

Faculty Graduate School Committee

Terms of Reference and Constitution

Governance reporting line:..... Faculty Graduate School Committee reports to the
Doctoral College Board and the PGR QME
Subcommittee (of AQSC)

Document owner:.....Chair of AQSC and Doctoral College

1. Origin

- To oversee delivery of research programmes consistent with the University and Faculty strategies.
- To identify areas where action needs to be taken to enhance the student experience.

2. Purpose

- As led by the Doctoral College and together with the Faculty Director of the Graduate School, to consider, oversee and direct all elements of Doctoral Training and support and the doctoral researcher experience, responsible for leading and directing the development of the research student environment within the Faculty.
- To coordinate and lead on the implementation of the University strategy in respect of postgraduate research degree activities in the Faculty.
- To ensure the implementation of the University's regulatory, and policy frameworks for postgraduate research degree programmes.
- To consider matters raised by research student representatives.
- 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 provide Faculty input to the annual monitoring processes for research student programmes, receiving and considering the annual reports of Doctoral Programmes (including those Centres for Doctoral Training (CDTs) and Doctoral Training Partnerships (DTPs) which are based within the Faculty.
- In collaboration with or, as directed by, the Doctoral College, to develop and implement action plans relating to research student activity and postgraduate research degree programmes in the Faculty, as required.
- To advise the Faculty Board and to receive reports, from time to time, from the Faculty Education Committee on matters related to research student activity.
- To report to the Doctoral College Board on matters related to research student activity within the Faculty.
- To report, as required, to the Post Graduate Research Quality Monitoring and Enhancement (PGR QME) Subcommittee on all aspects of the quality assurance of postgraduate research education.
- On behalf of Senate, to appoint examiners for research degree programmes.
- To receive and consider the reports from, and approve responses to, external examiners' reports for research students and identification of generic issues.
- In collaboration with, or as directed by, the Doctoral College, to ensure the provision of training for research students within the Faculty, and to work with Training and Development Subcommittee of the Doctoral College Board to develop, deliver and review cross-disciplinary and cross-Faculty training, posting all training provision on PGR Manager.
- To consider a summary of the activity of the PGR Special Considerations Boards, noting the agreed mitigations, and advising the Faculty and University on any changes to policy which may be needed.

- To consider data relevant to all aspects of the research student experience, including (but not limited to) the Postgraduate Research Experience Survey (PRES) and other experience surveys, taking any necessary actions for remediation or enhancement of the research student experience.
- To provide a forum for the Faculty's Doctoral Programme Directors (DPDs) to discuss matters relating to research student activity, sharing good practice and providing support.

4. Reporting arrangements

- The Faculty Graduate School Committee reports to the Doctoral College Board and the PGR QME Subcommittee of Academic Quality and Standards Committee (AQSC).
- It works with the PGR Professional Development Subcommittee of the Doctoral College Board, and with the Faculty Operating Board and the Faculty Education Committee on relevant issues.

5. Constitution

- Chair: Faculty Director of the Graduate School
- Faculty Deputy Director of the Graduate School (Deputy Chair) (if relevant)
- Directors of Doctoral Programmes (including Directors of CDTs and DTPs based in the Faculty)
- Member of the Doctoral College Management Team (usually Doctoral College Faculty Team Leader)
- Doctoral Researcher representatives from each School (including from CDTs and DTPs) (for unrestricted business)¹
- Secretary

The Chair may co-opt additional members as necessary (including to act as chairs of subcommittees)

Members who are unable to attend may send a substitute with permission of the Chair.

6. Quorum and frequency

6.1 Quorum

- The Faculty Graduate School Committee will be quorate with 50% of the membership in attendance.

6.2 Frequency of meetings

- Faculty Graduate School Committee will meet at least three times per year.

7. Resources

- Secretariat support is provided by the Doctoral College

8. Terms of Reference review

Date of last review: 2019

Date of next review: 2023