**Faculty of Arts, Humanities and Social Sciences**

**Postgraduate Education and Research Committee**

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| **Terms of Reference:** |
| * Develop student growth and recruitment strategies in line with Faculty targets
* Ensure implementation of quality assurance processes, notably via Continuous Action for Programme Enhancement
* Support the development of employability and work-based learning initiatives in Schools
* Monitor the quality of the student experience through student survey results
* Ensure effective channels of communication between the Faculty, Professional Services and Schools
* Promote the sharing of best practice across Schools

Education* Oversee the development and implementation of a Faculty-based postgraduate Education Strategy, aligned with the University’s Education Strategy
* Monitor the delivery of cross-Faculty modules and programmes
* Promote the development of innovative assessment mechanisms and flexible teaching delivery methods
* Review proposals for new postgraduate taught programmes in advance of submission to the Faculty Executive Board

Research* Oversee the development and implementation of a Faculty-based postgraduate Research Strategy, aligned with the University’s Research Strategy
* Monitor Annual Progress Review processes and student completion rates in Schools
* Manage scholarships allocation processes for postgraduate research students
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| **Membership:** |
| Members will have an active role in shaping the delivery of the postgraduate taught curriculum and postgraduate research in Schools and participating in Faculty initiatives to enhance provision at postgraduate level. The Chair may co-opt additional members, if required. |
| **Composition** | **Current Members** |
| Chair: | Dean of Graduate Studies | Professor Jannette Elwood |
|  | Director of Graduate Studies, School of Arts, English and Languages | Dr Marilina Cesario |
|  | Director of Graduate Studies, School of History, Anthropology, Philosophy and Politics | Dr Mike Bourne |
|  | Director of Graduate Studies, School of Law | Dr Ciarán O’Kelly |
|  | Director of Graduate Studies, Queen’s Management School | Dr Hilary Downey |
|  | Director of Graduate Studies, School of Social Sciences, Education and Social Work | Dr Dirk Schubotz |
|  | Graduate School Manager | Ms Kara Bailie |
|  | Academic Director, NINE DTP | Professor Lee McGowan |
|  | Academic Director, Northern Bridge DTP | Professor Daithi Mac Sithigh |
|  | Head of Quality Assurance and Regulations, Academic and Student Affairs | Dr Michelle Spence |
|  | Quality Assurance and Regulations Administrator, Academic and Student Affairs | Dr David Coleman |
|  | International Marketing and Communications Officer, AHSS | Ms Gemma O’Donnell |
| In Attendance: | Deans’ AdministratorDTP Co-ordinator | Ms Ruth WalmsleyMs Jennifer Dutton |
| **Quorum:** | Chair plus three Directors of Graduate Studies |
| **Serviced by:** | AHSS Faculty Office |
| **Reports to:** | AHSS Faculty Executive Board |
| **Receives reports from:** | Subgroups: Study Abroad and International Exchanges |

Updated: February 2020