

LTC11D020

Title: PGR Programmes Policy Group
Author: Alison Rhodes (DUS, PPE)
Date: 5 December, 2011
Circulation: Learning and Teaching Committee – 7th December 2011
Agenda: LTC11A002
Version: Final
Status: Open

Issue

The Committee is invited to endorse revised terms of reference (including constitution) for the PGR Programmes Policy Group. The revisions take account of changes to the administrative structure of the University and the establishment of a new PG Research Executive chaired by the PVC (Research, Enterprise and Engagement) who has overview of this area. More PGR student members, one from each Faculty, are also proposed for the Policy Group, as a key element of the engagement strategy for closer involvement by students in their education.

Recommendation

The Committee is invited to endorse the revised terms of reference (including constitution) for the PGR Programmes Policy Group.

Resource Implications

There are no additional resource implications arising from the introduction of these changes.

Risk Implications

The risks arising from such changes are low. Indeed, the increase in the number of student members is regarded as a positive change. The interface between the Policy Group and the new Executive will be kept under review. Broadly, the Policy Group will focus on regulatory framework, policies and procedures, and quality assurance/enhancement, whilst the PGR Executive will take a more strategic overview. The Academic Director and Associate Deans (PGR) will sit on both groups to ensure continuity and appropriate connectivity. To avoid unnecessary duplication, however, the number of meetings of both groups will be reduced to a minimum of three each per annum, with additional meetings called as required.

Equality and Diversity

Some members of the Policy Group are members ex-officio. The PGR student body will put forward student members of the Group. This will be an opportunity for input into the Policy Group by a range of students/perspectives.

Timing of decisions

The Committee's endorsement today will mean that the revised terms of reference (including constitution) will be put into immediate effect.

Further Information

Alison Rhodes, DUS (PPE) (a.rhodes@uea.ac.uk; ext 2210).

Background

Please refer to the comments under 'Issue' above.

Discussion

Please refer to the comments above.

The proposed terms of reference of the PGR Programmes Policy Group are attached as **Document 1**.

The terms of reference of the PG Research Executive are attached as **Document 2** for information.

POSTGRADUATE RESEARCH PROGRAMMES POLICY GROUP

1. MEMBERSHIP

Ex-officio	The Academic Director of Postgraduate Research Programmes Policy Group (Chair); The Faculty Associate Dean (PGR) of each Faculty (or nominee); A Representative of the Norwich Biosciences Institutes The Faculty Training Managers The President of the Graduate Students' Association The Academic Officer of the Union of UEA Students (or nominee); One registered PGR student from each Faculty The Senior PGR Managers
Co-opted	The Group will have the right to co-opt appropriate persons, for example, a representative of the Dean of Students' Office ,the International Officer of the Union of UEA Students and the Welfare Officer of the Union of UEA Students as and when relevant;
Secretary	A PGR Manager
In attendance:	PGR Managers

2. TERMS OF REFERENCE

1. To advise the Academic Director of Postgraduate Research Programmes in respect of postgraduate research programmes and students;
2. Acting in its capacity in (1) above,
 - (a) to consider matters relating to postgraduate research programmes referred to it by the Learning and Teaching Committee or its Chair, by the PGR Executive or by its Chair or by the Research Executive or its Chair;
 - (b) to develop, implement, update and review relevant regulatory frameworks, the Code of Practice: Research Degree Programmes, policies and procedures and operational matters relevant to PGR programmes and PGR students and to make recommendations as appropriate to the Learning and Teaching Committee and/or to the PGR Executive;
3. To build consensus about and to promote best practice in delivering robust postgraduate research programmes and enhancing the learning environment and the student experience thereof;
4. To maintain an overview of and to keep under review the development, organization and delivery of skills training programmes to PGR students;
5. To keep under review matters of principle, policy and/or practice emerging from academic appeals, academic complaints and allegations of misconduct in research by postgraduate

research students and to advise the Learning and Teaching Committee thereon;

6. To maximize and to promote equality of opportunity for research students;

7. To keep abreast of the requirements of Research Councils and other external bodies (such as the Quality Assurance Agency) relevant to postgraduate research students and their programmes;

8. To liaise with the Taught Programmes Policy Group on matters of common interest;

9. To report on a regular basis to the Learning and Teaching Committee and to the PGR Executive via the Chair of the PGR Programmes Policy Group and to take action on behalf of the Learning and Teaching Committee and/or PGR Students Executive as appropriate .

3. FREQUENCY OF MEETINGS

A minimum of three meetings per academic session and at other times as relevant and required.

Revised 30 November 2011

POSTGRADUATE RESEARCH EXECUTIVE

Revised Draft Terms of Reference

Purpose:

- To devise, implement and keep under review a strategic framework for postgraduate research provision for students

Terms of reference:

- To devise, consider, implement and keep under review a University-wide strategic framework for postgraduate research provision for students
- To contribute to the development, implementation, review and update of the University's Corporate Plan with specific reference to postgraduate research provision for students
- To develop and promote strategies for the development of (a) research community/ies and environment for students
- To keep abreast of opportunities arising from external developments and influences on postgraduate research provision, including the Research Councils and related bodies
- To maximize (funded) opportunities for expansion of postgraduate research student numbers consistent with the strategic framework and the University's Corporate Plan
- To develop and promote strategies for the employability of postgraduate research students
- To liaise closely with the Faculty Graduate School Boards/Executives, where these exist
- To liaise closely and to engage co-operatively with the Research Executive, the Enterprise Executive and the Engagement Executive, with the PGR Programmes Policy Group and with other Committees and Groups as appropriate and relevant
- To advise the Research Executive on graduate awards matters including University studentships, scholarships and bursaries
- To liaise with the Academic Director of Internationalisation and the Academic Director of Partnerships regarding opportunities for (international) partnership arrangements;
- To liaise with and involve the Pro-Vice Chancellor (Academic) in any matters of mutual concern
- To meet PGR students' representatives on an annual basis to discuss matters of mutual concern and interest.

Membership

Ex officio

- The Pro-Vice Chancellor for Research, Enterprise and Engagement (Chair)
- The Executive Dean of each Faculty
- The Academic Director of Postgraduate Research Degree Programmes
- Faculty Associate Deans with responsibility for PGR students
- Representative of the Norwich Biosciences Institutes
- The Director of University Services (PPE)

Members

- PGR Senior Managers (PPE)
- Other representatives from the University or partner organizations on a regular or ad-hoc basis as appropriate.

Frequency of Meetings:

- At least three times per year.

Method of Operation:

An executive body as opposed to a formal University Committee, each member representing their constituency. The Chair is empowered to reach decisions while taking full account of all representations by members.

Revised 30 November, 2011