

# THE UNIVERSITY OF LEEDS

## GRADUATE BOARD

### **Role Description: Chair of Group on Scholarships, Studentships and Prizes**

The Chair of the GSSP, working with the Dean of the Doctoral College, promotes the recruitment of taught postgraduate students and postgraduate researchers through the use of the Central Scholarship budget; endowed Scholarships and externally funded Scholarships where relevant. Administers and awards specified University prizes, bursaries, scholarships and postgraduate studentships in accordance with regulations approved by the Group.

#### **Specifically the Chair of GSSP:**

- Plays a role in the development and enhancement of policies that support Central Postgraduate Taught and Research Scholarships
- Chair of GSSP annual policy meeting (1 meeting/year)
- Represents GSSP on Graduate Board (if and when required)
- Chair of Scholarship Selection Panels (*ad hoc* meetings around 2/year)
- Attends external sponsor meetings (*ad hoc* meetings around 2/year)
- Chairs the annual policy meeting of the GSSP, which reviews the centrally funded scholarships budget; reports on the current/future central scholarship provision and decides on the establishment of new operational procedures and ensures scholarship terms and conditions are in line with general University regulations.
- Considers and reaches decisions upon matters relating to Postgraduate Taught/Research Scholarship applications/recommendations (Scholarship eligibility criteria, such as level of English Language) and the awards made to individual students and PGRs.
- Reviews and approves Scholarship Award and Prize lists
- Plays a lead role (with the Postgraduate Scholarships Office) in the delivery of the Postgraduate Scholarship Annual Briefing Session
- Plays a lead role in the annual new Postgraduate Scholarships Award Holders Welcome Party

#### **Time Commitment**

The post will require a minimum of 0.1 FTE.

#### **Period of Appointment**

- The tenure of the post will be for a period of three years in the first instance with the possibility of extending the appointment for up to two additional years by mutual agreement.