Annex T: School Directors of Graduate Studies and Graduate Studies Committees

1 School Directors of Graduate Studies

1.1 Directors of Graduate Studies are responsible for maintaining oversight of taught postgraduate programmes of study at school level. The post holder will also be responsible for maintaining oversight of research 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 research provision are outlined in Annex I of the Code of Practice for Quality Assurance for Research Programmes of Study. This annex will only define the responsibilities of Directors of Graduate Studies in relation to taught postgraduate 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 relevant to taught postgraduate programmes of study\(^1\) and will consist of the following responsibilities:

- To advise members of the School, and in particular teachers who are new to the University, on the requirements of the University Code of Practice for Quality Assurance;
- To advise members of the School on the preparation of proposals for new modules and new programmes of study and in particular on academic and curricular aspects of such proposals;
- To advise members of the School in order to ensure that the School’s programmes of study reflect the requirements of any Professional Statutory and Regulatory Body (PSRB), as applicable;
- To advise members of the School in order to ensure that the School’s programmes of study are mapped to the applicable QAA Benchmark Statement, where such a statement exists; and to ensure that when applicable new or revised Benchmark Statements are published by the QAA, the existing programmes of study are reviewed and revised as appropriate so that they map to the new/revised Benchmark Statement;
- To provide advice to the School Graduate Studies Committee on whether proposals for new programmes of study are adequate;
- To play a key role in the academic planning of the School;
- To serve as a member of the Faculty Graduate Studies Committee;
- To serve as a member of the Directors of Graduate Studies Network in order to identify and disseminate good practice;

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\(^1\) For the purposes of this Code, integrated masters programmes are regarded as undergraduate programmes, and Graduate Certificate and Graduate Diploma programmes are regarded as postgraduate programmes.
To liaise with Directors of Studies in the School in relation to quality management of taught postgraduate programmes.

2 School Graduate Studies Committees

2.1 Each School will have a Graduate Studies Committee.

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, with respect to taught postgraduate programmes and their component modules, the School undertakes its responsibilities as set out in this Code of Practice i.e.:

- ensuring that modules and programmes submitted for approval conform with the requirements of this Code (see Annex B: Approval and Withdrawal of Modules and Annex C: Approval and Withdrawal of Taught Programmes);
- delivering modules and programmes as approved;
- providing an environment which will encourage students to flourish and achieve their potential;
- 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);
- annual monitoring of modules, programmes and student progress, determining action to be taken as a consequence and reporting on these matters to Faculty Boards (see Annex E: Annual Monitoring);
- responding to annual reports of external examiners (see Annex E: Annual Monitoring) and Annex K: External Examiners);
- providing academic advice and support for their students (see Annex G: Personal Academic Support System);
- obtaining and considering the views of students on the education which the School provides (see Annex M: Student Evaluation);
- reflecting critically on the education which they provide, in particular as part of internal periodic review (see Annex F: Periodic Review) and of external review by the Quality Assurance Agency for Higher Education (QAA), in order to support quality enhancement and the dissemination of good practice;
- responding to the reports of internal periodic review panels (see Annex F: Periodic Review);
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- acting upon the decisions of Faculty Boards, the Graduate School Board and the Education Board.