

# RDM Graduate Studies Committee

## Composition and Terms of Reference 2023-2024

### *Composition*

- RDM Director of Graduate Studies, Chair<sup>1</sup>
- RDM Graduate Studies Manager
- RDM Graduate Studies Officer
- Director of Graduate Studies CVM<sup>2</sup>
- Director of Graduate Studies OCDEM
- Director of Graduate Studies IMD
- Director of Graduate Studies NDCLS WIMM and non-WIMM<sup>3</sup>
- Business Manager, CVM (*Ex officio*)<sup>4</sup>
- Business Manager, OCDEM (*Ex officio*)
- Business Manager, IMD (*Ex officio*)
- Institute Administrator, WIMM-NDCLS (*Ex officio*)
- Business Manager, NDCLS (*Ex officio*)
- RDM Head of Department (*Ex officio*)
- RDM Head of Administration and Finance (*Ex officio*)
- PGT/PGR Course Directors/Administrators (*Ex officio*)
- Two members of the RDM DPhil Student Forum, at least one of which is the RDM representative to the MSD Graduate Joint Consultative Committee<sup>5</sup>
- Up to two co-opted members with roles in Graduate Studies/Training
- Academic Lead EDI
- Careers Development representative

<sup>1</sup>Appointed by the RDM Head of Department for a renewable term of at least 3 years.

<sup>2</sup>Director of Graduate Studies (local) appointments are open-ended.

<sup>3</sup>This role can be split or held by one person

<sup>4</sup>Business Managers/Institute Administrator can delegate to their deputy if they cannot attend.

<sup>5</sup>To be elected by the RDM Student Forum from amongst its membership. Members will be elected for 1 or 2 years (or until they complete their programme of study) and will be re-eligible for election.

### *Terms of reference*

The RDM Graduate Studies Committee is a sub-committee of the RDM Senior Leadership Team (SLT) and shall be responsible for:

1. The Graduate Studies business of RDM, including policies and decisions on all routine matters in relation to the admission, progress, training, and examination of graduate students, and promoting a supportive research culture for graduate students.

2. The provision of advice to the Head of Department and RDM SLT on the facilities and the framework of support for graduate research students and on the organisation, development and delivery of curricula for graduate taught courses.
3. Responding, on RDM's behalf if requested to do so, to University and Divisional communications and consultations on any aspect of graduate studies.
4. Oversight of the award of Departmental funding for graduate students.

*Relationship with other committees within RDM and the MSD*

1. The committee shall receive:
  - (a) for information, reports of the meetings of the RDM Student Forum;
  - (b) for information and consideration if appropriate, reports from the MSD Graduate School Committee, the RDM Skills Training Committee, the RDM EDI Committee, the RDM SLT meeting.
2. The committee shall:
  - (a) be a forum for discussion and policy setting on behalf of the RDM SLT, in accordance with its agreed terms of reference, and report these decisions and policies to the RDM SLT;
  - (b) make recommendations to the RDM SLT where proposed changes or developments require a major change in the regulations and/or there are financial implications which should be considered by the RDM SLT.

**Membership 2023-2024**

		Until start of:
Marella de Bruijn	RDM Director of Graduate Studies, Chair	October 2024
Keith Channon	Head of Department ( <i>Ex officio</i> )	-
Jane Sherwood	Head of Administration and Finance ( <i>Ex officio</i> )	-
Jill Walker	Graduate Studies Manager ( <i>Ex officio</i> )	-
Shoumo Bhattacharya	Director of Graduate Studies CVM (clinical)	
Damian Tyler	Director of Graduate Studies CVM (non-clinical)	
Leanne Hodson	Director of Graduate Studies, OCDEM (also Chair RDM Skills Training Committee)	
Simon Davis	Director of Graduate Studies, IMD	
Marella de Bruijn Support provided for WIMM-NDCLS by Ross Chapman.	Director of Graduate Studies, NDCLS (WIMM & JR)	
Joel Atkin	Business Manager, CVM ( <i>Ex officio</i> )	-
Mark Evans	Business Manager, OCDEM ( <i>Ex officio</i> )	-

Jo Hovard	Business Manager, IMD ( <i>Ex officio</i> )	-
Stella Keeble	Lead Admin, WIMM-NDCLS ( <i>Ex officio</i> )	-
Lee-Anne Stork	Business Manager, NDCLS ( <i>Ex officio</i> )	-
TBC	PGT/PGR Course Directors ( <i>Ex officio</i> )	-
Anne Goriely	RDM EDI Lead and Chair WIMM People, Culture and Inclusion Committee ( <i>Ex officio</i> )	
To be filled	DPhil Student, Student Forum rep	
Tafadzwa Kufazvinei	DPhil Student, Student Forum rep, also Graduate Joint Consultative Committee (GJCC) Rep	

**Secretary:** Graduate Studies Manager with assistance from colleagues within RDM Strategic.

**Attendance:** Members should normally attend all meetings. Should a member not be able to attend a meeting, apologies should be sent to the chair and secretary. In the event that the chair is not able to attend the meeting, a local Director of Graduate Studies will be asked to chair instead.

**Conflict of interest:** attendees should declare any interest that could give rise to a 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, such attendee(s) shall absent themselves from all or part of the GSC's discussion of the relevant item.

**Business falling between meetings:** matters which fall within the GSC's terms of reference may be transacted between meetings by correspondence with members and/or by chair's action, as needed. Chair's actions will be reported to the next meeting of the GSC.

**Frequency of meetings:** three times a year in March, June, and November. An additional meeting may be called in September if required.

**Format of meetings:** meetings will be held in-person and in core hours as far as possible.

**Length:** 1.5 hours