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

Name of Member	Meeting 12 22/09/15	Meeting 13 09/10/15	Meeting 14 08/02/15	Meeting 15 20/04/15	Meeting 16 22/06/15
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)	√				

* *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 18th 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 studens 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 were not the only metric by which to measure the quality of a research degree programme; sole/co-authored publications and placement opportunites 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.

Secretary: Dr Naomi Hammond (secretary)
Email: Naomi.Hammond.1@city.ac.uk
Telephone: 020 7040 8106

Terms of Reference

Summary
This paper sets out the Membership and Terms of Reference for the Graduate School Committee for 2015/16. The Terms of Reference have been revised to reflect the role of the Graduate School Committee in overseeing relevant projects under the Education and Student Strategy. A copy of the Education and Student Strategy is available at
http://www.city.ac.uk/__data/assets/pdf_file/0009/274941/education-student-strategy-2020.pdf.
Amendments to the existing Terms of Reference have been highlighted in green and a copy of the existing Terms of Reference is appended for information.

Graduate School Committee is asked to:

1. **approve** the revised Terms of Reference
2. **note** that the revised Terms of Reference have been sent to the Education and Student Committee

Graduate School Committee

Terms of Reference

The Graduate School Committee will act in an advisory capacity to the Dean of the City Graduate School to support him in his role in overseeing and managing the University's research degree provision, including those aspects delegated to him by Senate. The Dean of Validation will be consulted on relevant business of the Graduate School that impacts on validated research degree provision. The City Graduate School Committee has specific delegated authority from Senate:

(i) to monitor and advise on all aspects of academic quality, standards for research degrees and research degree provision; and

(ii) to make responses on behalf of the University to sector-wide initiatives, consultations and other national and international developments concerning research student activity and provision

Additionally, the Graduate School Committee will report to Education and Student Committee on matters relating to the Education and Student Strategy. The Committee will provide oversight and direction for the hubs identified by the Education and Student Strategy (ESS), and will facilitate and lead on the development of research degree provision within these areas. This includes the identification of local level activity and projects that might be developed; monitoring progress of any established projects; evaluating impact and helping students get the most from their studies and engagement with City.

Specific areas in which the Graduate School Committee will provide advice and support to the Dean of the City Graduate School include:

1. development, management and monitoring of ESS activities specifically related to research degree provision, including:

> (i) Research skills training provision across the University, overseeing the delivery of advanced training provision for research degree students
>
> (ii) Enhancing the research student environment and experience
>
> (iii) Research student progression, completion and completion rates
>
> (iv) Publications and other short- and long-term outputs coming from research student work
>
> (v) Research student employability
>
> (vi) The dissemination of good practices that relate to research students (involving students, staff and processes) across the University, promoting a coherence where appropriate that enhances the effectiveness and visibility of the University as a research-led institution.

The group will do this by:

> a) agreeing priorities on an annual basis

b) reviewing draft project plans against commitments and objectives in the ESS
c) ensuring that resource is used effectively
d) ensuring that there are no gaps in key areas, or overlap of activity.

2. supporting the enhancement of existing work that contributes to the strategy ('areas of strength').

3. supporting the work of Learning and Teaching Committees and Professional Services on activities and projects aligned with the strategy and revising reports on progress towards each of the ESS hub destinations

4. tracking and reporting progress to the Education & Student Strategy Projects Board (if/when established) and Education and Student Committee.

5. the formulation, review and development of the University's research degree regulations, frameworks, policies and procedures for recommendation to Senate for approval

6. the promotion, monitoring and review of processes pertaining to the following aspects of research degree provision and recommending actions to be taken for reporting to Senate taking account of disciplinary differences that exist between fields

~~(i) The provision of research skills training provision across the University, overseeing the delivery of advanced training provision for research degree students~~

~~(ii) Enhancing the research student environment and experience~~

~~(iii) Research student progression, completion and completion rates~~

~~(iv) Publications and other short- and long-term outputs coming from research student work~~

~~(v) Research student employability~~

~~(vi) The dissemination of good practices that relate to research students (involving students, staff and processes) across the University, promoting a coherence where appropriate that enhances the effectiveness and visibility of the University as a research-led institution.~~

7. the review of processes, policies and practices concerning the admission of research students.

8. Outputs from the following processes, including any actions arising:

(i) Research degree external examiner appointments
(ii) Research degree awards
(iii) Research degree Periodic Review Reports and School responses to those reports
(iv) Research degree Annual Programme Evaluations

9. the facilitation of cross-School collaboration and interdisciplinary research activity.

10. recommending procedures and review processes that relate to the giving of scholarships and bursaries and other grants to research students (and their supervisors) that use University money

Composition and Membership

Composition		Membership	
Dean of City Graduate School (Chair)		Professor Ken Grattan	Ex-officio
Associate Deans (Research/Research Students) or equivalent	Arts and Social Sciences	Professor Eugene McLaughlin	Ex-officio
	Cass	Professor Ian Marsh Professor Vangelis Souitaris	Ex-officio
	Health Sciences	Professor Christine McCourt	Ex-officio
	Mathematics, Computer Science and Engineering	Dr Youyou Yan Ms Stephanie Wilson	Ex-officio
	Law	Dr Mauro Barelli Professor Jason Chuah	Ex-officio
	LEaD	Professor Susannah Quinsee Dr Pam Parker	Ex-officio
Pro Vice-Chancellor (Research and Enterprise)		Professor John Fothergill	Ex-officio
Senate representative		Professor Charles Baden-Fuller	Ex-officio
Chair of Senior Tutor for Research Forum		Vacant	Ex-officio
CULSU Vice President Education		Issy Cooke	Ex-officio
Senate research student representative		Vacant	Ex-officio
In attendance			
Head of Graduate School Office (Secretary)		Dr Naomi Hammond	
Director of Research Office		Vacant	
Director of Enterprise Office		Dr Sue O'Hare	
Head of International Office		Adrian Dutch	
Library Information Services representative		Claire Packham	
Information Services representative		Vacant	

Operational Details

- Reporting line – Dean of City Graduate School
- Quorum - 50% of the total actual membership
- Frequency of meetings – at least three times per year

Appendix 1: existing Terms of Reference

Terms of Reference
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(i) to monitor and advise on all aspects of academic quality, standards for research degrees and research degree provision; and

(ii) to make responses on behalf of the University to sector-wide initiatives, consultations and other national and international developments concerning research student activity and provision

Specific areas in which the Graduate School Committee will provide advice and support to the Dean of the City Graduate School include:

1. strategic matters related to research degree provision.

2. the formulation, review and development of the University's research degree regulations, frameworks, policies and procedures for recommendation to Senate for approval.

3. the promotion, monitoring and review of processes pertaining to the following aspects of research degree provision and recommending actions to be taken for reporting to Senate taking account of disciplinary differences that exist between fields.

(i) The provision of research skills training provision across the University, overseeing the delivery of advanced training provision for research degree students

(ii) Enhancing the research student environment and experience

(iii) Research student progression, completion and completion rates

(iv) Publications and other short- and long-term outputs coming from research student work

(v) Research student employability

(vi) The dissemination of good practices that relate to research students (involving students, staff and processes) across the University, promoting a coherence where appropriate that enhances the effectiveness and visibility of the University as a research-led institution.

4. the review of processes, policies and practices concerning the admission of research students.

5. Outputs from the following processes, including any actions arising:

(i) Research degree external examiner appointments
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6. the facilitation of cross-School collaboration and interdisciplinary research activity.

7. recommending procedures and review processes that relate to the giving of scholarships and bursaries and other grants to research students (and their supervisors) that use University money