

## Terms of Reference

### 1. Terms of Reference

The role of the College of Medicine and Health (CoMH) Graduate Studies committee is to:

- Provide strategic oversight of education for MSc, PhD, Practitioner Doctorate and MD degrees by research in the College of Medicine and Health.
- Develop and implement relevant policies in line with the CoMH and University's strategic plan relating to graduate education, the National Framework for Graduate Education, and the European University Association (EUA) Council for Doctoral Education.

### 2. Functions

2.1 CoMH Graduate Studies Committee will:

- Provide strategic oversight of education for MSc, PhD, Practitioner Doctorate and MD degrees by research in the College of Medicine and Health.
- Develop and implement activities for an optimal student experience in graduate education.
- Provide oversight of support and training for research supervisors, particularly new academic staff, in consultation with the Dean of Doctoral Studies and Irish Universities Association (IUA).
- Develop, implement, and provide oversight of postgraduate training modules, digital badge micro-credentials and workshops in line with the Irish Universities Doctoral Skills Statement.
- Expand the identity, visibility and performance indicators of graduate education in CoMH.
- Incentivise and foster interdisciplinary, national and international doctoral programmes in health sciences.
- Liaise with the Registrar's office to input into policies relating to graduate studies. Disseminate and advocate the implementation of new policies.

2.2 The Vice Dean of Graduate Studies and appointed members of the committee will perform additional duties such as review and approval of Approval of Examiners Forms (including the appointment of Independent Chairs for Viva Voce examinations), Research Registration Change Request Forms, Concurrent Registration, External Module Recognition, Generic and Transferrable Skills Portfolios from postgraduate students in the CoMH, Advanced Review of applicants for admission, and other related requests from the Graduate Studies Office.

### 3. Membership

- 3.1 The CoMH Graduate Studies Committee will include CoMH representatives on the Academic Council Graduate Studies Committee (ACGSC), CoMH Research and Innovation Coordinator, representation from each School in CoMH, representation from the CoMH Research Centres, and other such representation as may be agreed from time to time by the College Council.
- 3.2 The University Dean of Graduate Studies or his/her representative will have right of attendance *ex officio*.

### 3.3 Membership listing:

- Vice-Head of Graduate Studies (Chair)
- CoMH Graduate Studies Administrator (Secretary)
- Dean of Doctoral Studies
- Postgraduate Student Representative/s
- CoMH Research and Innovation Coordinator
- CoMH representatives on the ACGSC

Representatives from:

- Dental School & Hospital
- School of Clinical Therapies
- School of Medicine
- School of Nursing & Midwifery
- School of Pharmacy
- School of Public Health
- APC Microbiome Ireland
- INFANT Research Centre

3.4 The CoMH Graduate Studies Committee will be chaired by the Vice-Head of Graduate Studies.

3.5 As necessary, members of the College or the wider University may be invited to attend meetings for specific agenda items to provide advice and assistance, by agreement of the Chair.

3.6 The term of office for members of the Graduate Studies Committee is ordinarily three years. An additional period of membership of two years can be considered upon request by the Chair. No one member may serve more than five years in total on the Committee, other than the Chair (Appendix 1, points 2 and 9).

## 4. Meetings, Quorum and Sub-Committees

4.1 The committee will meet a minimum of six times during the academic year and additionally as required by the Chair.

4.2 To be quorate, the attendance must be at least 50% of full members +1.

4.3 The committee may establish sub-committees or working groups led by full committee members, to enable it to fulfil its remit.

## 5. Reporting

5.1 The CoMH Graduate Studies committee will report to the College Council.

5.2 The Vice-Head of Graduate Studies will report to the College Executive Committee.

## Appendix 1: Standing Orders for Committees

These Standing Orders shall apply to all standing committees of the College and its Schools.

1. Each Committee shall have terms of reference and membership drawn up and agreed by the Committee and the Dean of School (for school committees) or Head of College (for college committees).
2. Each Committee shall have a chairperson to conduct meetings and take responsibility for actions agreed. Chairpersons shall serve a minimum of three years, (the duration of position of the Vice-Head of Graduate Studies), a further three years can be considered if deemed as appropriate by the Head of College.
3. Each Committee shall appoint a Secretary who shall be responsible for keeping an accurate record of the meeting.
4. Meetings shall be called by the Chairperson of the Committee in consultation with the Secretary.
5. Chairpersons and deputy chairpersons shall be appointed, following consultation, by the Dean of School or Head of College as appropriate, unless otherwise stated in these rules.
6. The Chairperson shall ensure that a record is kept of each meeting and that an agenda is circulated not less than five days in advance of the meeting.
7. The Chairperson shall ensure that important documents are circulated at least five days in advance of the meeting.
8. The Chairperson shall endeavour to arrange meetings such that as many members as possible can attend. Committee members who cannot attend shall normally submit their apologies to the Chairperson in advance of the meeting.
9. Committee members shall normally serve for terms not exceeding five years.
10. Administrative staff shall normally be in attendance to provide administrative support and keep the meeting record.
11. The Deans of Schools or Head of College, as appropriate, shall be responsible for ensuring reasonable gender balance and fair representation in the composition of standing committees of the School or College.
12. The Chairperson shall strive to ensure that each member has an equal opportunity to make their views known and that no one member unduly inhibits full and free discussion by others. To this end, the Chairperson may request a committee member to desist while other views are heard.
13. Committee members shall treat the Chair, and each other, with professionalism, courtesy and respect at all times. Failure to do so on the part of any person or persons will result in the Chair issuing a warning to the offending party or parties. Failure to heed this warning will result in the Chair requiring the offending party or parties to withdraw.
14. The Chairperson shall strive to achieve consensus whenever possible. Where consensus cannot be achieved, a vote may be taken once the meeting is quorated; quorate is defined as members from four of the six Schools present. The Chairperson or in the absence of the Chair the deputy chairperson shall exercise the casting vote. Votes shall be carried by a simple majority of those present