

Postgraduate Feedback Council: Terms of Reference

Approved by the Graduate Education Committee of Academic Council on 8th November 2021.

1. Objectives of the Postgraduate Feedback Council

- 1.1. The Postgraduate Feedback Council reports via the Dean of Graduate Studies to the Graduate Education Committee of Academic Council. A key role of the Graduate Education Committee is to develop policies and initiatives to which enhance the postgraduate experiences at Maynooth University.
- 1.2. The Postgraduate Feedback Council provides feedback on:
 - 1.2.1. issues which are currently impacting the quality of the postgraduate student experience
 - 1.2.2. Initiatives which can improve the postgraduate student experience at Maynooth University.

2. Membership of the Postgraduate Feedback Council

- 2.1. Two postgraduate student representatives from each academic department should be nominated to the Postgraduate Feedback Council. One of these should be a representative of students undertaking a taught postgraduate course, and one should be a representative of students undertaking a research postgraduate course. If a department has students only in one of these cohorts it will be acceptable to allow two such representatives.
- 2.2. A postgraduate representative from Maynooth University Students Union
- 2.3. The Dean of Graduate Studies
- 2.4. The Dean of the Faculty of Arts, Celtic Studies and Philosophy (or a representative nominated by them)
- 2.5. The Dean of the Faculty of Science & Engineering (or a representative nominated by them)
- 2.6. The Dean of the Faculty of Social Sciences (or a representative nominated by them)
- 2.7. The Dean of Teaching & Learning (or a representative nominated by them)
- 2.8. A member from the Centre for Teaching & Learning
- 2.9. A member from Research Development Office
- 2.10. All student representative names are to be clearly identified on the Postgraduate Feedback Council website.

3. Organising responsibilities of the Postgraduate Feedback Council

- 3.1. The organisation of the Postgraduate Feedback Council is the responsibility of the Graduate Studies Office.
- 3.2. The webpage of the Postgraduate Feedback Council is the responsibility of the Graduate Studies Office.
- 3.3. As early as possible in the academic year, the Graduate Studies Office will contact each Head of Department and postgraduate co-ordinator and request the departmental nomination of two reps (ideally a taught postgraduate representative and a research postgraduate student) to attend the meetings
- 3.4. Meetings typically occur on dates in
 - 3.4.1. Late October
 - 3.4.2. Early-to-mid December
 - 3.4.3. Mid-to-late February
 - 3.4.4. Mid-to-late April

All dates to be published as early as possible in each academic year on the Postgraduate Feedback webpage.

Extraordinary meetings may also be scheduled, and members of the Postgraduate Feedback Council may be asked for feedback or information in a reasonable manner outside set meeting times.