

## GRADUATE STUDIES COMMITTEE – TERMS OF REFERENCE

**Membership:** The Graduate Studies Committee was established in the academic year 1965/66. Initially the members were drawn from Schools and later they were drawn from Faculties. In 2005, Board and Council approved that the membership would be changed to include the Directors of Teaching and Learning (Postgraduate) so that the membership is now: the Dean of Graduate Studies as the chair of the committee, the Dean of Research, the Directors of Teaching and Learning (Postgraduate) in the Schools, the Academic Director of Tangent, the President of the Graduate Students' Union, and the Vice President of the Graduate Students' Union. In attendance are:

- Sub Librarian, a nominee of IT Services, two administrative officers\* nominated by the Dean of Graduate Studies and up to three co-opted individuals\*\*, nominated by the Dean of Graduate Studies are permitted to attend meetings of the Graduate Studies Committee.
- The Chairperson of the Graduate Studies Committee shall be the Dean of Graduate Studies.
- The Dean of Graduate Studies shall nominate one of the Administrative Officers referred to in 18(2) to act as Secretary to the Graduate Studies Committee.

\*Two administrative officers are:

Administrative Officer: Assistant Academic Secretary, Graduate Education

Administrative Officer: TTL Academic Affairs - GSC Secretary

\*\*Three co-opted individuals are:

TTL Academic Secretary

Director of Internationalisation TCD Global

Director of Student Services

There are also three participants in GSC meetings by Dean's invitation:

PG Student Support Officer

Administrative Officer (minute taking)

Administrative Officer (Zoom access)

Please note that the member substitution is not allowed.

### **The main functions of the Graduate Studies Committee are:**

- 1) To initiate discussion and make recommendations on all matters of academic policy and practice relating to postgraduate study and research, and to report these discussions to the Heads of School Committee and the University Council.
- 2) To advise the Dean of Graduate Studies in his or her role of reporting to the University Council, including such matters as
  - a. admission, progression, and examination of postgraduate students
  - b. proposals for new postgraduate degrees and diplomas, and changes to existing degree and diploma programmes and regulations.
- 3) To monitor, evaluate, and ensure the quality of postgraduate programmes and research degrees.
- 4) To assess proposals for the formation of Graduate Schools, including joining Graduate Schools with other institutions, and to make recommendations on the proposal to the Heads of School Committee or other committees in College as may be required.
- 5) To monitor, review and report on all aspects of the Bologna process as it relates to postgraduate studies, including European Credit Transfer Systems (ECTS).
- 6) To advise on the promotion of postgraduate programmes.
- 7) To consider and make appropriate changes to the University Calendar Part III.
- 8) To set up the Appeals Committee for Graduate Students as required.
- 9) To set up the Higher Doctorates Sub-committee as required.