POSTGRADUATE RESEARCH HANDBOOK

Chapter 20 - Faculty Management of Postgraduate Research: Code of Good Practice

1. It is good practice for a Faculty (or delegated School) or other academic teaching unit to possess a forum to advise the Pro-Vice Chancellor and Executive Dean of Faculty on the maintenance and development of Postgraduate Research provision and of its quality. This forum will normally take the form of a Postgraduate Research Strategy & Operations Group (PGRSG) or meeting by a different name as defined by the Faculty. Note that this will replace previous College "DPGR meetings", "Graduate Research Strategy Groups" & "PGR Management Groups"

2. Faculty PGRSGs **should**:

    2.1 Implement the aims, policies and procedures of the University as they apply to PGR provision;

    2.2 Monitor, maintain and enhance PGR standards in the Faculty;

    2.3 Monitor PGR provision quality by a range of indicators, and formulate and disseminate policy that will assure and enhance the quality of PGR training, supervision and research culture in the Faculty;

    2.4 Develop and maintain mechanisms for the support of students in learning;

    2.5 Consult students formally about PGR matters in the Faculty, and ensure that, wherever appropriate, students participate in decisions about PGR provision;

    2.6 Co-ordinate the development of expertise in supervision and research culture by the Faculty's staff;

    2.7 Advise the Pro-Vice Chancellor and Executive Dean of Faculty on the effective deployment of the Faculty's resources in PGR and research culture activities.

3. These terms of reference lead to the business of the PGRSG falling within the following areas of activity:

    3.1 University codes and other advice;

    3.2 Faculty PGR Plans;

    3.3 PGR Recruitment;

3.4 Studentship Provision;

3.5 The development and approval of new programmes;

3.6 The discontinuation of existing programmes;

3.7 Student evaluation of the quality of provision;

3.8 Postgraduate Liaison Forum and associated business;

3.9 Research Culture and Student Engagement activity;

3.10 Student training and development opportunities within the Faculty;

3.11 Supervisor development and training;

3.12 The deployment of PGR resources by the Faculty, including PGR study space.

4. This wide range of business **should** be reflected in the group's membership, which should include, but is not limited to:

4.1 The Faculty DPGR

4.2 All Representative Department DPGRs from each department

4.3 PGR Manager(s)

4.4 PGR Support Officer(s) (secretary)

4.5 Research Services, IIB and Doctoral College Partner

4.6 PGR Student Representative(s) (see point 6, below)

4.7 Additional staff as required (e.g. PGR Welfare, Admissions, ISSO, Careers, Researcher Development, etc.)

5. The committee **should** be chaired by the Faculty Director of PGR.

6. Students shall be represented by student representatives who are recruited in accordance with the TQA PGR Handbook, Chapter 6: PGR Liaison Forums – Code of Good Practice.

7. Given the scope of business, it is anticipated that PGRSGs (or equivalent) will meet a minimum of three times per year.

8. The place of the PGRSG (or equivalent) **should** be clearly defined within Faculty academic management structures.

9. In order to ensure important items of business do not escape attention, the adoption of a default agenda for each meeting is recommended may be necessary. Standing items on the agenda **should** be confirmed at the first meeting of the Academic Year in each Faculty PGRSG.

10. Business **should** be transacted and recorded such that the papers for meetings make a constructive contribution to internal and external academic audit processes. Minutes and papers **should** be disseminated to relevant PGR Stakeholders within the Faculty as appropriate.

11. The minutes of each meeting **should** be submitted to the next Postgraduate Research Board.