

University of Huddersfield

Graduate Board

Terms of Reference for Graduate Board 2023-24

The Graduate Board is responsible ultimately to Senate through University Research Committee (URC) for strategic, policy and academic matters in relation to all aspects of postgraduate research (PGR) education. The Board is also responsible for identifying and sharing good practice across Schools in postgraduate research.

Purpose

1. On behalf of URC, to develop PGR-specific strategies in support of the University's research strategy, with particular focus on the integration of PGR provision with the broader research culture;
2. To develop tactical and operational plans which underpin the research strategy, including the on- going development and management of postgraduate research and education; and the review of the performance of the University's Schools and Services in support of research courses and students;
3. To discuss emerging PGR issues, policy matters and initiatives, to monitor trends in PGR data and to propose actions required in response to the data for URC's consideration;
4. To provide an active forum for interaction and continuous improvement in PGR education between Schools, Services and the PGR student body;
5. To monitor on behalf of URC the quality and standards of all research education leading to an award at level 8, including professional doctorates, plus level 7 Masters by Research;
6. To recommend to URC the standards, regulations and procedures governing the conduct of students on research courses at level 8, including professional doctorates, plus level 7 Masters by Research;
7. To recommend to URC the standards of attainment associated with research courses and awards;
8. To establish and oversee procedures for the validation, approval and annual evaluation of all courses of study leading to the University's research awards, including all collaborative arrangements, and to assure the quality of those awards are in line with Quality Assurance Agency (QAA) guidance;
9. To maintain oversight of the appointment of external examiners for provision leading to a research award of the University;
10. To advise the Pro-Vice Chancellor for Research Innovation and Knowledge Exchange on PGR and related issues;
11. To guide the work of the University's administrative and support services in ensuring that agreed priorities in PGR education are properly reflected and supported;
12. To ensure compliance with the University's current Regulations and Codes of Practice associated with PGR education;
13. To provide academic oversight of issues related to PGR progression monitoring and final PGR examinations;
14. To carry out other duties from time to time as requested by the University Research Committee
15. To receive the following:
 - Graduate Council minutes and all associated paperwork, including PGR Forum/Representation minutes.
 - All School minutes which discuss matters relating to PGR, for example: School

Research Committee, School Research Integrity and Ethics Committee and PGR Committee minutes.

- University Equality, Diversity and Inclusivity Enhancement Committee minutes.

Membership

Members	Member Type
Chair	Dean of the Graduate School
Deputy Chair	Deputy Dean, drawn from one of current DGEs
Art and Humanities	Director of Graduate Education (or deputy)
Applied Sciences	Director of Graduate Education (or deputy)
Business School	Director of Graduate Education (or deputy)
Computing and Engineering	Director of Graduate Education (or deputy)
Education and Professional Development	Director of Graduate Education (or deputy)
Human and Health Sciences	Director of Graduate Education (or deputy)
Computing and Library Services	Director (or deputy)
International Office	Director of International Development (or deputy)
Student Services	Director (or deputy)
Student Services	Head of Careers and Employability
Research, Innovation and Knowledge Exchange	Director (or deputy)
Marketing, Communications and Student Recruitment	Representative (Marketing) Representative (Student Recruitment)
Director of Registry	Director (or deputy)
Students' Union Officer	President (or deputy)
School Managers Group	Representative
School PGR Administrators Group	Representative
Early Career Researcher	Representative
PGR Student Representative	Graduate Council Representative
Pro Vice-Chancellor	Research, Innovation and Knowledge Exchange
Pro Vice-Chancellor	Teaching and Learning
Pro Vice-Chancellor	International Development
Research, Innovation and Knowledge Exchange	Head of Researcher Environment
Students' Union	Chief Executive (or deputy)
In attendance as necessary	
Planning and Information Services	Head of Service (or deputy)
Estates and Facilities	Director (or deputy)
Financial Services	Head of Student Finance (or deputy)

Graduate School	School Manager (or deputy)
Registry	Assistant Registrar (PGR and Graduation) (or Deputy) Assistant Registrar (Quality Assurance) (or Deputy)
Co-opted member/s	
Secretariat	
Secretary	Registry

Quoracy

Any seven members to include the Chair or Deputy Chair, at least five Directors of Graduate Education (or deputy) and at least one service representative (or deputy).

Mode of Operation

1. The Committee shall meet at least five times per year and report to the University Research Committee.
2. The Chair or, by delegation, the Deputy Chair shall have executive authority to act, in exceptional circumstances, between meetings on the Boards behalf after consultation with appropriate University officers. Details of any action will then be reported back to the next Graduate Board.
3. In the case of a tied vote the Chair of the meeting will hold the casting vote.
4. The Board shall have the power to co-opt such additional members as are necessary for the conduct of its business.

Last Updated: 7 September 2022 and 16 November 2022 and August 2023