

Terms of Reference for the IGMM Postgraduate Studies Committee

1. Purpose and Role

The Postgraduate Studies Committee operates with the delegated authority of the IGMM Executive and is responsible for overseeing the monitoring and assessment lifecycle and student experience across the IGMM.

2. Governance

The Committee will act with authority, as delegated by the Executive of the IGMM, in order to take decisions and act in the area of Postgraduate related studies.

3. Remit

3.1 Strategic Direction

- 3.1.1 To ensure that suitable management structures and systems are in place to support the student lifecycle and overall student experience.
- 3.1.2 To oversee the operation of the Staff Student Liaison Committee.

3.2 Policy and Advice & Operation

- 3.2.1 To comply with the College of Medicine and Veterinary Medicine policies and regulations for all students and academic staff as set out in the University Of Edinburgh Code Of Practice for Supervisors and Research Students.
- 3.2.2 To discuss and implement changes on policy, advice and operation as required within the IGMM.
- 3.2.3 To maintain and update the Graduate Research & Training Handbook for the IGMM.

4. Membership

The Committee shall consist of:

Postgraduate Director of Studies
Graduate Convenor, CRUK Edinburgh Centre
Graduate Convenor, MRC Human Genetics Unit
Graduate Convenor, Centre for Genomic & Experimental Medicine
Postgraduate Director of Precision Medicine Programme
Minutes Secretary

The Chair may invite additional attendees to individual meetings and co-opt additional members at the discretion of the Committee.

MRC Institute of Genetics & Molecular Medicine

The University of Edinburgh, Western General Hospital, Crewe Road, Edinburgh EH4 2XU
telephone: +44 (0)131 651 8500 www.ed.ac.uk/igmm

5. Method of Operation

5.1 The Committee receives verbal reports.

5.2 The Committee is an operational group, not a voting committee. Therefore, decisions are made by a consensus.

5.3 Take collective ownership of issues/decisions.

5.4 Minutes will be formally recorded and a record of decisions and actions kept. Draft minutes should be available to members within two working weeks of the meeting.

5.5 Open minutes of the meeting will be produced and posted on the IGMM webpage.

6. Frequency and Duration of Meetings

The Committee will meet quarterly and duration will typically be 1.5 hours.