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. 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 Graduate School Board.

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

- To chair School/Faculty Programme Development Teams and approve on behalf of the Faculty any new or amended postgraduate taught modules put forward as part of a proposed new or revised programme of study and to recommend the submission of postgraduate taught programme proposals to the Faculty/University stage of the approval process, as per the procedure set out in Annex C: Approval and Withdrawal of Taught Programmes.

- To chair Faculty Panels convened for the purpose of considering proposals from the Validated Institutions for new or substantially amended taught postgraduate programmes of study.

- To approve the withdrawal of postgraduate taught modules and recommend the withdrawal of postgraduate taught programmes.

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1 See [http://www.kent.ac.uk/teaching/qa/codes/research/annexj.htm](http://www.kent.ac.uk/teaching/qa/codes/research/annexj.htm)
2 For the purposes of this Code, integrated Master’s programmes are regarded as undergraduate programmes, and Graduate Certificate and Graduate Diploma programmes are regarded as postgraduate programmes.
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.:

- To approve new or revised postgraduate taught modules that have come forward, but which are not part of a proposed new or revised programme of study (see Annex B: Approval and Withdrawal of Modules);
- To ensure that Schools’ annual monitoring of taught postgraduate programmes conforms to the requirements of this Code and to review the outcome of such monitoring (see Annex E: Annual Monitoring);
- To ensure, in co-operation with Schools, that all taught postgraduate students are provided in good time with all appropriate information relating to their programme and its modules (see Annex D: Information to Students);
- To organise and conduct periodic reviews on behalf of the University (see Annex F: Periodic Review);
- To consider and approve applications for APECL, record its decisions and report them to the APECL Board (see Annex R: Accreditation of Prior Experiential and Certificated Learning).
- To convene Faculty Panels to consider proposals for new or amended postgraduate programmes of study proposed by the Partner Colleges, as per the requirements of Annex O: QA Procedures for Programmes of Study at Partner Colleges Leading to University Awards.

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.