## 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.
- 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.
- Co-ordinate the development of expertise in supervision and research culture by the 2.6 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 Student Voice Partnership 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 6 below).
- 4.7 Additional staff as required (e.g. PGR Welfare, Admissions, ISCSO, Careers, Researcher Development, etc.).
- 5. The committee **should** be chaired by the Faculty Director of PGR.
- Students shall be represented by student representatives who are recruited in 6. accordance with the TQA PGR Handbook, Chapter 6: Student Voice Partnership (Research Degrees): 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.