

## Terms of Reference for the PhD Studentship Panel

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### Purpose

The PhD Studentship Panel ("the Panel") is a peer review panel comprising high profile, expert external reviewers, with selected trustees of Medical Research Scotland, to review applications for PhD Studentships in a rigorous and transparent manner. The Panel will make recommendations to all the trustees of Medical Research Scotland, who will be responsible for the ultimate decision making.

### Membership

The Chair of the Panel will be appointed, following nomination/invitation by the trustees of Medical Research Scotland but will not be a trustee of Medical Research Scotland.

Prior to appointment, the Chair of the Panel must confirm that they will not submit an application for a PhD Studentship for the call for which they will Chair the Panel.

There will be other external members, recommended/nominated/invited by and subsequently appointed by the trustees of Medical Research Scotland.

A number of the trustees of Medical Research Scotland will sit on the Panel.

The majority of the Panel members will be external members.

There will be a Deputy Chair of the Panel who will be one of the trustees of Medical Research Scotland, as chosen by the trustees of Medical Research Scotland.

The members of the Panel will all be appointed by the trustees of Medical Research Scotland on such terms and conditions as are set out in their appointment letters.

### Meetings

The Panel will usually meet annually in the autumn to review applications and make recommendations to the trustees of Medical Research Scotland.

### Quorum

The quorum for a meeting of the members of the Panel shall be three external members and two trustees of Medical Research Scotland.

### Term of Appointment

The term of appointment for members of the Panel will be one year. A Panel member may be reappointed to the Panel. The maximum consecutive period a member may sit on the Panel is three years. A Panel member who has sat on the Panel for a total of six years cannot be reappointed to the Panel until four years after their last appointment.

### Duties and Responsibilities

The principal responsibility of the Panel is to carry out rigorous peer review of the applications in order to make recommendations to the trustees of Medical Research Scotland, in accordance with Medical Research Scotland's Code of Conduct (including Conflicts of Interest Policy) for Reviewers, a copy of which is available at <https://medicalresearchscotland.org.uk/code-of-conduct-including-conflicts-of-interest-policy-for-reviewers/>.

### Privacy Policy

The members of the Panel will be required to provide their agreement to the [Medical Research Scotland Privacy Policy](#), which can be accessed using the link herein or through the Medical Research Scotland website.

### Recommendations

All recommendations made by the Panel are for consideration by the trustees of Medical Research Scotland who will use the information in their decision making process.

July 2026