

Nuffield Department of Medicine Graduate Studies Committee

Terms of Reference

Preamble

The Nuffield Department of Medicine Graduate Studies Committee (GSC) meets termly to discuss policy on admissions and the provision for current graduates and supervisors in the department. The Committee reports to the Head of Department.

1. Terms of Reference

The GSC shall be responsible for:

- a) overseeing admissions and the awarding of NDM prize studentships and NDM prizes;
- b) operational management of graduate student processes and policies;
- c) providing oversight of graduate courses within NDM;
- d) providing oversight of the summer internship programme;
- e) reviewing and responding to student feedback;
- f) receiving communications and providing feedback to the NDM Student Committee;
- g) discussing and agreeing the roles of Graduate Advisors (Assistant DGSs);
- h) providing oversight of supervisors and ensuring that they receive appropriate training and are following University and Departmental guidelines/policies;
- i) 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>

2. Membership

The GSC shall consist of:

- a) the Director of Graduate Studies, who shall be chair of the committee;
- b) the Deputy Director of Graduate Studies;
- c) Graduate Advisors from each Unit;
- d) the Associate Head of Department (Academic, Support & Finance);
- e) the Graduate Studies Manager;
- f) two student representatives.

2.1 The committee may co-opt additional members for such periods as the committee shall deem appropriate

2.2 Other administrative officers or staff may attend from time to time, as appropriate.

2.3 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.

2.4 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.

2.5 The current membership is detailed in Annexe A

3. Arrangements for meetings

3.1 The GSC will meet termly on Monday of 0th week at 11am – 1pm (unless otherwise advised). The current schedule is detailed in Annexe B

3.2 Members of the GSC will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes. If the Chair deems it appropriate, the member shall absent himself or herself from all or part of the committee's discussion of the matter. Wording reflecting these provisions will be included at the beginning of every GSC agenda.

3.3 For the GSC, a quorum is 60% of those members eligible to vote upon the business of the committee.

Annexe A

Current Membership for 2018-19, to be reviewed in MT19

Name	Role
Robert Gilbert	Director of Graduate Studies (Chair)
Julian Knight	Deputy Director of Graduate Studies
Brian Angus	Graduate Advisor (Tropical Medicine)
Proochista Ariana	Course Director MSc IHTM
Ellie Barnes	Graduate Advisor (Experimental Medicine)
Philippa Matthews	Graduate Advisor (Experimental Medicine)
Sarah de Val	Graduate Advisor (Ludwig)
Tao Dong	Graduate Advisor (CAMS-Oxford Centre for Translational Immunology)
Panagis Filippakopoulos	Graduate Advisor (SGC)
Teresa Lambe	Graduate Advisor (Jenner)
Cecilia Lindgren	Graduate Advisor (BDI)
Jonathan Grimes	Graduate Advisor (STRUBI)
Arturo Reyes-Sandoval	Jenner CCMP
Ryan Hoyle	Student representative
Vacancy	Student representative
Darren Nash	Associate Head of Department (Academic Support & Finance)
Letitia Derrington	Graduate Studies Manager (NDM)

Annexe B

Schedule for meetings 2018-20

Pattern: Monday of 0th week, 11am – 1pm unless otherwise stated:

- MT18: 1 October 2018
- HT19: 22 January 2019, 2pm-4pm – (Moved due to submission deadline)
- TT19: 29 April 2019, 9.30 – 11.30 – (Moved due to Easter)
- MT19: 7 October 2019
- HT20: tbc
- TT20: 20 April 2020

Annexe C

Graduate Advisors (Assistant DGSs)

The GSC will appoint Graduate Advisors (Assistant DGSs) as needed for each constituency e.g. unit within NDM.

The role of a Graduate Advisor (Assistant DGS) will include:

- Being a signatory for GSO forms;
- Scoring and shortlisting student applications and may be called upon to serve on an interview panel;
- Reviewing GSR reports.

Eligibility: Principle Investigator of sufficient standing with experience in graduate matters.

Nomination process: By head of constituency or Head of Department or DGS

These positions will be reviewed at the MT meeting annually.

Current Graduate Advisors (Assistant DGSs) and Constituencies

Name	Constituency
Robert Gilbert	NDM
Brian Angus	Tropical Medicine
Proochista Ariana	MSc IHTM students only
Ellie Barnes	Experimental Medicine
Philippa Matthews	Experimental Medicine
Sarah de Val	Ludwig
Tao Dong	CAMS-Oxford Centre for Translational Immunology / WIMM
Panagis Filippakopoulos	SGC
Teresa Lambe	Jenner
Cecilia Lindgren	BDI
Jonathan Grimes	STRUBI