

# Newcastle College University Centre Doctoral Forum

## Terms of Reference

### Purpose

The Doctoral Forum is facilitated by the RSSE team and open to any member of NCG staff undertaking Level 8 study (PhD, EdD or Professional Doctorate study). The forum will provide peer support for all staff in attendance, an opportunity to share good practice and resources, and promote the undertaking of doctoral level study across NCG.

### Scope

In terms of scope, the Doctoral Forum provides support, guidance and peer critique for all HE staff undertaking Level 8 study. The forum also has the responsibility for promoting Level 8 study to all HE staff across NCG, as well as advocating for greater focus or support for those undertaking Level 8 study at any relevant committee.

### Authority

Whilst the forum does not have, and does not require, a formal hierarchy it is “facilitated” by several members of the central RSSE Team. The responsibilities of these facilitators are limited to practical considerations (room/catering booking) and the maintenance of minutes and records. The facilitator may also Chair the meetings, but this is only as and when necessary (when there are specific issues to discuss, meeting themes or to introduce new members to the forum).

### Membership

There is no limit to the number of potential members of the Doctoral Forum. Invitations will be extended to all staff commencing Level 8 study at the beginning of each academic year but staff may also request to join at any point in the year. Staff must teach HE and be undertaking Level 8 study to be eligible for membership. Currently, there are 13 members of staff who are studying at this level:

Laura Sedgewick  
Nicky Turnbull  
Elaine Robertson  
Leonardo Morantes-Africano  
Shona Dunn  
Paula Willis  
Mark Clarkson  
Adam Robson  
Mandy Rogerson  
Chris Clayton  
Lee Robinson  
Lisa Fernandez  
Katherine O'Neill

Staff already holding doctorates are also encouraged to attend.

### **Meeting arrangements**

Meetings will take place three times during the academic year. Where necessary the meeting will be minuted by one of the facilitators and made available in the Doctoral Forum Teams channel. Communication between meetings will be facilitated via the Teams channel.

### **Reporting**

The forum will contribute to the annual RSA report and updates will be provided to any and all relevant committees upon request and will regularly report to Learning Teaching and Enhancement Committee as part of the RSA monitoring,

### **Deliverables**

The forum aims to provide a supportive environment to help facilitate the success of all doctoral candidates across NCG. In doing so it aims to increase the number of staff undertaking doctoral level study and support those undertaking Level 8 to succeed.

### **Review**

These terms of reference will be reviewed annually with the next review occurring in September 2022.