Annex U: Associate Deans (Graduate Studies) and Graduate Studies Committees

1 Associate Deans (Graduate Studies)

1.1 Associate Deans (Graduate Studies) are responsible for maintaining oversight of taught postgraduate programmes of study at Faculty level. The post holder will also be responsible for maintaining oversight of research programmes of study at a Faculty level. The responsibilities of the Associate Deans (Graduate Studies) in relation to research provision are outlined in Annex J of the Code of Practice for Quality Assurance for Research Programmes of Study, see [http://www.kent.ac.uk/teaching/qa/codes/research/annexj.html](http://www.kent.ac.uk/teaching/qa/codes/research/annexj.html). This annex will only define the responsibilities of Associate Deans (Graduate Studies) in relation to taught postgraduate 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:

- To advise the Faculty and its Schools on the implementation of the University Code of Practice for Quality Assurance as applicable to taught postgraduate programmes of study.

- To advise Schools in the Faculty on the preparation of proposals for new taught postgraduate programmes of study and their constituent modules, in particular on the academic and curricular aspects of such proposals.

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

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

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

2 Faculty Graduate Studies Committees

2.1 Each Faculty will have a Graduate Studies Committee.

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.:

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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.
• approving modules proposed as part of taught postgraduate programmes, having
e确保了没有课程被批准，除非它符合本代码的要求（见附件 B: 审批和撤销课程）；
• 推荐批准拟议的 taught postgraduate programmes，确保没有推荐批准课程，除非其课程符合本代码的要求（见附件 C: 审批和撤销 taught programmes）；
• 批准课程撤销和推荐撤销 taught postgraduate programmes；
• 确保学校对 taught postgraduate programmes 的年度审查符合本代码的要求，并审查其结果（见附件 E: 年度审查）；
• 确保与学校合作，所有 taught postgraduate students 都能及时获得与他们的课程及其模块相关的所有适当信息（见附件 D: 学生信息）；
• 组织并进行代表大学的定期审查（见附件 F: 定期审查）；
• 考虑并批准 APECL 申请，记录其决定并报告给 APECL 管理委员会（见附件 R: 认证的 Prior Experiential and Certificated Learning）。

2.5 Faculty Boards may authorise their Faculty Graduate Studies Committees to act on behalf of the Faculty Board in respect of some or all of the matters listed in 2.4 above.