Annex J: Associate Deans (Graduate Studies)

1. **Associate Deans (Graduate Studies)**

   1.1. Associate Deans (Graduate Studies) are responsible for maintaining oversight of research programmes of study at a school level. The post holder will also be responsible for maintaining oversight of postgraduate taught programmes of study at a Faculty level. The responsibilities of Associate Deans (Graduate Studies) in relation to taught postgraduate provision are outlined in Annex U of the Code of Practice for Quality Assurance for Taught Programmes of Study. This annex will only define the responsibilities of Associate Deans (Graduate Studies) in relation to research programmes of study.

   1.2. Each Faculty will have an Associate Dean (Graduate Studies), appointed by the Faculty Board from among the academic staff of the Faculty.

   1.3. The period of appointment of Associate Deans (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 Associate Dean (Graduate Studies) will be:

      1.4.1. To advise the Faculty and its Schools on the implementation of the University Code of Practice for Quality Assurance;

      1.4.2. To advise members of the Faculty 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 Faculty Graduate Studies Committee on whether proposals for new programmes of study are adequate;

      1.4.4. To serve as a member of the Programme Approval Sub-Committee and of the Graduate School Board;

      1.4.5. To serve as a member of the Directors of Graduate Studies Network Group in order to identify and disseminate good practice;

      1.4.6. To oversee and ensure that the supervision and progression monitoring of research students is taking place across the Faculty in accordance with Annex H: *Supervision* and Annex K: *Progression and Examination* of this Code of Practice.

2. **Faculty Graduate Studies Committees**

   2.1. Each Faculty will have a Graduate Studies Committee with responsibility for programmes of study at a faculty 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 I of the Code of Practice for Quality Assurance for Taught Programmes of Study.

   2.2. The membership of the Faculty Graduate Studies Committee will be determined by the Faculty Board, but should include the Associate Dean (Graduate Studies), the School Directors of Graduate Studies and at least three student members.

   2.3. The Chair of the Faculty Graduate Studies Committee will be appointed by the Faculty Board. The Chair may, but need not, be the Associate Dean (Graduate Studies).

   2.4. The Terms of Reference of the Faculty Graduate Studies Committee will be determined by the Faculty Board, but should include advising the Faculty Board on the exercise of its responsibilities as set out in this Code of Practice i.e.:
2.4.1. recommending approval of proposed programmes, having ensured that no such approval is recommended unless the proposed programme conforms to the requirements of this Code (see Annex B: Approval and Withdrawal of Research Programmes);

2.4.2. recommending withdrawal of programmes;

2.4.3. annual monitoring of programmes and determining action to be taken as a consequence and reporting on these matters to Faculty Boards (see Annex E: Annual Monitoring);

2.4.4. ensuring, in co-operation with Schools, 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);

2.4.5. ensuring that there are in place adequate induction and skills training programmes for new and existing students;

2.4.6. organising and conducting periodic reviews on behalf of the University (see Annex F: Periodic Review);

2.4.7. acting upon the decisions of the Graduate School Board;

2.4.8. ensuring that supervision and progression monitoring is taking place in accordance with Annex H: Supervision and Annex K: Progression and Examination of this Code of Practice.