

Terms of Reference

Paediatrics Graduate Studies Committee

1. Purpose

The purpose of the Paediatrics Graduate Studies Committee is to have oversight of policy, provision and standards of graduate studies in the Department ensuring that the procedures for graduate students are followed appropriately and monitored regularly. The Committee will respond to events and matters that have relevance to graduate studies in the Department.

2. Membership

The Board shall comprise the following members: the Director of Graduate Studies (DGS), the Graduate Studies Administrator (GSA), Head of Administration and Finance (HoAF), one early career fellow, and graduate student representatives (usually three, aiming to represent both research and taught programmes). Other departmental members may be invited and may vote, at the discretion of the DGS. The departmental research themes and centres will be broadly represented.

The term of office for Committee members is three years which can be renewed. Student representatives may have shorter terms of office, with a minimum of 1 year in office.

3. Quorum

The quorum for meetings of the Committee shall be four. In the event of a shortfall in this number, the Board may meet but it is unable to make or ratify decisions, although it may make recommendations to a future meeting of the Committee.

4. Meetings

The Committee will meet as necessary, but at least once per term. The Committee will be chaired by the DGS, who will be responsible for ensuring that an agenda is produced and circulated in advance of the meeting, and that minutes are taken. Meeting dates will be circulated to Board members at least 3 weeks in advance and will be published on the Paediatrics intranet.

5. Remit

- To oversee effective governance of graduate studies driven by consistency of approach, good communication and effective monitoring.
- To review general issues flagged in GSR, particularly related to progression of graduate students in the Department.
- To ensure that training and supervisory provision for graduates is at a quality commensurate with that of similar departments.

- To ensure appropriate provision is made for graduate admissions and an analysis of the Department's graduate admissions round is undertaken and reviewed by the Committee for reporting to the Department each Michaelmas term.
- To advise on the working infrastructure and environment for graduate students.
- To ensure that the principles of the Athena SWAN charter are considered for all decisions for example in relation to graduate student admissions, effective support structures are in place for graduate students of specific needs.
- To review graduate student data collected for Athena SWAN monitoring purposes.
- To liaise with staff member overseeing Equality & Diversity within the Department and review implementation of University and Division Equality and Diversity policies.
- To review and implement new University and Division graduate student policies, e.g., scholarship policies.
- At the Michaelmas term meeting review the recently completed induction cycle.
- At the Trinity term meeting review graduate student feedback from departmental satisfaction surveys, graduate consultative working group and Student Barometer and to discuss departmental responses to concerns raised by graduate students.

6. Documentation and communication

With the exception of any confidential items, the agreed or amended minutes of the Graduate Studies Committee will be published on the Paediatrics intranet. The Committee will report relevant observations and decisions made during the meetings to the Paediatrics Management Committee Meeting.

7. Review

Review of Terms of reference and membership will be undertaken every 2 years, or earlier if necessary.

Date last reviewed: November 2022.