

## **SOMS Graduate Studies Committee (SOMS-GSC)**

### **Terms of Reference**

**Committee:** SOMS Graduate Studies Committee (SOMS-GSC)

**Reports to:** Executive Management Committee

**Aim:** To support the School's mission and strategy of providing the highest quality education in Mathematics, Applied Mathematics and Statistics and to carry out postgraduate research to the highest international standards in a spirit of community and professional service.

**Term:** These Terms of Reference are effective from 18<sup>th</sup> September 2019.

#### **Membership:**

The Graduate Studies Committee will comprise of

- Philipp Hoevel, Chair of Graduate Studies
- Jian Huang, Vice-Chair of Graduate Studies
- Claus Koestler, Vice-Chair of Graduate Studies
- David O'Leary
- A representative from our PhD Students
- A representative from our MSc students

#### **Roles and Responsibilities of Members:**

SOMS-GSC strives to enhance the academic experience for graduate students by the following roles and responsibilities:

- Oversee the progression of PhD and MSc Research students via regular progress reports.
- Familiarise with the elements of the University's, SEFS and SOMS strategic plan relevant to graduate education.
- Work with School and SEFS with the implementation of the University's strategic plan with respect to graduate studies as appropriate to SOMS.
- Implement policies and procedures to support and enhance graduate education.
- Advise on the enhancement of the working infrastructure and environment for graduate students.
- Provide support to SOMS through programmes/initiatives designed to assist in the recruitment of graduate students and foster graduate student success.
- Support and assist publicising and promotion of graduate education.
- Assist Course Coordinator with retention of graduate students.
- Production of an annual report to the Executive Management Committee.

### Meetings:

- All meetings will be chaired by Chair or where the Chair is absent one of the Vice-Chairs of the Committee may act in the capacity as Chair.
- Quorum for the Committee requires 3 staff members of the Committee to be in attendance.
- Agenda, minutes and supporting papers will be circulated by the School Office.
- Meetings will run during term time with a minimum of 6 meetings during an academic year.
- Other members of the School may be invited at the discretion of the Chair of the Committee.

### Amendment/Variations

This Term of References may be amended, varied or modified after consultation and agreement by the Committee.

Committee	Document Version	Date Reviewed	Date Approved
SOMS-GSC	1.0 David O Leary	18 <sup>th</sup> September 2019	
SOMS-GSC	1.1 David O Leary	24 <sup>th</sup> September 2019	
SOMS-GSC	1.2 DO, PH, CK, MC	25 <sup>th</sup> September 2019	10 <sup>th</sup> Oct 2019 (EMC)
SOMS-GSC	1.3 (Amend Committee Membership)	6 <sup>th</sup> November 2019	6 <sup>th</sup> November 2019
SOMS-GSC	1.4 (Amend Committee Membership)	10 <sup>th</sup> September 2020	10 <sup>th</sup> September 2020
SOMS-GSC	1.5 (Amend Committee Membership)	8 <sup>th</sup> October 2021	12 <sup>th</sup> January 2022