



MASTS Graduate School Steering Group (GSSG)

Operating Principles and Terms of Reference

The following Operating Principles and Terms of Reference have been developed from the original MASTS Proposal and modified following reformation of the Graduate School Steering Group (GSSG) in 2013.

Status

The GSSG for MASTS will take responsibility for the overall conduct and management of the MASTS Graduate School, under the responsibility of the Dean of the Graduate Studies. The central function of the Graduate School (GS) is to provide a locus for the specialised training of postgraduate students in marine science across Scotland.

The GSSG will report to and take advice from the MASTS Executive Committee, Governing Council and International Advisory Board.

Remit

The remit of the Graduate School Steering Group (GSSG) will be to ensure that the aims and objectives of the Graduate School are delivered:

- promote academic integration across MASTS through joint PhD supervision;
- complement graduate training across MASTS institutions;
- make recommendations to MASTS and its partners in relation to training;
- provide content for the Graduate School section of the MASTS website; and
- organise, promote and review training programmes and opportunities.

In discharging its duties, the GSSG will develop and own an action plan which, among other things, will determine the balance of activities to be covered within the Graduate School, and the approach to achieving them.

A review of the operation and effectiveness of the Graduate School will take place after three years, and will involve the MASTS Operations Director, the MASTS Executive Director and a nominated member of the International Advisory Board.

Composition

There will be a maximum of 10 members of the GSSG.

Members of the GSSG will be drawn from the scientific and user communities. They will be appointed by the MASTS GSSG on the basis of their individual expertise and experience, and will not act as representatives of any particular institution or group.

The term of the initial appointment will be up to 3 years with possible extension for up to a further 3 years.

Changes in GSSG membership will, as far as possible, be a maximum of a quarter of the membership in any one year.



October 2013

The Chair may request that a member of the GSSG is replaced should they fail to attend three consecutive GSSG meetings.

A meeting of the GSSG will be quorate if a minimum of 5 GSSG members including the Chair are present.

Membership

The Graduate School will be led by the Dean of Graduate Studies. The Dean shall have day-to-day responsibility for delivering the Graduate School and its activities and operations; including its direction and management; and the management of the prize studentships competition. The Dean will report directly to the Executive Director of MASTS.

The Dean will be supported by a Steering Group, drawn from MASTS partners and Associate Institutions. Members of the Steering Group will be expected to take on specified roles to assist the Dean in delivering the various strands of Grad School activity. The GSSG may invite others to help with its work, as appropriate to the tasks at hand. Co-opted members may be from within the MASTS community or external to it.

The postgraduate community will nominate one student representative to join the Steering Group. The Graduate School will provide a T&S budget to ensure that the student is able to attend meetings.

<u>Name of member</u>	<u>Area of responsibility</u>
Professor Axel Miller	Dean of MASTS Graduate Studies (Chair): provision of an annual Graduate School Retreat, and joint coordination of training and experiential activities
Dr Iain Matthews	Development of a graduate internship programme
Professor Mark Huxham	Coordination of Graduate School Seminar Programme
Dr Lois Calder	Coordination of specific training and workshops and organisation of a core scientific skills development programme
Dr Bernadette Connolly	Sector best practice: MASTS graduate school interface
Professor Hamish Mair	Coordination of links with overseas institutions and training of postgraduate students
Dr Liz Cook	Links with the United Nations University
Dr Emma Defew	Secretariat function and Coordination of the Making the Most of Masters scheme
Penelope Donohue	Graduate School Student representative

Mode of operation

The GSSG will meet at least three times per year and ideally should convene on an approximately four monthly cycle. Meetings of the GSSG will be chaired by the Dean of the Graduate Studies.

The secretariat for the GSSG will be provided by the MASTS Executive.

The GSSG will manage itself in an inclusive, transparent and accountable way, and will be accountable to the MASTS Executive Director and to the MASTS Governing Council. Agendas and minutes of meetings will be available. There will be defined exceptions for business that is reserved as confidential.