

NUFFIELD DEPARTMENT OF CLINICAL NEUROSCIENCES

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NDCN Graduate Studies Committee Terms of Reference

Mission

The Graduate Studies Committee has a remit to ensure that NDCN graduate study programmes are run and managed to the highest standard delivering teaching and research excellence. The committee is responsible for ensuring that University policies and procedures are adhered to and that appropriate departmental policies and procedures are developed as required.

Meetings

The committee will meet three times a year

Terms of Reference

- To ensure that students are admitted in accordance with university, divisional, and departmental policy
- To ensure that supervisors carry out their academic and pastoral responsibilities in accordance with university, divisional, and departmental policy
- To ensure that students carry out their studies in accordance with university, divisional, and departmental policy
- To administer all student funding available to NDCN students (e.g., department funds and divisional funds)
- To monitor student progression and identify trends which may need addressing. In such cases, the committee will implement remedial action to reverse negative trends
- To monitor recruitment and advise on best practice to ensure the highest standard of students are attracted to NDCN
- To recommend student number targets
- To monitor the estate of the department for fitness of purpose for student study, recommending actions to the Head of Department, Strategy Group, or Senior Management Group as appropriate
- To monitor student adherence to any legal requirements relating to their study (e.g., Health & Safety, Data Protection, Good Clinical Practice), raising any issues with appropriate departmental authorities
- To monitor the development of new graduate studies programmes