

School of Medicine: Research and Postgraduate Affairs Committee 2016

Terms of Reference

The mission of the School of Medicine [SoM] Research and Postgraduate Affairs Committee [hence, Committee] is to promote research and approve postgraduate taught programmes and research degrees. Research is carried out in the areas of basic science, translational medicine, clinical medicine, epidemiology and medical education within the School of Medicine. A strong emphasis is to be placed on the fostering of research as an integral component of education among all students and faculty within the School of Medicine. The Committee provides oversight for post-graduate degrees awarded in the School of Medicine, University College Cork. This oversight includes ongoing review for standards and assessment procedures for such degrees. The committee will aim to promote new funding programmes for undergraduate and postgraduate research. In addition, the Committee will promote continuous professional development programmes and initiatives.

The Committee shall administer and oversee research support programmes as determined by the Chair, in consultation with the Dean and supported by the Medical School Manager. The Chair of the Committee shall be the Dean of the SoM or a nominee.

The Committee shall facilitate the Research Assessment Exercises and research benchmarking as determined by the University upon a request by the Dean. The Chair will nominate committee members that are available to facilitate this exercise.

A subcommittee of the Committee shall organise an annual Research Conference where all researchers within the School of Medicine will be invited to present their research. Members of this Conference Organising subcommittee will be nominated by the Chair or his/her nominee. A report on the annual meeting shall be submitted to the Dean of the School of Medicine for consideration no later than three months after the conference by the Chair of the Committee.

Additionally, the Chair will nominate a deputy Chair, in consultation with the Dean of the SoM. The deputy Chair will be accountable for matters related to post-graduate affairs in consultation with the Chair.

Undergraduate and postgraduate student members will only have a vote on matters that directly relate to their respective constituency.

The Committee will report to

- Medical School Board (via the Dean of the SoM)
- Executive Heads of Departments of the SoM
- College of Medicine and Health Research Committee (via the Dean of the SoM)

Membership

- Chairperson: Dean, SoM or nominee
- Deputy Chair
- Director Stream 4
- Maximum of eight representatives from the Life Sciences Departments and Clinical Departments within the SoM with neither occupying more than five of these eight representatives.

- Medical School Manager
- 1 student member undergraduate
- 1 postgraduate member

Two members of the committee will be assigned by the Chair responsibility for the following:

- Ethics
- CPD

Term of Membership

Membership of the Committee will be proposed by the Dean and/or Chair and approved at the discretion of the Chair. Membership of the Committee will be for three years.

Membership is predicated on attendance of at least two meetings per year. Any member absent for three consecutive meetings will be asked to resign their Committee membership by the Chair. Membership of the Committee can be modified by the Chair; in consultation with the Dean.

Frequency of Meetings

Four meetings per year or as required by the Dean of the SoM or the Chair of the Committee. A quorate of five members excluding Chair, Medical School Manager, undergraduate and postgraduate members will be required for each meeting. Meetings cancelled due to lack of a quorate are to be rescheduled to take place within four weeks.

Administration

Administrative support: Medical School Office, nominated by the Medical School Manager

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Last edited and approved: 29th September 2017