

## **Postgraduate Researcher Sub-Committee (PGRSC)**

### **2024-25**

#### **Committee purpose**

To develop, implement, monitor, and keep under review the Sussex Researcher School's vision and Enabling Plan with respect to postgraduate researchers (PGRs), and ensure that these align with institutional priorities. All academic committees operate in accordance with the University's governing documents – Charter, Statutes and Regulations – and the Public Interest Governance Principles.

#### **Membership**

- Dean of the Sussex Researcher School (Chair)
- Head of Sussex Researcher School
- Director of Student Experience or nominee
- Chairs of the three sub-committees of the PGRSC:
  - PGR Recruitment & Funding Sub-Committee
  - PGR Experience Sub-Committee
  - Research Degree Progression & Award Board
- Academic representative for the Faculty of Media, Arts & Humanities
- Academic representative for the Faculty of Science, Engineering and Medicine
- Academic representative for the Faculty of Social Sciences
- Academic representative for the University of Sussex Business School
- One academic elected member of Senate
- USSU elected PGR part-time Officer
- Two thematic PGR Representatives, one focussing on Quality Assurance, and another on Policy and Regulations.

#### *In attendance:*

- Research Degrees Manager
- Academic Regulations Manager.

#### **Terms of Reference**

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- a) To develop, implement, monitor, and keep under review the Sussex Researcher School's vision and Enabling Plan with respect to postgraduate researchers (PGRs), and ensure that these align with institutional priorities.
- b) To develop, implement, monitor, and keep under review the regulations, policies and procedures relating to PGRs, or – where such documents are owned by a different governing body (e.g. RaIC) – make recommendations for adjustments.

- c) To monitor and enhance the quality of research degree programmes and support, including:
  - i. Responsibility for programme approvals and an annual portfolio review, with a dotted reporting line into University Education Committee;
  - ii. Implementing a cycle of periodic reviews for PGR programmes, with a dotted reporting line into University Education Committee;
  - iii. Oversight of submission and completion rates, and other key metrics;
  - iv. Input into and approval of institutional partnership agreements which include PGR provision or support in any form, and;
  - v. Promoting transparent and consistent decision-making in relation to PGRs.
- d) Via the PGRB's sub-committees, responsibility for:
  - i. The realising of the institution's strategic objectives with respect to PGR recruitment and admissions, including widening participation in postgraduate research;
  - ii. PGR funding, including: identifying strategic priorities; oversight of major training grants and (where relevant) their governing boards; the strategic dispersal of funds as allocated by Council or funders; and making the case for internal investment in support of PGRs;
  - iii. PGR culture and wellbeing, including championing PGRs' contribution towards the institution's overall research culture and standing; identifying and promoting appropriate feedback mechanisms and considering the arising data; and promoting equality, diversity and inclusion;
  - iv. Oversight of PGR training and development, including the design and delivery of institution-wide programmes of training, and employability;
  - v. PGR academic progression and assessment, including the ratification of decisions made by the Research Degrees Progression & Award Board.
- e) To ensure the effective flow of information and feedback between all levels of the institutional governance relating to PGRs, from Faculty Research Committees and School PGR Committees (School PGRCs) to the PGRB, including receiving the minutes from PGRCs and items of business formally escalated from Faculties or Schools, noting that such items may be delegated for consideration by the appropriate sub-committee.
- f) To monitor anonymised data relating to PGR appeals and investigations conducted under the *Procedure for the Investigation of Allegations of Misconduct in Research* (where they relate to PGRs) in order to identify trends and any onward actions which may be required.
- g) To monitor national and international developments in PGR provision and support in order to respond appropriately.

