

**DTP Management Board: Terms of Reference
(excerpt from CHASE Consortium Agreement)**

- 3.1 The DTP Management Board will be made up of the CHASE DTP Director, the DTP Representative for each party (or their designated alternate), the DTP administrative lead for each party, three student representatives from the Student Advisory Group and the CHASE administrative team.
- 3.2 The DTP Management Board will have the following oversight and reviewing responsibilities:
 - 3.2.1 to review selection and allocation processes and outcomes, including ratification of the decisions of Selection Panels in respect of student applications;
 - 3.2.2 to review student progress;
 - 3.2.3 to agree the arrangements for management and administration of the applications of prospective DTP Students each year, including (but not limited to) agreeing the specific applications process to be adopted and setting dates for accepting applications from prospective DTP Students for each year of the DTP Project;
 - 3.2.4 to provide advice to the CHASE Strategy Board in relation to the CHASE brand use guidelines;
 - 3.2.5 to monitor cross-institutional intellectual initiatives and to foster formal and informal collaborations across the parties;
 - 3.2.6 to oversee and review training environments and supervisor training relating to the DTP Project;
 - 3.2.7 to monitor the award of studentship funding and student development funding and the use of cohort development funding;
 - 3.2.8 to oversee and review allocation of studentships against the academic subject table set out in the DTP Proposal;
 - 3.2.9 to monitor staffing levels of the DTP Team;
 - 3.2.10 to analyse risk strategy and monitor compliance with any agreed risk management policy;
 - 3.2.11 to monitor compliance with data sharing and data security policy; and,
 - 3.2.12 to monitor communication strategy.
- 3.3 Any member of the DTP Management Board may participate in meetings of the DTP Management Board by tele-conference, video-conference or any other technology that enables everyone participating in the meeting to communicate interactively and simultaneously with each other. The quorum for a meeting of the DTP Management Board will be at least two thirds present in person or by tele-conference, video-conference or other technology mentioned above.

- 3.4 The CHASE DTP Director (if present at a meeting) or, in their absence, any other individual the members of the DTP Management Board may from time to time agree, will chair meetings of the DTP Management Board.
- 3.5 The parties will ensure that the DTP Management Board meets at least every 3 months at venues to be agreed, and in default of agreement at the University of Sussex campus at Falmer, or at any other time at the request of any of the parties. Meetings of the DTP Management Board will be convened with at least fourteen (14) days written notice in advance. Minutes of the meetings of the DTP Management Board will be prepared by the chair of the meeting and sent to each of the parties within 21 days after each meeting.
- 3.6 Each party will, through its representative or their alternate, have one vote in the DTP Management Board. All other members will be non-voting members. Decisions will be taken by a simple majority except where a decision necessitates a change to the DTP Proposal where such decision must be unanimous where it requires all parties to be present. The chair will not have a casting vote.