Academic Committee - Terms of Reference
Department of Cardiovascular Sciences

- The terms of reference for the Departmental Academic Committed (DAC) have been approved by the CVS Executive Committee.
- Meetings will be held bi-monthly, with papers circulated in advance.
- The Committee will report to the Departmental Academic Staff Meetings.
- The DAC will have overarching responsibility for oversight of all matters related to PG Research Students and Teaching of PG and UG students, including CPD and DL courses. This includes (but is not restricted to):
  - Approval of PhD studentships
  - Appointment of PhD students (unless a named candidate has been funded)
  - Oversight of PGR student progress
  - Make recommendations for the award of prizes to PGR and UG students as appropriate
  - Participation as members of PGR supervisory panels
  - Oversight of teaching commitments of Academic Staff in the department
  - Advise the Departmental executive on matters related to PGR recruitment, progress, and supervision
  - Advise the Departmental Executive on matters relating to PG training and teaching.

The DAC will also consider matters relating to training of Early Career Researchers, and Equalities and Athena Swan principles as they relate to DAC business.

- DAC meetings will be held in two parts;
  - Part 1 will deal with unrestricted business
  - Part 2 will deal with reserved matters including matters relating to individual students and supervisors.

- The membership of the DAC will reflect the academic staff profile of the Department and normally comprise 4 clinical and 4 non-clinical staff that will include:
  - The Chair
  - The Vice-chair
  - The PG Tutor for PhDs, who will represent the Department on the College Research Degrees Committee, and who may also hold the position of Chair and/or Vice-chair.

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1 NB: MD applications are approved by the College MD Board of Studies

AHG September 2014 (Review Date September 2015)
The PG Tutor for MD candidates who will represent the Department on the College MD Degree Board of Studies, and who may also hold the position of Chair and/or Vice-Chair.

- The Departmental Postdoctoral Advisor
- The Departmental Representative on the College Intercalated BSc Committee
- The Departmental Equalities Officer
- The Departmental Manager will serve as an observer on the DAC

- The term of office for members of the DAC will normally be 3 years, renewable for up to 9 years. Members of the Department who have previously served on the DAC can become members at a later date.

- The DAC will have two PGR student representatives; one to represent the PhD students and one to represent the MD candidates.
  - Student representatives will attend Part 1 of the meeting (unrestricted business)
  - The term of office for the Student Representatives will normally be 2-3 years. Individuals would normally leave when they complete their studies and leave the Department.
  - Selection of Student Representatives will be by invitation to the student body, and approval by the DAC academic staff members.

- The DAC will be served by members of the Departmental administrative staff to provide secretarial and database support.