**Annex I: Divisional Directors of Graduate Studies and PG Student Experience**

# Divisional Directors of Graduate Studies and PG Student Experience

* 1. Divisional Directors of Graduate Studies and PG Student Experience are responsible for maintaining oversight of research courses of study at Divisional level. The Director of each Division should appoint a Director of Graduate Studies and PG Student Experience from among the academic staff of the Division.
  2. The period of appointment of the Divisional Director of Graduate Studies and PG Student Experience (DGSSE) will normally be three years. The person appointed will be eligible for reappointment at the end of each period of appointment.
  3. The role of the DGSSE will be:
     1. To advise members of the Division, and in particular supervisors who are new to the University, on the requirements of the University Code of Practice for Quality Assurance of Research Courses of Study.
     2. To advise members of the Division on the preparation of proposals for new courses of study and in particular on academic aspects of such proposals.
     3. To provide advice to the Divisional Graduate Studies and PG Student Experience Committee on whether proposals for new courses of study are adequate.
     4. To serve as a Chair of the Divisional Graduate Studies and PG Student Experience Committee.
     5. To serve as a member of the Course Approval Sub-committee (CASC) and of the Graduate and Researcher College Board (GRCB).
     6. To ensure that delivery of research courses is in accordance with the course proposal as approved by the Graduate and Researcher College Board.
     7. To ensure that students, supervisors and others as relevant receive detailed information about all aspects of the course(s) (see [Annex D: Information to Students](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexd)).
     8. To report on these matters to the Divisional Graduate Studies and PG Student Experience Committee.
     9. To prepare an Annual Report on the course(s) for consideration by the Divisional Graduate Studies and PG Student Experience Committee and the Graduate and Researcher College Board (see [Annex E: Annual Monitoring](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexe)).
     10. To coordinate subject-specific postgraduate research training in the Division.
     11. To be responsible for ensuring that there is appropriate liaison with the Recruitment and Admissions Office and the International Recruitment Office in the recruitment and admission of postgraduate research students.
  4. To oversee and ensure that the supervision and progression monitoring of research students is taking place across the Division in accordance with [Annex H: Supervision](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexh) and [Annex J: Progression and Examination](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexj) of this Code of Practice.
     1. To ensure, in conjunction with the subject-level nominees, that no supervisor is overloaded with supervisory responsibilities.
     2. To nominate a panel of academic staff to participate in Student Progress Reviews on behalf of the Divisional Graduate Studies Committee.
     3. To ensure that all students are examined in accordance with the appropriate University Regulations.

# Divisional Graduate Studies and Student Experience Committees

* 1. Each Division will have a designated committee with responsibility for postgraduate research courses and PG student experience. The responsibilities of this committee in relation to research courses are outlined at section 2.4 below. The membership of the Divisional Graduate Studies and PG Student Experience Committee (DGSSEC) will be determined by the Director of Division, but should include the Director of Division or their nominee, the Divisional Director of Graduate Studies and PG Student Experience, the Directors of Studies/subject-level nominees for all courses or groups of courses for which the Division holds responsibility and at least three research student representative members. As far as is practicable, the student representation on the Committee should reflect the range of subject areas offered by the Division at postgraduate level.
  2. The Chair of the DGSSEC, normally the Divisional Director of Graduate Studies and PG student Experience, will be appointed by the Director of Division.
  3. The DGSSEC should meet at least once in each term. Agendas and papers should be circulated to members in advance of meetings and minutes should be made available to all staff and students of the School.
  4. The DGSSEC is responsible for ensuring that the Division undertakes its responsibilities as set out in this Code of Practice i.e.:
     1. ensuring courses submitted for approval conform with the requirements of this Code (see [Annex B: Approval and Withdrawal of Research Courses](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annex-b));
     2. delivering courses as approved;
     3. providing an environment which will encourage students to flourish and achieve their potential;
     4. ensuring, in co-operation with the Graduate and Researcher College, that all students are provided in good time with all appropriate information relating to their course (see [Annex D: Information to Students](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexd));
     5. annual monitoring of courses and determining action to be taken as a consequence (see [Annex E: Annual Monitoring](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexe));
     6. providing academic advice and support for their students (see [Annex G: Personal Academic Support System](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexg));
     7. obtaining and considering the views of students on the education which the School provides (see [Annex L: Student Evaluation](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexl));
     8. responding to the reports of internal review panels
     9. hearing serious quality concerns and appropriately escalating them to the relevant departments/individuals within the University;
     10. acting upon the decisions of the Graduate and Researcher College Board;
     11. reviewing the progress of students on the course(s) and determining action to be taken as a consequence (see [Annex J: Progression and Examination](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexj));
     12. approving the recommendations of upgrading and examination panels and mediating in the cases where panels are unable to reach a consensus (see [Annex J: Progression and Examination](https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-research-courses#annexj));
     13. considering and responding to the views of students.