**Graduate School Sub-Committee:
Terms of Reference**

Purpose
The Graduate School Sub-Committee (GSSC) is accountable to the Research and Knowledge Exchange Committee and exists to support a high quality, sustainable postgraduate research student experience and have oversight of Graduate School processes and policies.

GSSC receives reports from and has the authority to steer Faculty Boards and, through them, Faculty Research Degree Committees, in relation to postgraduate research matters.

GSSC also reports to and takes direction from the Learning, Teaching and Student Experience Committee on matters regarding the general student experience at UWE.

Membership
Director of Graduate School (Chair)
Faculty Directors of Research Degrees (4; 1 per Faculty)
Representatives from Faculty Professoriate, on the nomination of the Dean (4; 1 per Faculty)
Representative from the Academic Practice Directorate (1)
Chair of the Research Degrees Award Board
Director of Research, Business and Innovation
Graduate School Manager (or nominee)
Director of Student and Academic Services (or nominee)
Director of Library, Careers and Inclusivity (or nominee)
Director of Future Students (or nominee)
Postgraduate Research Student representation (2)
Students' Union elected officer, on the nomination of the Students' Union President (1)

In Attendance
Committee Officer
PGR Assessment Officer
A representative of Hartpury University

Members "in attendance" do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can also include up to two co-opted members with voting rights. Co-opted members are appointed by the Committee in consultation with the Chair.

Responsibility
The Graduate School Sub-Committee is responsible for:

- Developing and monitoring policies for the enhancement of quality and standards in postgraduate research;
- The development and oversight of the implementation of the University's academic strategy for postgraduate research provision, promoting postgraduate research

provision both internally and externally as a key component of the University's activities;

- Overseeing the development of a portfolio of cross-faculty taught provision to underpin doctoral research training;
- Overseeing the operation of the Graduate School in order to provide efficient and effective support for postgraduate research students and to enhance the quality of the student experience;
- Overseeing and supporting the Research Degrees Award Board's responsibility for implementing PGR regulations, procedures and assessment policy and practice consistently across the university to enhance the academic rigour of postgraduate research programmes;
- Overseeing the development and implementation of the Code of Practice for Postgraduate Research Degree Programmes;
- Specifying the requirements for, and receiving, annual reports from Faculty Research Degree Committees, including the identification and monitoring of key performance indicators;
- Identifying and promoting sources of funding for the support of postgraduate research and to monitor the sustainability of PGR activity more broadly;
- Liaising with faculties and other professional services to ensure that the resources, facilities and systems of the University are appropriate and sufficient for the full range of postgraduate research students;
- Monitoring the policies and practices of key external agencies ensuring that the University is alert to, and responds to, national and international developments in doctoral education;
- Identifying and focusing support on strategic areas of postgraduate research in line with the University's Research and Knowledge Exchange Strategy;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities;
- Evaluating annually its performance and that of any groups it creates to ensure academic governance arrangements enhance institutional performance and add value.

Accountability

The Graduate School Sub-Committee is accountable to the University's Research and Knowledge Exchange Committee and reports to it on:

- The enhancement of quality and standards in postgraduate research;
- The implementation of the University's Academic Strategy for postgraduate research provision;
- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support delivery of its terms of reference;
- Any matters or priority areas referred to it for action by the Chair of RKEC.

GSSC also reports to and takes direction from the Learning, Teaching and Student Experience Committee on matters regarding the general student experience at UWE.

GSSC provides an annual assurance report to RKEC, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness and that of its Sub-Committees. The requirements for the report will be specified by RKEC.

Administration

The Graduate School Sub-Committee will meet a minimum of three times a year. The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

Representative members who are nominated to represent a particular constituency will be rotated annually.

Co-opted members will serve a maximum three-year term.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for the Graduate School Sub-Committee will be reviewed annually to ensure they are still relevant, decision-making structures are effective and the GSSC can effectively discharge its duties. As part of the review consideration should be given to how the Sub-Committee can improve and better integrate practices which support equality, diversity and inclusivity.