



**GRADUATE SCHOOL COMMITTEE  
MEETING no 12  
22 September 2015  
Room AG01, College Building  
CONFIRMED MINUTES**

<b>Name of Member</b>	<b>Meeting 12 22/09/15</b>	<b>Meeting 13 09/10/15</b>	<b>Meeting 14 08/02/15</b>	<b>Meeting 15 20/04/15</b>	<b>Meeting 16 22/06/15</b>
Professor Ken Grattan (Chair)	√				
Professor John Fothergill	√				
Professor Eugene McLaughlin	√				
Dr Mauro Barelli	*				
Professor Charles Baden-Fuller (Senate representative)	A				
Professor Christine McCourt	√				
Professor Ian Marsh	√				
Professor Chris Hull (Senate representative)	√				
Professor Davide Ravasi	√				
Stephanie Wilson	√				
Dr Youyou Yan	√				
Dr Pam Parker	√				
Umar Chaudhery (SU, Vice-President, Education)	A				
Student representative	vacant				
Dr Karen Shaw Director of Research and Enterprise Office	A				
International Office	A				

Diane Bell (Library and Information Services)	√				
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\* Indicates a substitute attended: Professor Andrew Choo for Dr Mauro Barelli.

In attendance: Dr Naomi Hammond (Secretary)

- √ indicates attendance;
- indicates a period when the member is on extended leave/when the person was not a member;
- A indicates apologies have been provided

### **Part One: Preliminary Items**

#### **1. Welcome and Apologies**

Members of the Committee were **welcomed** and apologies **received** and **noted**.

#### **2. Minutes**

The minutes of the meeting of the City Graduate School Committee held on 18<sup>th</sup> June 2015 were **approved**.

#### **3. Terms of Reference and Membership**

The Terms of Reference had been revised to reflect the role of the City Graduate School Committee in overseeing the progress of projects with a research degree element that fell under the Education and Student Strategy. As an advisory body of Senate the Committee was able to agree its own Terms of Reference. The Committee agreed the revised Terms of Reference and asked that the revised Terms be appended to the minutes of the meeting for Senate to note.

#### **4. Matters arising from the minutes**

The Committee **noted** the Matters Arising.

#### **5. Chair's Business**

The Chair had no additional business on which to report.

### **Part Two: Report from Students**

#### **6. Report from the VP Education, Students' Union**

The Students' Union were heavily engaged in 2015 Welcome Week; the Committee received apologies from the VP Education and understood the clash of commitments. The VP Education would be invited to provide an update from the SU at the next meeting of the Committee.

Action: Head of Graduate School Office to invite VP (Education) to provide an update at the next meeting of the Committee

### **Part Three: Report from Pro-Vice Chancellor, Research and Enterprise**

7. The Pro-Vice Chancellor (Research and Enterprise) updated members of the Committee on work being undertaken to restructure the Research and Enterprise Office; to improve the visibility of potential doctoral projects on the web; and to increase funding support to doctoral students. The Committee was advised that the proposed restructure of the Research and Enterprise Office did not directly affect doctoral students as the majority of

support for doctoral students was located within Schools. Members of the Committee, however, were advised to encourage colleagues in their Schools to seek additional funding for doctoral students, such as through Knowledge Transfer Partnerships (KTPs) and Marie Skłodowska-Curie fellowships, with the help of colleagues in the Research and Enterprise Office. Members of the Committee were asked to forward information on potential doctoral projects to the City Graduate School Office so that they could be further publicised through the City Graduate School website.

#### **Part Four: Items for discussion**

##### **8. Postgraduate Research Learning Outcomes (research degree completion rates)**

The Committee considered the draft action plan on improving University research degree completion rates, which had been compiled following consideration by Senate of the Review of the City Graduate School, and made the following comments:

1. there was a need to clarify whether the maximum period of candidature referred to *completion*, or to *submission*, within the time period (currently 4 or 7 years for full or part-time students respectively).
2. completion rates within 4 and 7 years (for full and part-time students respectively) were not the only metric by which to measure the quality of a research degree programme; sole/co-authored publications and placement opportunities were also measures of quality.
3. students (and supervisors) should be made aware of what was expected of them at the outset, especially during the admission stage.

The Committee additionally asked that the data be amended to reflect the distribution of completion, perhaps by using the median time to completion rather than the mean. Members endorsed the action plan but were invited to send any further comments to the Graduate School before it was considered by ExCo at its meeting on 5 October 2015 and Senate on 14 October 2015. Subject to these comments the Committee supported the paper being sent to University ExCo for comment prior to being sent to Senate for discussion.

#### **Part Five: Items for information**

##### **9. Any other business and dates of future meetings**

There were no other items of business. The Committee noted the timing and frequency of meetings during 2015/16.

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