



DOCTORAL ACADEMY SUB-COMMITTEE

TERMS OF REFERENCE

Summary of Purpose

The Doctoral Academy Sub-Committee (DASC) is accountable to the Research and Knowledge Exchange Committee for supporting a high quality, sustainable student experience for all postgraduate research candidates (PGRs) registered on research programmes leading to UWE Bristol awards.

It does this through:

- The development and implementation of PGR strategy, regulations, policies, procedures, and quality assurance processes relating to PGR;
- The development and promotion of good practice to enhance the UWE PGR experience;
- Regular review of PGR policy, procedures and quality assurance processes to ensure that they are properly implemented by Schools and Colleges and remain fit for purpose;
- Ensuring that PGR candidate progress and success is monitored effectively by Schools and Colleges.

In fulfilling this purpose, DASC receives reports and data from, and has the authority to steer College Research Degree Committees in relation to postgraduate research matters. It also receives advice and guidance from the Chief External Examiner for postgraduate research degrees.

DASC also advises and takes direction from the University Quality and Standards Sub Committee regarding matters of regulation, quality and standards as delegated by the Learning, Teaching and Student Experience Committee

Membership

Director of Doctoral Academy (Chair)

College Directors/College Leads of Postgraduate Research (3; 1 per college)

Representatives from College Professoriate, on the nomination of the Head of College (3; 1 per College)

Representatives of School Directors of Research & Enterprise/School PGR Leads (3 of 10 who will rotate annually and will reflect the three Colleges)

Director of Research, Business and Innovation (or nominee)

Head of Doctoral Academy

University Academic Registrar (or nominee)

Director of Student and Academic Services (or nominee)

Director of Library, Careers and Inclusivity (or nominee)

Director of Future Students, Communications and Marketing (or nominee)

Postgraduate Research Student representation (3; 1 per College)
Students' Union elected officer, on the nomination of The Students' Union President (1)
Chief External Examiner for Postgraduate Research Degree Awards¹

In attendance

Committee Secretary

Committee Minutes Clerk

A representative of Hartpury University

Members "in attendance" do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can also include up to two co-opted members with voting rights. Co-opted members are appointed by the Chair in consultation with the Committee.

Responsibility

The Sub-Committee is responsible for:

- The development and oversight of the implementation of the University's academic strategy for postgraduate research provision;
- Promoting postgraduate research provision both internally and externally as a key component of the University's activities, and promoting sources of funding for the support of postgraduate research and the sustainability of PGR activity more broadly;
- Developing and monitoring the implementation of new regulations, policies and procedures for postgraduate research degrees to ensure that approved regulations are consistently applied;
- Developing the PGR Code of Practice for the enhancement of quality and standards in postgraduate research degrees, and monitoring its implementation in Colleges and Schools;
- Overseeing the operation of the Doctoral Academy in order to provide efficient and effective support for postgraduate research students and to enhance the quality of the student experience;
- Overseeing the development of a portfolio of cross-College and Doctoral Academy taught provision to underpin doctoral research training;
- Liaising with Colleges and other professional services to ensure that the resources, facilities and systems of the University are appropriate and sufficient for the full range of postgraduate research students;
- Monitoring the policies and practices of key external agencies ensuring that the University is alert to, and responds to, national and international developments in doctoral education.

Accountability

DASC is accountable to the University's Research and Knowledge Exchange Committee (RKEC) and reports to it on:

- The enhancement of quality and standards in postgraduate research;

¹ Who will receive and be invited to contribute to papers for all Committee meetings, and will attend at least one meeting in person per Academic Session

- The implementation of the University's academic strategy for postgraduate research provision;
- Proposals for new regulations, policies and frameworks within its area of competence;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support delivery of its terms of reference;
- Any matters or priority areas referred to it for action by the Chair of RKEC.

DASC provides an annual assurance report to RKEC, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness.

Administration

- DASC will normally meet five times a year. The duration of meetings will be approximately three hours. The quorum for meetings is one-third of members eligible to attend.
- Representatives of School Directors of R&E/School PGR leads will be rotated annually, and will reflect the three Colleges.
- Representative members who are nominated to represent a particular College level constituency will be confirmed annually. The normal term of office is expected to be no more than three years.
- Co-opted members will serve a maximum three-year term.
- All ex officio members and representatives of School Directors of R&E/School PGR leads should seek to provide a named alternative in the event that they are unable to attend a meeting.

A Committee Secretary will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for DASC will be reviewed annually to ensure they are still relevant, decision-making structures are effective and the Sub-Committee can effectively discharge its duties. As part of the review consideration should be given to how the Sub-Committee can improve and better integrate practices which support equality, diversity and inclusivity.

July 2024