

Terms of Reference

DPAG Graduate Studies Committee

1. Purpose

The purpose of the DPAG Graduate Studies Committee is to have oversight of policy, provision and standards of graduate studies in the department ensuring that the procedures for graduate students are followed appropriately and monitored regularly. The committee will respond to events and matters that have relevance to graduate studies in the Department.

2. Membership

The Board shall comprise 12 members, including the Director of Graduate Studies (DGS), the Graduate Studies Administrator (GSA), Head of Administration and Finance (HoAF), two academic associate professors (tenured staff), two early career fellows, a postdoctoral senior doctoral training advisor representative, graduate student representatives (usually three). The departmental research themes and centres will be broadly represented.

The term of office for Committee members is three years which can be renewed.

3. Quorum

The quorum for meetings of the Committee shall be five. In the event of a shortfall in this number, the Board may meet but it is unable to make or ratify decisions, although it may make recommendations to a future meeting of the Committee.

4. Meetings

The Committee will meet as necessary, but no less than three times per year. The Committee will be chaired by the DGS, who will be responsible for ensuring that an agenda is produced and circulated in advance of the meeting, and that minutes are taken. Meeting dates will be circulated to Board members at least 3 weeks in advance and will be published on the DPAG intranet.

5. Remit

- To oversee effective governance of graduate studies driven by consistency of approach, good communication and effective monitoring.
- To review the progression of graduate students in the Department, to ensure that training and supervisory provision for graduates is at a quality commensurate with that of similar departments.
- To ensure appropriate provision is made for graduate admissions and an analysis of the department's graduate admissions round is undertaken and reviewed by the committee for reporting to the division each Michaelmas term.
- To ensure that the principles of the Athena SWAN charter are considered for all decisions for example in relation to graduate student admissions, effective support structures are in place for graduate students of specific needs.
- To review graduate student data collected for Athena SWAN monitoring purposes.
- To review and implement new university and division graduate student policies.
- At the Michaelmas term meeting review the recently completed induction cycle.
- At the Trinity term meeting review graduate student feedback from Departmental satisfaction surveys, graduate consultative working group and Student Barometer and to discuss departmental responses to concerns raised by graduate students.

6. Documentation and communication

With the exception of any confidential items, to publish the agreed or amended minutes of the Graduate Studies Committee on the DPAG intranet.

7. Review

Review of Terms of reference and membership will be undertaken every 2 years.

Date last reviewed: April 2019