

RESEARCH COMMITTEE

GRADUATE SCHOOL MANAGEMENT COMMITTEE

TERMS OF REFERENCE

The Graduate School Management Committee is a standing sub-committee of the University Research Committee.

1. Membership

The Graduate School Management Committee shall consist of the following members:

a. *Ex officio (Voting)*

Chair – Dean of Aston University Graduate School

1 senior academic with responsibility for doctoral programmes from each School - nominated by the Associate Dean Research

1 representative of professional doctorate programmes

1 research student representative from each School – elected by the School's research students

Professional Development Advisor (Research) - responsible for delivery of University level research training

Careers Advisor - responsible for providing support for career development of research students

Chair of Research Administration Forum (RAF)

Director of Research Strategy and Impact

One member with responsibility for support of research students from each of:

Centre for English Language and Communication at Aston (CELCA),
Centre for Learning Innovation and Professional Practice (CLIPP),
Library Services

President of Aston Postgraduate Research Society (APRS)

b. *Co-opted (Non-Voting)*

Additional non-voting members shall be co-opted by the Committee for such periods as the Committee may determine but not normally exceeding two years, subject to reappointment by the Committee.

2. Functions

The functions of the Graduate School Management Committee shall be to fulfil the following responsibilities delegated by the Research Committee:

- a. To consider and make recommendations on all matters concerning the regulation, assurance and enhancement of the quality and standards of research degree programmes including the supervision and examination of research students
- b. To monitor the extent and effectiveness of provision of research training, supervision and other support for research students.

In addition, the Graduate School Management Committee shall:

- c. On behalf of Senate, consider and make recommendations concerning the University's admissions policy and procedures for research degree programmes;
- d. Oversee monitoring and review annually, and periodic review of research degree programmes;
- e. On behalf of Senate, contribute to and monitor documentation in respect of research degree programmes prepared for external assessment or accreditation exercises;
- f. Make recommendations to Research Committee in respect of resource implications and appropriate processes being in place for new areas for research proposed by Schools;
- g. Make recommendations to the appropriate University body concerning approval and risk assessment of collaborative provision, including: joint supervision of research degrees or provision for doctoral research to be conducted at another organisation, e.g. cotutelles; proposals for doctoral training centres involving more than one organisation; joint, dual/double or multiple awards granted by one or more other awarding body;
- h. Ensure the development and provision of a balanced and relevant training programme in transferable skills in accordance with the Vitae Researcher Development Framework;
- i. Monitor the use of funding available for the provision of postgraduate training;
- j. Develop links where possible with other agencies to facilitate the enhancement of training;
- k. Monitor data on current research student activities in the University (numbers, trends, completion rates etc) as well as student feedback (e.g. PRES);
- l. Encourage and aim to provide support for the activities of a University Research Student Society.

3. Meetings

The Committee shall meet at least once per term and on such other occasions as the Chair shall decide. Normally seven days' notice shall be given in writing of all meetings.

4. Quorum

The quorum shall be the Chair or nominee plus three members of the Committee, at least two of whom should be members of staff. For reserved business, the quorum shall be the Chair plus at least two members of staff.

5. Secretary

The Director of Student and Academic Services or nominee shall be Secretary to the Committee

6. Decisions

All decisions of the Committee shall be taken by a simple majority of votes of those present and voting. In the event of there being an equality of votes for and against a motion the Chair (or nominee) shall have a second or casting vote.

7. Minutes

Minutes shall be kept of all resolutions passed and of all business done at each meeting of the Committee and such minutes shall be circulated to all members of the Committee and of the University Research Committee.