

# Faculty Graduate School Committee 2020-21

The Faculty Graduate School Committee is responsible for overseeing the Doctoral Researcher activity within the Faculty.

## **Terms of Reference**

1. To consider, oversee and direct all elements of Doctoral Training and support and together with the Faculty Director of Graduate School be responsible for leading and directing the development of the research student environment within the Faculty, as led by the University Doctoral College.
2. To ensure the implementation of the University regulatory and quality frameworks for doctoral programmes.
3. To consider matters raised by research student representatives.
4. To provide Faculty input to the annual monitoring processes for research student programmes, receiving and considering the annual reports of Doctoral Programmes (including CDTs/DTPs) based within the Faculty.
5. To develop and implement action plans relating to research student activity and Doctoral Programmes in the Faculty, as required.
6. 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.
7. To report to the Doctoral College Board on matters related to research student activity within the Faculty.
8. To report to the Post Graduate Research Quality Monitoring and Enhancement (PGR QME) Subcommittee on all aspects of the quality assurance of postgraduate research education, as required.
9. To appoint examiners for research degree programmes, on behalf of Senate.
10. To receive and consider the reports from, and approve responses to, external examiners' reports for research students and identification of generic issues.
11. 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.
12. To consider a summary of the activity of the PGR Special Consideration Boards, noting the agreed mitigations, and advising the Faculty and University on any changes to policy which may be needed.
13. To consider data relevant to all aspects of the research student experience, including (but not limited to) the Postgraduate Research Experience Survey and other experience surveys, taking any necessary actions for remediation or enhancement of the research student experience.
14. To provide a forum for Doctoral Programme Directors in the Faculty to discuss matters relating to research student activity within the Faculty, sharing good practice and supporting Doctoral Programme Directors.

### Membership

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	
Faculty Graduate School Office Team Leader	
Doctoral Researcher representatives from each School (including from CDTs and DTPs) (for unrestricted business) <sup>1</sup>	
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.

### Frequency and Timing

At least three meetings per year.

### Quorum

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

### Reporting Requirements

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 Training and Development Subcommittee of the Doctoral College Board, and with the Faculty Board and the Faculty Education Committee on relevant issues.

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<sup>1</sup> Note that where the size of the Faculty means that the numbers of Doctoral Researcher representatives exceeds 5, the Faculty may decide to hold a separate Doctoral Liaison Committee meeting in advance of the Faculty Graduate School Committee, reporting directly to the Committee. In that event, the students should elect representatives to attend the Faculty Graduate School Committee.