

THE UNIVERSITY OF LEEDS  
GRADUATE BOARD

**Role Description: Chair of Programmes of Study and Audit Group**

The Chair of PSAG, working with the Dean of the Doctoral College, will play an important strategic and coordinating role in developing, promoting and overseeing the enhancement of the experience of Postgraduate Researchers (PGRs). 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 of the awards and the experience of the PGRs. As well as acting as the Chair of the Programmes of Study and Audit Group, the Chair will represent PSAG on the Graduate Board and a range of Groups and Working Groups.

**Specifically the Chair of PSAG:**

- Plays a lead role in the development and enhancement of policies that support the PGR experience
- Plays a lead role in the development and enhancement of policies that support the assurance and management of the provision
- Chairs the regular meetings of PSAG (4 meetings per year)
- Represents PSAG on Graduate Board (5 meetings per year)
- Represents PSAG on Programme Approval Groups (PAG), where a research degree programme has a taught component
- Attends the Annual Accreditation Review Meetings with Leeds Trinity University and York St John University
- Chairs/acts as a member of *ad hoc* groups of Graduate Board and PSAG as needed
- Considers and reaches decisions upon matters relating to the research degree candidatures of individual PGRs (including non-standard admissions, English language requirements, alterations to periods of study, deferrals and withdrawals at the transfer stage, recommendations that individual PGRs be required to withdraw following unsatisfactory academic progress, transfer to M Phil) (cases considered on a weekly basis – average number of cases 12 per week)
- Reviews and reaches decisions upon arrangements for PGRs from accredited institutions
- Considers and recommends approval upon matters relating to the design of new and revisions to existing research degree programmes, including (but not limited to) Integrated PhD and Masters, professional doctorates, dual / joint awards and study abroad agreements
- Reviews and reaches decisions upon arrangements for split-site applicants and PGRs on-programme
- Plays a lead role (with the Dean of the Doctoral College) in the delivery of regular Doctoral College Forums
- Acts as Tutor on ODPL (formerly SDDU) Effective Research Degree Supervision Workshops

**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.