SCHOOL OF TECHNOLOGY

GRADUATE SCHOOL COMMITTEE

TERMS OF REFERENCE

1 MEMBERSHIP

The membership will be appointed by the Council of the School of Technology on the recommendation of the Heads of Department concerned.

- Head of School (or a deputy appointed by the Head of School)
- Up to two academic (or equivalent) representatives for graduate education from each of the Departments/Institutions
- Two postgraduate students appointed by the Council of the School for a period of up to two years

The Assistant Secretary of the School is the Secretary

One administrative representative from each Department will be nominated by the academic members for each Department and will attend the meeting as observers

2 ROLE AND RESPONSIBILITIES

Implementation of University policies on Graduate Education

- Consider and comment on documents describing University policies on Graduate Education such as periodic University Reviews of Graduate Education and subsequent implementation action plans and develop a School response for School representatives on the University Graduate Education Steering Committee and equivalent bodies.

- Consider and propose to the Council of the School, potential short-term changes (for approval within 2 years) in the provision, management and administration of Graduate Education within the School. Including:
  - The future shape of graduate courses within the University
  - Fee structures
  - Student admissions and student numbers
  - Student support and supervision
  - The future role of the Board of Graduate Studies,
  - External policy development including the Bologna Agreement
  - The role of Colleges

Oversee Implementation of the Researcher Development Funding

- Oversee the work of the School Researcher Development Working Group, which will report to the Graduate School Committee.

Graduate Education Provision
• To develop a longer-term strategy for Graduate Education within the School of Technology taking into account resource, organisational, educational and administrative issues.

• To advise the Council of the School of Technology on Graduate Education Matters.

• To respond to future consultations concerning Graduate Education from the University.

3 ACCOUNTABILITIES

• Accountable to Council of the School of Technology

• Receives minutes from the Researcher Development Working Group. The Chairman of the Graduate School Committee will be the Chair of the School Researcher Development Working Group.

4 FREQUENCY OF MEETINGS

At least once per Term.

12 May 2014