

The Terms of Reference for the Graduate School Management Board have been amended to state that GSMB has oversight of PGR admissions as well as oversight of progression. Amendments have been recommended to Sections 2.3, 5.11 and 6.5 of the Code of Practice on Admission of Students.

## University of Birmingham

### Graduate School Management Board

#### Meeting dates

Agreed frequency bi-monthly: September, November, January, March, May and July

#### Terms of Reference

1. To consider and define the work of the University Graduate School within the framework agreed in the Research and Knowledge Transfer Committee and review annually.
2. To monitor data on current postgraduate researchers (PGRs) activities in the University (numbers, trends, completion rates, publications, etc) as well as student feedback (e.g. PRES) and to report on this to Research and Knowledge Transfer Committee and University Quality Assurance Committee with advice for action.
3. To monitor and develop support for PGRs in terms of study space, office provision and facilities.
4. To monitor and enhance support for PGRs in terms of quality of supervision, supervisor support and development.
5. To monitor PGRs training activities across the university (centrally and in Colleges) to ensure an appropriate and high quality portfolio of opportunities and to encourage collaboration in delivery where appropriate.
6. To monitor and contribute to Institutional Audit in relation to PGRs activity and review the outcome.
7. To monitor the use of PGR Development Funding and help in deciding an appropriate split between the central University Graduate School and Colleges.
8. To receive reports from the PGRs representative body on issues relevant to the remit of the University Graduate School.
9. To receive reports on other related activities (such as VITAE and RCUK) within and external to the University in order to identify opportunities for development of new PGRs training and research.
10. To review the adequacy, and effectiveness and appropriateness of the University's PGRs marketing, and recruitment and admissions activity.

\* The term postgraduate researcher refers to Postgraduate Registered Students undertaking programmes defined in the University's Regulations as research degree programmes.

#### Membership

Director of the Graduate School (Chair) – Professor Brian Ford-Lloyd

Manager of the Graduate School – Dr Catherine Mills

5 College Directors of Research/or delegated leads on PGR matters:  
College of Arts & Law – Professor Leslie Brubaker  
College of Engineering & Physical Sciences – Professor Roy Johnston  
College of Life & Environmental Sciences – Professor Chris Thomas  
College of Medical & Dental Sciences – Professor John Gordon  
College of Social Sciences – Dr J Duberley

Vice-President Education and Access – Mr Edward Bauer

Senate PGR representative – Mr Ben Aylott

A member of staff from POD with responsibility for training relevant to supervisors and PGRs  
– Mr Vince O'Grady

Ex Officio: PVC Research and Knowledge Transfer - Professor Adam Tickell

Director of Registry – Mr Paul Marshall

Secretary: Assistant Manager, Research Student Administration – Mrs Claire Evans

Staff from Finance, Estates, Marketing, International office will be asked to attend for appropriate items.

### **Reporting**

The Board should provide reports to the Research & Knowledge Transfer Committee and, where appropriate, the Education and University Quality Assurance Committees including reports from any College Graduate Schools.