**Associate Head of Division (Research Degrees)**

**Key duties and responsibilities**

The Associate Head of Division (Research Degrees), supported by the Head of Education Policy and Planning, Head of Graduate Policy and Administration and the wider Graduate Office and Training teams, will:

1. act as chair for the following committees:

* Graduate School Committee
* Graduate Joint Consultative Forum (co-chair with student representative)
* Divisional Graduate Funding Panel;

1. serve as MPLS representative on the Research Degrees Panel, Graduate Admissions Committee, and the Doctoral Training Centre Steering Committee (meets annually, chaired by Pro-Vice-Chancellor (Education)), as well as other committees relevant to the role in liaison and collaboration with the Associate Head (Taught Degrees);
2. attend the Teaching and Learning Panel (for aspects relating to research degree students);
3. advise the Divisional Board and General Purposes Committee on matters in relation to research degree students, liaising with the Associate Head (Taught Degrees) as necessary, and on ED&I matters insofar as they relate to research degree students, liaising with the Associate Head (People) as necessary;
4. in liaison and collaboration with the Associate Head (Taught Degrees), take responsibility for over-arching strategy on matters of education, e.g. five-year plan, oversight of policy, quality assurance, major course proposals (including CDT/DTP calls), procedures for research degree examinations, oversight of graduate access, outreach and admissions, and for detailed policy matters including consultations from EdC/central AAD;
5. play a leading role in influencing University, national and international graduate education policies and activities, and graduate training strategy, by working closely with colleagues across the collegiate University and beyond; specifically, with the Departmental Directors of Graduate Studies; and other colleagues including the Researcher Development and Training Manager, MPLS Director of the Doctoral Training Centre, counterparts in other divisions (particularly the Medical Sciences Division with whom we run joint DPhil programmes); the Russell Group; Research Councils; and funding agencies;
6. act as Dean of Research Degrees to lead on divisional review of DPhil examiners’ reports, reading and signing off on all DPhil Examiners’ Reports (returning them for revisions where necessary), with the assistance of two Directors of Graduate Studies nominated on a biennial basis by Graduate School Committee;
7. work with the Head of Graduate Policy and Administration to develop and implement new policy and procedures, including with regards to PGR student progression;
8. Oversee graduate funding within the Division, including:

* Liaison with Research Councils over graduate policy, especially by oversight of the EPSRC Doctoral Training Partnership;
* Determining Clarendon (and other) allocations to departments,
* Policy on research degree completion rates and the length of the D Phil;
* Fundraising issues for graduate scholarships etc;
* Major overseas programmes (e.g., A\* STAR);
* Review of Annual reports from the Doctoral Training Centre.

The Associate Head (Research Degrees) is an *ex-officio* member of the following MPLS Divisional bodies:

* Divisional Board;
* General Purposes Committee;

and attends the weekly meeting of Associate Heads of MPLS.