

**Faculty of Computer Science and Technology**  
**Graduate Education Committee**

**Terms of reference**

**1. Committee establishment**

There will be a Graduate Education Committee to provide support on matters pertinent to graduate education and graduate admissions within the Faculty of Computer Science and Technology.

**2. Reporting and frequency of meetings**

Meetings will be held once a term and two weeks before a meeting of the Degree Committee for the Faculty of Computer Science and Technology.

Minutes of meetings will be considered by the Degree Committee for the Faculty of Computer Science and Technology.

The Graduate Education Committee will receive minutes of meetings of the Graduate Students Forum and the Advanced Taught Courses Committee.

**3. Membership**

The membership of the Graduate Education Committee will be by Faculty role:

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|------------|---|
| Chairman:  | Deputy Head of Department for Research<br>Graduate Students Coordinator<br>Transferable Skills Coordinator<br>Director of M.Phil in Advanced Computer Science |
| Secretary: | Student Administration Manager  |
| Plus:      | Two senior academic staff members of the Faculty<br>(including one member of Degree Committee not<br>already represented by role) on bi-annual rotation       |

**4. Remit**

- Graduate Supervision and consideration of supervision reports
- Transferable Skills Training
- Matters arising from the School of Technology Graduate Education Committee
- Monitor Ph.D. dissertation submission rate
- Monitor graduate applications
- Any other issues raised by the Degree Committee for the Faculty of Computer Science and Technology