SCHOOL OF TECHNOLOGY

POSTGRADUATE EDUCATION 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 postgraduate 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 Postgraduate Education

- Consider and comment on documents describing University policies on Postgraduate Education such as periodic University Reviews of Postgraduate Education and subsequent implementation action plans and develop a School response for School representatives on the University Postgraduate 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 Postgraduate Education within the School. Including:
    o   The future shape of postgraduate courses within the University
    o   Fee structures
    o   Student admissions and student numbers
    o   Student support and supervision
    o   The role of the Board of Graduate Studies,
    o   External policy development including the Bologna Agreement
    o   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 Postgraduate Education Committee.

Postgraduate Education Provision

- To develop a longer-term strategy for Postgraduate 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 Postgraduate Education Matters.
- To respond to future consultations concerning Postgraduate Education from the University.

3   <u>ACCOUNTABILITIES</u>

- Accountable to Council of the School of Technology
- Receives minutes from the Researcher Development Working Group. The Chair of the Postgraduate Education Committee will be the Chair of the School Researcher Development Working Group.

4   <u>FREQUENCY OF MEETINGS</u>

At least once per Term.

Updated 4 November 2020 to make the change of name from Graduate School Committee to Postgraduate Education Committee