

Postgraduate Research Quality Monitoring and Enhancement (PGR QME) Subcommittee

Terms of Reference and Constitution

Governance reporting line: Reports to Academic Quality and Standards Committee. It also reports to Doctoral College Board for note.

Document owner: Academic Quality and Standards Committee

1. Origin

Senate delegates responsibility for defining, managing and monitoring programme quality assurance processes to its Academic Quality and Standards Committee (AQSC). The AQSC has tasked its Postgraduate Research Quality Monitoring and Enhancement (PGR QME) Subcommittee with making recommendations for defining, managing and monitoring programme quality assurance processes for postgraduate research (PGR) degrees.

2. Purpose

- The PGR QME Subcommittee is responsible for making recommendations for defining, managing and monitoring programme quality assurance processes for PGR degrees.
- 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 receive and scrutinise reports on PGR programmes in respect of:
 - Development of new programmes;

- Programme approval and review;
- Annual reporting;
- Periodic review, including Faculty responses, and
- Discontinuation of programmes

and to bring forward recommendations to the AQSC and the Doctoral College Board (DCB), as appropriate.

- To consider and to recommend to the AQSC, and the DCB where appropriate, policies and procedures including guidance and templates for assuring the quality and standards of PGR programmes.
- To receive, in parallel with the DCB, annual assurance reports on doctoral research provision across the University and to make recommendations for consideration by AQSC for enhancing its quality and standards.
- To advise on the framework to support the setting up and development of Doctoral Training Partnerships, Centres of Doctoral Training, and other funded doctoral training initiatives.

4. Reporting arrangements

- The PGR QME Subcommittee reports to the AQSC. It also reports to the DCB for note.
- The Faculty Graduate School Committee reports to the PGR QME Subcommittee.

5. Constitution

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

- Chair (nominated by the Chair of AQSC)
- Director of the Doctoral College
- The Faculty Directors of the Graduate Schools
- Additional representatives from named Faculties
- Head of Doctoral College Administration

- Associate Director (Doctoral College)
- Doctoral College Team Leader representative
- Quality, Standards and Accreditation Adviser
- Vice-President (Education & Democracy), Students' Union

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

- Head of Representation, Students' Union
- PGR Co-ordinator, University of Southampton Malaysia

6. Quorum and frequency

6.1 Quorum

The PGR QME Subcommittee will be quorate with one third of membership plus one in attendance.

6.2 Frequency of meetings

The PGR QME Subcommittee will meet at least three times per year.

7. Resources

Secretariat support will be provided by the Quality, Standards and Accreditation Team.

8. Terms of Reference review

Date of last review: October 2022

Date of next review: October 2023

Annex 1 Membership

Role	Name
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Chair (nominated by the Chair of AQSC)	Dr Ashley Pringle
Director of the Doctoral College	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
Additional representatives from named Faculties	
Faculty of Engineering and Physical Sciences	Dr Marina Carravetta
Faculty of Environmental and Life Sciences	Dr Paul Hughes
Faculty of Social Sciences	Dr Pamela Ugwudike
Head of Doctoral College Administration	Mr Stephen Wakeling
Associate Director (Doctoral College)	Ms Roz Stanton
Doctoral College Team Leader representative	Mr Luke Fletcher
Quality, Standards and Accreditation Adviser	Mrs Catherine Willetts
Vice-President (Education and Democracy), Students' Union	Mrs Emily Bastable

In attendance

Role	Name
PGR Co-ordinator, University of Southampton Malaysia	Dr Khong <u>Wui Gan</u>
Head of Representation, Students' Union	Vacancy

Secretary

Role	Name
Quality, Standards and Accreditation Adviser	Mrs Catherine Willetts