

## UNIVERSITY OF LEEDS

### Graduate Board

#### **Role Description: Chair of Examinations Group**

The Chair of the Examinations Group, working with the Dean of Postgraduate Research Studies, will play an important strategic and co-ordinating role in developing, promoting and overseeing the examination of postgraduate researchers. Working with and through appropriate Faculty and University structures the Chair will seek to identify opportunities to develop current policies that maintain and assure the academic standards for the examination of research degrees and the consistency of experience of the PGRs. As well as acting as the Chair of the Examinations Group, the Chair will represent the Examinations Group on the Graduate Board and a range of relevant Groups and Working Groups.

#### **Specifically the Chair of the Examinations Group:**

- Plays a lead role in the development and enhancement of policies that support the examination of postgraduate researchers
- Plays a lead role in the development and enhancement of policies that support the assurance and management of the examination process
- Chairs the regular meetings of the Examinations Group (8-9 meetings per year)
- Represents Examinations Group on Graduate Board (5 meetings per year)
- Attends the Annual Meeting with Leeds Trinity University to review arrangements for research degree candidatures
- Chairs/acts as a member of *ad hoc* groups of Graduate Board as needed
- Considers and reaches decisions upon matters relating to the examination of individual research degree candidatures (including ratifying the examination results for research degrees after consideration of the examiners' report, appointment of examiners following nominations from Schools, suspensions and extensions of study during the referral period, requests for over-length theses, recommendations for recognition of research excellence, non-straightforward examination matters/cases, (cases considered on a weekly basis – average number of cases 25 per week)
- Reviews and reaches decisions upon arrangements for the examination of candidates from accredited institutions
- Acts as Tutor on SDDU Role of the Internal Examiner Workshops and is also involved in the development of the on-line course for experienced internal examiners

#### **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.

PRO/CM  
April 2016