

**FACULTY OF SOCIAL SCIENCES**  
**Graduate School Executive**

**TERMS OF REFERENCE**

1. To advise the Faculty Associate Dean (Postgraduate Research) on matters relating to the Faculty of Social Sciences Graduate School.
2. To ensure compliance with the University's Regulatory Frameworks and the Code of Practice for Research Degrees, and to consider and approve such matters as are delegated in accordance with them.
3. To support the Faculty Associate Dean (Postgraduate Research) in devising, developing and implementing, in collaboration with the Executive Dean of the Faculty, Heads of School and the Faculty Executive, strategies, policies and procedures for postgraduate research (PGR) congruent with those of the University. These will, but not exclusively, encompass PGR student numbers, sources of financial support and the enhancement of the research and training environments.
4. To receive regular reports from School Directors of Postgraduate Research and others connected with PGR provision within the Faculty.
5. To maintain an overview of recruitment to PGR programmes and to monitor and review admissions against School, Faculty and University targets and key performance indicators.
6. To work towards an increase in the number and quality of PGR students.
7. To consider proposals for new programmes or routes for PGR provision and any substantial changes to existing programmes or routes and bring forward proposals to the Postgraduate Research Executive.
8. To monitor and approve the annual review of progress of all PGR students in the Faculty and to report on these to the Postgraduate Research Executive in accordance with the Code of Practice for Research Degrees, observing confidentiality and ensuring that appropriate actions are taken.
9. To consider and advise on academic issues relating to PGR students, in accordance with the University's Regulatory Framework and Code of Practice for Research Degrees, making appropriate referrals.
10. To monitor the PGR student experience, including PRES and other surveys and to bring forward proposals and recommendations to appropriate bodies.
11. To monitor facilities available to students and to bring forward proposals and recommendations as appropriate.

12. To monitor, review and evaluate doctoral training activities including the personal and professional development (PPD) programme; this should include consideration of feedback from students.
13. To promote equality of opportunity for PGR students.
14. To consider matters and respond to consultations relating to PGR Programmes referred to it by the PGR Executive and other appropriate Executives.
15. To consider matters relating to PGR Programmes referred to it by PGR students or their representative bodies, including the Faculty Research Student Forum.

### **Frequency of meetings**

The Group will meet at least five times per session at times which fit with the scheduled meetings of the Postgraduate Research Executive.

### **Status**

The Graduate School Executives are subgroups of the Postgraduate Research Executive, which reports to Senate through the Learning and Teaching Committee.

The group will provide regular oral and/or written reports to the Postgraduate Research Executive via the Faculty Associate Dean (Postgraduate Research)

### **Membership**

#### ***Ex-Officio***

- Faculty Associate Dean (Postgraduate Research) – Chair
- School and Institute Directors of Postgraduate Research
- Training Coordinator
- Research Degrees Manager
- Postgraduate Research Officer – Secretary
- At least two student representatives\*

#### ***In attendance as required***

- Doctoral training partnership / centre directors
- Professional staff involved in recruitment and doctoral training delivery

\* Student members should include where possible at least two members of the Faculty Research Student Forum, ideally the Chair and Secretary. Student members shall not be party to any consideration of individual PGR candidates or any consideration in which an individual PGR candidate might be identifiable.