

# School of Medicine Graduate Studies Committee

## Terms of Reference

The School of Medicine Graduate Studies Committee will provide strategic and operational oversight of education for MSc, PhD, Practitioner Doctorate and MD degrees by research, and postgraduate taught programmes in the School of Medicine.

### Functions of the School of Medicine Graduate Studies Committee

Administer and support the postgraduate student journey as per University regulations and the UCC Guidelines on the [Roles and Responsibilities of Graduate Studies Committees](#). This includes but is not limited to:

- Providing oversight on ensuring that each student has completed, at a minimum, an annual progress review in accordance with the UCC Policy on [Progress Reviews for Research Students](#).
- Approving Student change requests (such as Leave of Absence, change of supervisory team etc.,) if devolved by the Head of School.
- Reviewing applications for admissions if devolved by the Head of School.
- Liaising with CoMH Grad studies ref an up-to-date listing of eligible Independent Chairs for Doctoral Research Examinations.
- Maintaining accurate records of all relevant procedures, GSC activities and meetings, including the outcomes of Student Research Progress Reviews.
- Providing a mechanism for local identification and resolution of any problems that may emerge for staff and students involved in research education, in line with the [Policy on Resolution of Difficulties](#)
- Direct research students to use the UCC email address and to enroll on the 'COMH Postgraduate Research' Canvas site.
- Request that all supervisors and students use their UCC email address for activities related to research supervision.
- Ensure equality and diversity is considered within all aspects of graduate education. This committee affirms its commitment to all the Athena Swan Ireland Principles ([Athena Swan Ireland Principles](#)) and will:
  - embed equality, diversity, and inclusion in our culture to address unequal gender representation,
  - distribute tasks appropriately, recognise and reward work and ensure there is no disproportionate burden on underrepresented groups,
  - ensure a safe, respectful and supportive culture.
- Raise local awareness of policies and procedures related to graduate education and in particular the UCC Policy on the [Supervision of Research Students, UCC Code of Research Conduct and UCC Policy on Progress Review of Research Students](#).
- Disseminate and promote student skills training, supervisor support offerings and other bursary awards and social events organised by the College Graduate Studies Committee and University.
- Collect and collate information as and when requested by the Dean of the School of Medicine, Vice Head of Graduate Studies in the College of Medicine and Health, or the Dean

of Doctoral Studies.

- Review and approve postgraduate taught programmes.
- Review and approve postgraduate MicroCred modules and/or programmes.

## Membership

Membership should comprise of a representative of each functional area within the School of Medicine. Functional areas may choose to combine their representation and send a single shared representative by agreement with the Dean of the School of Medicine. The School of Medicine Graduate Studies Committee will have a Chair who is a member of the academic staff in the School of Medicine. A Deputy Chairperson will be chosen from the membership. A Lead for SoM MicroCreds will be chosen from the membership, this individual along with the Chair will act as a point of contact for UCC MicroCred affairs within the School of Medicine.

The Committee may establish sub-committees or working groups led by individual committee members, with membership drawn from the wider School of Medicine and/or University if necessary to enable it to fulfil its remit.

## Administration

Administrative support provided by the Medical School Office as nominated by the Medical School Manager

## Term of Membership

Membership of the Committee will be proposed by the Dean and/or Chair and approved at the discretion of the Chair. Membership of the Committee will be for three years. Membership is predicated on attendance of at least two meetings per year. Membership of the Committee can be modified by the Chair, in consultation with the Dean.

## Frequency of Meetings

Four meetings per year or as required by the Dean of the School of Medicine or the Chair of the Committee. A quorate of five members including Chair, professional support and three academic members will be required for each meeting. Meetings cancelled due to lack of a quorate are to be rescheduled to take place within four weeks.