

GRADUATE SCHOOL BOARD TERMS OF REFERENCE

1. To develop, implement, monitor, and review the University's policy, strategy, regulations, guidance and codes of practice for doctoral and early career researcher programmes¹, taking into consideration external best practice guidance including Vitae, UKCGE and the UK Research Councils (RCUK).
2. To develop, implement, monitor, and review the University's quality assurance and enhancement framework for its doctoral and early career researcher programmes, encompassing the quality of the educational and developmental opportunities provided, the academic standards of the awards, and the enhancement of the student experience.
3. To consider for approval, on the basis of delegated authority from Academic Council, recommendations from Colleges concerning the registration, progression and award of University of Westminster research degrees in respect of individual candidates and their programmes of work.
4. To oversee the presentation externally of the University's Graduate School for purposes of promoting its doctoral and early career researcher programmes, in submissions for external review, the Research Excellence Framework and Research Council submissions and through contributions to wider policy debate on relevant matters.
5. To oversee the development, provision, monitoring and review of training and development provision for doctoral and early career researchers, chiefly through the Doctoral Researcher Development Programme.
6. To foster, support and promote a vibrant and vigorous research environment and culture encouraging engagement by individuals from across the University and at all stages of the early career cycle.
7. To foster and support the development of student-led activities of research, development and of student representation through the Graduate School Assembly and the University's PhD Society.
8. To lead and promote professional development and other engagement activities for staff supervising doctoral and early career researchers, encouraging the sharing of good practice and the widest possible participation in the Graduate School programme.
9. To monitor institutional progress in relation to relevant key performance indicators and targets for doctoral and early career research, and in particular to monitor submission and completion rates. Furthermore, to externally benchmark doctoral research student experience through the annual Postgraduate Research Experience Survey (PRES).
10. To consider proposals to establish new doctoral and early career researcher programmes and to make recommendations to Academic Council.
11. To consider individual casework relating to doctoral research students and to agree or recommend action as relevant.
12. To consider matters relating to specific groups of students, for example part-time, external and international students.
13. To promote the interests of the University's doctoral and early career researcher programmes internally and externally, and on a regular basis consult and work with the External Advisory Group.

¹ Not including Honorary Doctorates

14. To provide Academic Council with regular reports on Graduate School business and to make recommendations on matters within its remit.
15. To provide direction for the agendas and require reports of Graduate School Board Sub Committees.
16. To discuss and agree the Graduate School Plan.

GRADUATE SCHOOL BOARD MEMBERSHIP

Ex Officio

Graduate School Director (Chair)

Graduate School Deputy Director
(Vice Chair)

DVC – Research (or equivalent)

3 x PhD Co-ordinators (including College Co-ordinator) – College of Liberal Arts & Sciences

3 x PhD Co-ordinators (including College Co-ordinator) – College of Design, Creative & Digital Industries

1 x PhD Co-ordinator/College Co-ordinator – Westminster Business School

Head of Campus Registry Services

Chair, Doctoral Researcher Development Programme Committee

Deputy Registrar, Quality and Standards or nominee

Head of Research Office

2 x Doctoral Researcher Representatives (including 1 representative from the PhD Society)

Co-opted

The Board may co-opt additional members to support fulfilment of its remit in respect of all areas and types of doctoral and early career research activity and will periodically invite relevant staff to attend meetings to facilitate discussion of specific topics. These will include:

College Research Directors (invited and welcome to attend all meetings)

Secretary

Graduate School Manager

REPORTS TO:

Academic Council

FREQUENCY OF MEETINGS

6 times per academic year