

Doctoral College Board

Terms of Reference and Constitution

Governance reporting line: Reports to Senate

Document owner: Academic Quality and Standards Committee

1. Origin

- Senate delegates responsibility to the Doctoral College for leading, directing the developing the Post Graduate Research Student experience and environment at the University of Southampton.

2. Purpose

- The Doctoral College Board has clear powers and responsibilities for developing Doctoral Researchers.
- The Chair is responsible for ensuring that any equality impacts against each project/policy/process/procedure have been considered as part of the decision-making process.

3. Responsibilities and activity

- To consider all elements of Doctoral Training and, together with the Director of the Doctoral College, be responsible for leading and directing the development of the Doctoral Researcher environment at the University of Southampton.
- To receive reports from the Professional Development Subcommittee and take overall responsibility for the Doctoral College Professional Development Programme.
- To receive reports from the PGR Quality Monitoring and Enhancement Subcommittee of AQSC on the delivery and quality assurance of Doctoral Research provision across the University. (These will inform

the strategic direction of the Doctoral College but ultimate responsibility for PGR quality monitoring and enhancement will remain with AQSC/Senate via the PGR QME Subcommittee).

- To provide strategic direction for co-ordinating and determining the distribution of University scholarships in consultation with Faculties.
- To act as a forum for sharing good practice.
- Together with the Centre for Higher Education Practice (CHEP), to lead the provision of support and training for PGR supervisors.
- To promote a broad range of personal development and welfare services available for postgraduate students and help develop a community of Doctoral Researchers.
- To co-ordinate information, advice and resources for academic and professional staff to better facilitate the support of PGR studies and development.
- State the responsibilities and duties the body covers such as approving, reviewing, monitoring, advising etc.
- Ensure the body is fit for purpose by performing an effectiveness review every three years.
- Identify any financial authority attributed to the body.

4. Reporting arrangements

- The Doctoral College Board reports to Senate. It also reports to the Postgraduate Research Quality Monitoring and Enhancement Subcommittee for note.
- The Faculty Graduate School Committee reports to Doctoral College Board.

5. Constitution

5.1 The Terms of Reference and Membership are reviewed annually to ensure that the composition of the Doctoral College Board reflects those Faculties and Professional Services that have responsibilities for PGR programmes.

5.2 Membership

- Chair (Director of the Doctoral College)
- Chair of the Professional Development Subcommittee
- The Faculty Directors of the Graduate Schools
- CDT/DTP Director representative
- Student and Education Services, Associate Director, Doctoral College
- Head of Doctoral College Administration
- 1 representative from the Centre for Higher Education Practice (CHEP)
- Quality, Standards and Accreditation Adviser (QSAT)
- Doctoral College Team Leader
- Vice-President Education & Democracy (SUSU)
- Head of Representation (SUSU)
- 1 SUSU-elected PGR Faculty Officer

5.3 **In attendance: other relevant officers from Professional Services and colleagues from Faculties may be in attendance as appropriate to the business, e.g.:**

- Chair of PGR QME Subcommittee
- Academic Registrar
- Representative from the Associate Directors of Faculty Operating Service
- Doctoral College Digital marketing Co-ordinator
- Representative from Research and Innovation Services
- Representative from the University of Southampton Malaysia Campus
- Representative from the University Library
- Representative from the Public Engagement with Research Uni (PERu)
- 2 representatives from Wellbeing Services
- Representative from Equality, Diversity & Inclusion

6. Quorum and frequency

6.1 Quorum

- The Doctoral College Board will be quorate with one third of membership plus one in attendance.

6.2 Frequency of meetings

- Give meetings per year.

7. Resources

- Secretariat support will be provided by the Doctoral College.

8. Terms of Reference review

Date of last review: November 2022

Date of next review: November 2023

Annex 1

Membership

| Role | Name |
|---|--|
| Chair (Director of the Doctoral College) | Professor Chris Howls |
| Chair of the Professional Development Subcommittee | Professor Chris Howls |
| The Faculty Directors of the Graduate Schools | |
| Faculty of Arts and Humanities | Professor Ryan Bishop |
| Faculty of Engineering and Physical Sciences | Dr Alan McAlpine |
| Faculty of Environmental and Life Sciences | Professor Tim Minshull |
| Faculty of Medicine | Dr Tracey Newman |
| Faculty of Social Sciences | Dr Ros Willis |
| CDT/DTP Director representative | TBC |
| Student and Education Services, Associate Director, Doctoral College | Roz Stanton |
| Head of Doctoral College Administration | Stephen Wakeling |
| 1 representative from the Centre for Higher Education Practice (CHEP) | Heather Mackenzie, Doctoral College Professional Development Programme Manager |
| Quality, Standards and Accreditation Adviser | Catherine Willetts |
| Doctoral College Team Leader | Louise Pritchard |
| Vice-President Education & Democracy (SUSU) | Emily Bastable |
| Head of Representation (SUSU) | Kate Weston |
| 1 SUSU-elected PGR Faculty Officer | TBC |

In attendance

| Role | Name |
|-------------------------------|-------------------|
| Chair of PGR QME Subcommittee | Dr Ashley Pringle |

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|--|---|
| Academic Registrar | Claire Atkins |
| Representative from the Associate Directors of Faculty Operating Service | TBC |
| Doctoral College Digital Marketing Co-ordinator | Stephanie Millard |
| Representative from Research and Innovation Services | Mylene Ployaert, Head of Research Funding Development |
| Representative from University of Southampton Malaysia Campus | Dr Khong Gan |
| Representative from the University Library | Wendy White, Deputy Director, Library Services |
| Representative from the Public Engagement with Research Unit (PERu) | Jo James, Public Engagement Manager |
| 2 representatives from Wellbeing Services | Kelly Aubrey-Harris, Head of Student Wellbeing Jayne Calvert, Lead for Student Support |
| Representative from Equality, Diversity & Inclusion | Camilla Gibson, Head of Equality, Diversity & Inclusion |

Secretary

| Role | Name |
|---|------------------|
| Head of Doctoral College Administration | Stephen Wakeling |