

Terms of Reference

Summary

This paper sets out the Membership and Terms of Reference for the Graduate School Committee for 2015/16. The Terms of Reference have been revised to reflect the role of the Graduate School Committee in overseeing relevant projects under the Education and Student Strategy. A copy of the Education and Student Strategy is available at

http://www.city.ac.uk/_data/assets/pdf_file/0009/274941/education-student-strategy-2020.pdf.

Amendments to the existing Terms of Reference have been highlighted in green and a copy of the existing Terms of Reference is appended for information.

Graduate School Committee is asked to:

1. **approve** the revised Terms of Reference
2. **note** that the revised Terms of Reference have been sent to the Education and Student Committee

Graduate School Committee

Terms of Reference

The Graduate School Committee will act in an advisory capacity to the Dean of the City Graduate School to support him in his role in overseeing and managing the University's research degree provision, including those aspects delegated to him by Senate. The Dean of Validation will be consulted on relevant business of the Graduate School that impacts on validated research degree provision. The City Graduate School Committee has specific delegated authority from Senate:

(i) to monitor and advise on all aspects of academic quality, standards for research degrees and research degree provision; and

(ii) to make responses on behalf of the University to sector-wide initiatives, consultations and other national and international developments concerning research student activity and provision

Additionally, the Graduate School Committee will report to Education and Student Committee on matters relating to the Education and Student Strategy. The Committee will provide oversight and direction for the hubs identified by the Education and Student Strategy (ESS), and will facilitate and lead on the development of research degree provision within these areas. This includes the identification of local level activity and projects that might be developed; monitoring progress of any established projects; evaluating impact and helping students get the most from their studies and engagement with City.

Specific areas in which the Graduate School Committee will provide advice and support to the Dean of the City Graduate School include:

1. development, management and monitoring of ESS activities specifically related to research degree provision, including:

(i) Research skills training provision across the University, overseeing the delivery of advanced training provision for research degree students

(ii) Enhancing the research student environment and experience

(iii) Research student progression, completion and completion rates

(iv) Publications and other short- and long-term outputs coming from research student work

(v) Research student employability

(vi) The dissemination of good practices that relate to research students (involving students, staff and processes) across the University, promoting a coherence where appropriate that enhances the effectiveness and visibility of the University as a research-led institution.

The group will do this by:

a) agreeing priorities on an annual basis

- b) reviewing draft project plans against commitments and objectives in the ESS
 - c) ensuring that resource is used effectively
 - d) ensuring that there are no gaps in key areas, or overlap of activity.
2. supporting the enhancement of existing work that contributes to the strategy ('areas of strength').
3. supporting the work of Learning and Teaching Committees and Professional Services on activities and projects aligned with the strategy and revising reports on progress towards each of the ESS hub destinations
4. tracking and reporting progress to the Education & Student Strategy Projects Board (if/when established) and Education and Student Committee.
5. the formulation, review and development of the University's research degree regulations, frameworks, policies and procedures for recommendation to Senate for approval
6. the promotion, monitoring and review of processes pertaining to the following aspects of research degree provision and recommending actions to be taken for reporting to Senate taking account of disciplinary differences that exist between fields
 - ~~(i) The provision of research skills training provision across the University, overseeing the delivery of advanced training provision for research degree students~~
 - ~~(ii) Enhancing the research student environment and experience~~
 - ~~(iii) Research student progression, completion and completion rates~~
 - ~~(iv) Publications and other short- and long-term outputs coming from research student work~~
 - ~~(v) Research student employability~~
 - ~~(vi) The dissemination of good practices that relate to research students (involving students, staff and processes) across the University, promoting a coherence where appropriate that enhances the effectiveness and visibility of the University as a research-led institution.~~
7. the review of processes, policies and practices concerning the admission of research students.
8. Outputs from the following processes, including any actions arising:
 - (i) Research degree external examiner appointments
 - (ii) Research degree awards
 - (iii) Research degree Periodic Review Reports and School responses to those reports
 - (iv) Research degree Annual Programme Evaluations
9. the facilitation of cross-School collaboration and interdisciplinary research activity.
10. recommending procedures and review processes that relate to the giving of scholarships and bursaries and other grants to research students (and their supervisors) that use University money

Composition and Membership

Composition		Membership	
Dean of City Graduate School (Chair)		Professor Ken Grattan	Ex-officio
Associate Deans (Research/Research Students) or equivalent	Arts and Social Sciences	Professor Eugene McLaughlin	Ex-officio
	Cass	Professor Ian Marsh Professor Vangelis Souitaris	Ex-officio
	Health Sciences	Professor Christine McCourt	Ex-officio
	Mathematics, Computer Science and Engineering	Dr Youyou Yan Ms Stephanie Wilson	Ex-officio
	Law	Dr Mauro Barelli Professor Jason Chuah	Ex-officio
	LEaD	Professor Susannah Quinsee Dr Pam Parker	Ex-officio
Pro Vice-Chancellor (Research and Enterprise)		Professor John Fothergill	Ex-officio
Senate representative		Professor Charles Baden-Fuller	Ex-officio
Chair of Senior Tutor for Research Forum		Vacant	Ex-officio
CULSU Vice President Education		Issy Cooke	Ex-officio
Senate research student representative		Vacant	Ex-officio
<i>In attendance</i>			
Head of Graduate School Office (Secretary)		Dr Naomi Hammond	
Director of Research Office		Vacant	
Director of Enterprise Office		Dr Sue O'Hare	
Head of International Office		Adrian Dutch	
Library Information Services representative		Claire Packham	
Information Services representative		Vacant	

Operational Details

- Reporting line – Dean of City Graduate School
- Quorum - 50% of the total actual membership
- Frequency of meetings – at least three times per year

Appendix 1: existing Terms of Reference

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(i) to monitor and advise on all aspects of academic quality, standards for research degrees and research degree provision; and

(ii) to make responses on behalf of the University to sector-wide initiatives, consultations and other national and international developments concerning research student activity and provision

Specific areas in which the Graduate School Committee will provide advice and support to the Dean of the City Graduate School include:

1. strategic matters related to research degree provision.

2. the formulation, review and development of the University's research degree regulations, frameworks, policies and procedures for recommendation to Senate for approval.

3. the promotion, monitoring and review of processes pertaining to the following aspects of research degree provision and recommending actions to be taken for reporting to Senate taking account of disciplinary differences that exist between fields.

(i) The provision of research skills training provision across the University, overseeing the delivery of advanced training provision for research degree students

(ii) Enhancing the research student environment and experience

(iii) Research student progression, completion and completion rates

(iv) Publications and other short- and long-term outputs coming from research student work

(v) Research student employability

(vi) The dissemination of good practices that relate to research students (involving students, staff and processes) across the University, promoting a coherence where appropriate that enhances the effectiveness and visibility of the University as a research-led institution.

4. the review of processes, policies and practices concerning the admission of research students.

5. Outputs from the following processes, including any actions arising:

(i) Research degree external examiner appointments

(ii) Research degree awards

(iii) Research degree Periodic Review Reports and School responses to those reports

(iv) Research degree Annual Programme Evaluations

- 6.** the facilitation of cross-School collaboration and interdisciplinary research activity.
- 7.** recommending procedures and review processes that relate to the giving of scholarships and bursaries and other grants to research students (and their supervisors) that use University money