



## Terms of Reference

### Graduate Studies Subcommittee

#### MEMBERSHIP

Director of Graduate Studies (Chair)  
Deputy Director of Graduate Studies  
Graduate Taught Course Directors  
Graduate Advisors / Assistant DGSs  
Unit representatives  
Student representatives  
Associate Head of Department (Academic Support & Finance)  
NDM Business Manager: Graduate Studies  
Graduate Studies Manager  
Graduate Studies Assistant

1. The committee may co-opt additional members for such periods as the committee shall deem appropriate
2. Other administrative officers or staff may attend from time to time, as appropriate.
3. Appointed, elected, and co-opted members of GSC, other than student members shall serve for a minimum of one year and membership will be renewed annually. Student members shall serve for a minimum of one year.
4. In reviewing its membership at its first meeting of the year, the GSC should consider whether to use its power of co-option to provide for a more diverse membership.
5. The current membership is detailed in Annexe A and is reviewed annually.

#### RESPONSIBILITIES

Reporting to the SOC, the Graduate Studies Subcommittee is responsible for:

1. overseeing admissions and the awarding of NDM prize studentships and NDM prizes;
2. operational management of graduate student processes and policies;
3. providing oversight of current graduate courses and the development of new courses within NDM;
4. providing oversight of the summer internship programme;
5. reviewing and responding to student feedback;
6. receiving communications and providing feedback to the NDM Student Committee;
7. discussing and agreeing the roles of Graduate Advisors (Assistant DGSs);
8. providing oversight of supervisors and ensuring that they receive appropriate training and are following University and Departmental guidelines/policies;
9. ensuring that all aspects of work carried out by the committee follow University Policies including the Regulations for Committees: <http://www.admin.ox.ac.uk/statutes/regulations/519-122.shtml>

#### STANDING AGENDA ITEMS

For all meetings:

1. Apologies

2. Minutes of previous meeting
3. Outstanding actions
4. Matters arising
5. New course developments: Identification of new course proposals for introduction in future years. Approval to develop new courses is given on a competitive basis; departments are advised to seek divisional guidance as early as possible, and no later than two full academic years, ahead of the first proposed admissions round
6. Equality, Diversity and Inclusion / Athena Swan
7. AOB
8. Date of next meeting

Additional standing orders for MT meetings:

- MT1 Review of ToR, Annexe A, B and C
- MT2 Admission timetable
- MT3 Review of Student Barometer
- MT4 Review previous admissions round: number and quality of applications, withdrawals and take-up of places; availability of awards and other funding; procedures for the forthcoming admissions round; graduate admissions criteria.
- MT5 Review PGR progression, submission and completion rates: any trends or developments arising out of DPhil examining and reports; effectiveness of procedures for transfer and confirmation of status.
- MT6 Annual review of return-rates for termly supervision report forms

Additional standing orders for HT meetings:

- HT1 Summer Studentships
- HT2 Student numbers bid
- HT3 Review Examination Regulations for the following academic year

Additional standing orders for TT meetings:

- TT1 Admissions update
- TT2 Admission policy review
- TT3 DPhil project process review
- TT4 Student numbers bid
- TT5 NDM Prize process review
- TT6 Review departmental provision of transferable skills training and preparation for academic practice for research students and postdoctoral researchers, and programme for coming year.

Version control

Date/next review	Version	Author/reviewer	Changes
Sept 20	001	LD	First draft

**ANNEXE A**

*Current Membership for 2020-1, to be reviewed in MT21*

Director of Graduate Studies (Chair)	Rob Gilbert	
Deputy Director of Graduate Studies	Julian Knight	
Graduate Taught Course Directors	Helen Lockstone	
	Proochista Ariana	
	Trudie Lang	

	Lisa White	
Graduate Advisors / Assistant DGSs	Brian Angus	Tropical Medicine
	Proochista Ariana	MSc IHTM students
	Ellie Barnes	Experimental Medicine: Medawar Building only
	Philippa Matthews	Experimental Medicine: Medawar Building only
	Vacancy	Experimental Medicine: not Medawar Building
	Sarah de Val	Ludwig
	Tao Dong	CAMS and WIMM
	Wyatt Yue	CMD
	Teresa Lambe	JENNER
	Lisa White	BDI
	Mike Dustin	NIH Students
	Jonathan Grimes	STRUBI
	Richard Maude	MORU
	Ronald Geskus	OUCRU
	Vacancy	KEMRI
Unit representatives	Arturo Reyes-Sandoval	JENNER CCMP
	Cath Green	WHG
	Sam Kinjanjui	KWTRP (KEMRI-Wellcome Trust Research Programme)
	Leigh Jones	OUCRU MORU
Student representatives	Marco Polo Peralta Alvarez	
	David Cruz Walma	
Associate Head of Department (Academic Support & Finance)	Darren Nash	
NDM Business Manager: Graduate Studies	Fiona Williams	
Graduate Studies Manager	Lettitia Derrington	
Graduate Studies Assistant	Abigail Ramirez	Secretary

## ANNEXE B

### *Schedule for meetings 2020-22*

Where possible meetings will be scheduled on Monday of 0th week, 9.30 – 11.30

- HT21: 11 January 2021, 11am – 1pm
- TT21: 19 April 2021, 9.30 – 11.30
- MT21: 06 October 2021, 9.30 – 11.30
- HT22: 10 January 2022, 9.30 – 11.30
- TT22: 9 May 2022, 9.30 – 11.30 (avoiding Easter and Bank Holidays)
- MT22: 5 October 2022, 9.30 – 11.30

## ANNEXE C

### *Graduate Advisors (Assistant DGSs)*

1. The GSC will appoint Graduate Advisors (Assistant DGSs) as needed for each constituency e.g. unit within NDM.
2. The role of a Graduate Advisor (Assistant DGS) will include:
  - a. Being a signatory for GSO forms;
  - b. Scoring and shortlisting student applications and may be called upon to serve on an interview panel;
  - c. Reviewing GSR reports.
3. Eligibility: Principle Investigator of sufficient standing with experience in graduate matters.
4. Nomination process: By head of constituency or Head of Department or DGS
5. These positions will be reviewed at the MT meeting annually.

Further relevant details from the MSD role description for Directors of Graduate Studies:

The DGS should:

### **Oversight and administration**

1. identify means whereby support can be provided to the supervisors where serious concerns about a student's ability or application to a research programme or satisfactory completion of a taught course have been raised;
2. point to possible sources of support for a student who needs to be advised that desired academic standards have not yet been, or are unlikely to be, achieved. Sources of counselling and advice within the University, department and the student's college should be clearly identified.
3. be aware of the arrangements provided at all levels (department/division/university) for training for supervisors (especially new supervisors) and for continuing staff development in connection with all aspects of research supervision (e.g. CTL course for DPhil supervisors in the sciences); and ensure that there is advice available for colleagues on training needs as appropriate.
4. If there is a breakdown in relations between a supervisor and a student, and it appears that a change in supervision is desirable, the responsible body or officer in conjunction (as necessary) with other academic staff (including college officers responsible for graduate students), should be able to advise in confidence, assist in resolving difficulties, and if necessary arrange the appointment of a replacement supervisor

### **Skills**

5. be aware of the transferable skills training on offer via the University (including the Divisional Skills website and the Research Skills Toolkit);
6. draw the attention of students and supervisors to what is available including online courses;

### **Examination of research degrees**

7. The DGS should have a firm knowledge of Divisional and University policy in relation to:
  - a. requirements for transfer and confirmation;
  - b. the criteria against which applications for transfer to doctoral status and confirmation are assessed;
  - c. the appropriate expectations associated with examination for the degree of DPhil (and MSc by Research).

### *Transfer of Status*

8. The DGS should be familiar with the Divisional Guidelines for DGSs in the Selection of Transfer of Status Assessors and should have a firm knowledge of:
  - a. the criteria against which applications for transfer to doctoral status (or for the relevant lower degree) will be assessed;
9. the materials required for the transfer application. The DGS will need to sign form GSO.2.MSD;

### *Confirmation of status*

10. The DGS should have a firm knowledge of:
  - a. the criteria against which applications for confirmation of doctoral status will be assessed;

- b. the materials required for the confirmation of status application. The DGS will need to sign the form GSO.14.MSD;

### *Examination*

11. Directors of Graduate Studies are required to sign the GSO.3 Application for Appointment of Examiners form [this is now a workflow application in eVision]. The appointment of examiners is a stage at which delays can occur, and, if one or both of the approved examiners declines to act, where these can be lengthy. It is important that the Director of Graduate Studies is aware of the procedures, and can intercede on the question of the time scale for the examination with the new appointees. Such examiners may not understand how helpful it can be if they can move rather more quickly than might have been the case in the normal situation.
12. Where examiners have enquiries about a proposed examination (beyond those of a routine nature that can be dealt with by the University's Research Degrees and Submissions team in Exam Schools or the Divisional Graduate School Office), the Policy and Guidance on Research Degrees stresses that these should be directed to the Director of Graduate Studies (and not to the supervisor).
13. The DGS is required to report to the Graduate School Committee (c/o the Divisional Graduate School Office) any excessive delay that is brought to his or her attention in the examination of a candidate for a research degree. On receiving such a report the chair or vice-chair of the Committee may investigate the reason for the delay and report to the Committee.
14. A candidate who wishes to enquire about the outcome of an examination before the examiners' report has been considered by the Graduate School Committee on behalf of the Divisional Board, may be directed to the DGS (with the explicit proviso that the DGS may decide to divulge nothing until the report has been formally considered by the Committee).
15. Where clarification is required from the examiners of any aspect of their report or recommendations, this may be sought on behalf of the Graduate School Committee by its chair or vice-chair or, at their request, by the DGS.

### *Approval of examination reports*

16. In the Medical Sciences Division, DPhil examination reports are approved by the Graduate School Committee on behalf of the Board (on a weekly basis by Chair's Action, i.e. by the chair or vice-chair of the Committee).

### *Exemptions and dispensations*

17. The DGS is required to review and sign all GSO applications, prior to these applications being considered for approval by the Graduate School Committee on behalf of the Board. Particular attention should be paid to the reasons given for applications for extensions of time and suspension of status, as these can point to concerns that are likely to affect the progress of the student's research. DGSs should investigate any problems immediately and take remedial action. Additionally, the DGS will be required to provide written support for exemptions and dispensations not applied for via GSO form, e.g. English Language waiver, Permission to Work in a Well Found Lab, Antedated Admission.

### *Information for students*

The DGS should ensure that students receive the information and advice they need on:

18. the purpose and processes for transfer, confirmation and the examination of research degrees;
19. the University's regulations on publishing theses, particularly in electronic form .

## **Teaching by graduate students**

### *Policy*

The availability of opportunities for graduate research students to teach is important both professionally and personally. For those graduates seeking an academic career, it is widely perceived to be more difficult to get an academic position without teaching experience. On the other hand, there are limits to how much teaching

departments or colleges can offer graduate research students. We are committed to ensure that the majority of an individual undergraduate's education is delivered by an academic in an established post (a 'senior academic').

Teaching opportunities are also more limited for those PGR students following disciplines that are not taught at undergraduate level. The University and colleges also have a responsibility to ensure that graduates do not over-teach (and put the progress and completion of their own research work at risk), that teaching opportunities are allocated as fairly and transparently as possible, that graduate teachers are supported in their teaching, and that the quality of their teaching is assured. The University's explicit policy is that no graduate student should be allowed to teach without some form of initial training or induction.

The DGS should be aware of the limits on graduate student teaching set by the Divisional Graduate School Committee:

20. students must undertake appropriate training prior to undertaking any teaching ;
21. 1st year DPhil students are not permitted to teach;
22. teaching contact time should be restricted to a maximum of 2 hours per week, spread over the 3 academic terms;
23. the supervisor must agree to the teaching commitment.
24. The DGS is also responsible for resolving any appeals where a student would like to teach
25. but their supervisor disagrees that they should.

The DGS should ensure that:

26. departmental practice is in line with the limits on graduate student teaching set by the Divisional GSC;
27. students and supervisors are aware of the guidance and training courses available for students who wish to undertake teaching (available via the Divisional Skills website), and that trained students may also contact course organisers at the Medical Sciences Teaching Centre to identify teaching opportunities.

#### *Current Graduate Advisors (Assistant DGSs) and Constituencies*

Brian Angus	Tropical Medicine
Proochista Ariana	MSc IHTM students
Ellie Barnes	Experimental Medicine: Medawar Building only
Philippa Matthews	Experimental Medicine: Medawar Building only
Vacancy	Experimental Medicine: not Medawar Building
Sarah de Val	Ludwig
Tao Dong	CAMS and WIMM
Wyatt Yue	CMD
Teresa Lambe	JENNER
Lisa White	BDI
Mike Dustin	NIH Students
Jonathan Grimes	STRUBI
Richard Maude	MORU
Ronald Geskus	OUCRU
Vacancy	KEMRI
Mike Dustin	NIH students