

School of the Physical Sciences Graduate Education Committee (GEC)

1. Terms of Reference

The Graduate Education Committee has delegated authority from the Council of the School of the Physical Sciences (CSPS) to consider matters of strategic importance relating to graduate education, to gather information from the School's departments and to report to the Council (or other bodies on behalf of CSPS) on aspects of the School's graduate educational programmes and graduate matters.

- To have an overview of graduate education on behalf of the Council of the School;¹ to take forward the Council's objectives in the area of graduate education and to bring to the Council's attention any matters which might impinge on those objectives, along with any proposals for School-wide involvement.
- To consider strategic issues referred /delegated to it by the Council of the School ~~and~~ including: to develop detailed responses to relevant consultations and make recommendations on matters of graduate education such as new course approvals.
- To develop and implement School Policy where appropriate, through co-ordination with Departments, Faculties and Degree Committees within the School and relevant University bodies where necessary.
- To report to the Council of the School on matters raised by individual Departments, Faculties and Degree Committees within the School and other relevant University bodies.
- To provide a forum which facilitates dissemination of best practice, awareness of matters of shared interest and encourages collaboration between departments in the School and with other Schools where appropriate.
- To support, inform and advise the SPS Director of Graduate Education on all aspects of the School's graduate educational programmes.

2. Membership

- School of the Physical Sciences Director of Education (Chair)
- Eight persons nominated by their Heads of Department, normally the Directors of Graduate Education or others with a direct responsibility for graduate education in their Department/Institute:
 - Applied Mathematics and Theoretical Physics
 - Astronomy
 - Chemistry
 - Earth Sciences
 - Geography
 - Materials Science and Metallurgy
 - Physics
 - Pure Mathematics and Mathematical Statistics.

¹ Matters relating to Masters of Advanced Study (MASt) will usually be taken to the School's Undergraduate Education Committee. However where relevant to the overall provision of M-level courses, i.e. also including MPhils and first year PhD programmes, the GEC will consider such matters and invite relevant members of the Undergraduate Education Committee to attend for those agenda items, where appropriate.

- Representatives of the School's three Degree Committees: Degree Committees may, if they wish, nominate a member who already sits on the Committee in another capacity.
- The Degree Committee Secretaries.
- Two Undergraduate Student Representative to represent the interests of the student constituency covered by the Committee:
 - a) The Graduate Student elected to the Council of the School to represent the interest of the student constituency covered by the Committee.
 - b) A student representative nominated (in rotation) by a department, serving already or having served in an elected capacity at departmental or faculty level (and is not already represented in a) above).
- The Secretary of the Committee is the Deputy School Secretary.

In attendance:

- School's Education and Grants Administrator
- Other School officers when required
- There might also be occasions when others may be invited to attend at the invitation of the Chair of the Committee.

3. Method of Working

- Nominations for the membership of the Committee should be reconfirmed at the start of each academic year.
- The minutes will go to:
 - The Council of the School of the Physical Sciences (CSPS)
 - The SPS Undergraduate Education Committee (SPS UEC)
- The Director of Education will produce a report to the Council of the School of the Physical Sciences each year or when so requested.
- There will usually be no less than one meeting every term.

4. Accountability

The Graduate Education Committee will:

- Report to the Council of the School on matters of strategy.
- The Graduate Education Committee will report / make recommendations to the Needs Committee on such resource matters regarding graduate education as may be delegated to it by the Needs Committee.

5. Other

Papers shall be copied to:

Department Secretaries

Head of School of the Physical Sciences

School Secretary

Last updated: January 2019

Last update approved by Council of the School: March 2019