Annex I: School Directors of Graduate Studies

1. School Directors of Graduate Studies

1.1. Directors of Graduate Studies are responsible for maintaining oversight of research programmes of study at school level. The post holder will also be responsible for maintaining oversight of postgraduate taught programmes of study at a school level except in cases where there is more than one Director of Graduate Studies appointed within a School (e.g., one with responsibility for taught programmes and the other with responsibility for research programmes). The responsibilities of the Director of Graduate Studies in relation to taught postgraduate provision are outlined in Annex T: School Directors of Graduate Studies and Graduate Studies Committees of the Code of Practice for Quality Assurance for Taught Programmes of Study. This Annex defines the responsibilities of Directors of Graduate Studies and Graduate Studies Committees in relation to research programmes of study.

1.2. The Head of each School should appoint a Director of Graduate Studies from among the academic staff of the School.

1.3. The period of appointment of the Director of Graduate Studies will normally be three years. The person appointed will be eligible for reappointment at the end of each period of appointment.

1.4. The role of the School Director of Graduate Studies will be:

1.4.1. To advise members of the School, and in particular supervisors who are new to the University, on the requirements of the University Code of Practice for Quality Assurance.

1.4.2. To advise members of the School on the preparation of proposals for new programmes of study and in particular on academic aspects of such proposals.

1.4.3. To provide advice to the School Graduate Studies Committee on whether proposals for new programmes of study are adequate.

1.4.4. To serve as a member of the School Graduate Studies Committee.

1.4.5. To ensure that delivery of research programme(s) is in accordance with the programme proposal as approved by the Graduate School Board.

1.4.6. To ensure that students, supervisors and others as relevant receive detailed information about all aspects of the programme(s) (see Annex D: Information to Students).

1.4.7. To report on these matters to the School Graduate Studies Committee.

1.4.8. To prepare an Annual Report on the programme(s) for consideration by the School Graduate Studies Committee (see Annex E: Annual Monitoring).

1.4.9. To coordinate postgraduate research training in the School.

1.4.10. To liaise with the Recruitment and Admissions Office and the International Recruitment Office in the recruitment and admission of postgraduate research students.

1.4.11. To ensure that all students have access to appropriate levels of supervision and support (see Annex H: Supervision).

1.4.12. To ensure, in conjunction with the Head of School, that no supervisor is overloaded with supervisory responsibilities.

1.4.13. To participate in Student Progress Reviews on behalf of the School Graduate Studies Committee.
1.4.14. To ensure that all students are examined in accordance with the appropriate University Regulations.

2. **School Graduate Studies Committees**

2.1. Each School will have a designated committee with responsibility for postgraduate programmes of study at a school level. The responsibilities of this committee in relation to research programmes of study are outlined here. The responsibilities of this committee in relation to taught programmes of study are outlined in Annex H: *School Directors of Education, Education Committees, Directors of Studies and Boards of Studies* of the Code of Practice for Quality Assurance for Taught Programmes of Study.

2.2. The membership of the School Graduate Studies Committee will be determined by the Head of School but should include the Head of School, the School Director of Graduate Studies, the Directors of Studies for all programmes or groups of programmes for which the School holds responsibility and at least three student members. Where taught and research postgraduate programmes are offered, the Committee should include both taught and research student representatives. As far as is practicable, the student representation on the Committee should reflect the range of subject areas offered by the School at postgraduate level.

2.3. The Chair of the School Graduate Studies Committee, normally the School Director of Graduate Studies, will be appointed by the Head of School.

2.4. The School Graduate Studies Committee 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.

2.5. The School Graduate Studies Committee is responsible for ensuring that the School undertakes its responsibilities as set out in this Code of Practice i.e.:

2.5.1. ensuring programmes submitted for approval conform with the requirements of this Code (see Annex B: *Approval and Withdrawal of Research Programmes*);

2.5.2. delivering programmes as approved;

2.5.3. providing an environment which will encourage students to flourish and achieve their potential;

2.5.4. ensuring, in co-operation with faculties, that all students are provided in good time with all appropriate information relating to their programme and its modules (see Annex D: *Information to Students*);

2.5.5. annual monitoring of programmes and determining action to be taken as a consequence (see Annex E: *Annual Monitoring*);

2.5.6. providing academic advice and support for their students (see Annex G: *Personal Academic Support System*);

2.5.7. obtaining and considering the views of students on the education which the School provides (see Annex M: *Student Evaluation*);

2.5.8. reflecting critically on the education which they provide, in particular as part of internal periodic review (see Annex F: *Periodic Review*), in order to support quality enhancement and the dissemination of good practice;

2.5.9. responding to the reports of internal periodic review panels (see Annex F: *Periodic Review*);

2.5.10. hearing serious quality concerns and appropriately escalating them to the relevant departments/individuals within the University;
2.5.11. acting upon the decisions of Faculty Boards and the Graduate School Board;
2.5.12. reviewing the progress of students on the programme(s) and determining action to be taken as a consequence (see Annex K: Progression and Examination);
2.5.13. approving the recommendations of upgrading and examination panels and mediating in the cases where panels are unable to reach a consensus (see Annex K: Progression and Examination);
2.5.14. considering and responding to the views of students.