedure will be provided to a committee of the Academic Council for consideration annually.

## 7. Revision History

Revision No	Description of Change	Approval Date
000	New Procedure. Approved by the Academic Standards and Policy Committee of Academic Council.	17/12/2024