CITY GRADUATE SCHOOL COMMITTEE
MEETING 25 HELD ON 06 JULY 2018
UNCONFIRMED MINUTES

Attendance List

<table>
<thead>
<tr>
<th>Name of Member</th>
<th>Mtg 20 20/09/17</th>
<th>Mtg 21 14/11/17</th>
<th>Mtg 22 19/01/18</th>
<th>Mtg 23 22/03/18</th>
<th>Mtg 24 16/05/18</th>
<th>Mtg 25 06/07/18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff members</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Ken Grattan (Chair)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Steve Cottrell</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Davide Ravasi</td>
<td>✓</td>
<td>✓</td>
<td>A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Dr Giovanni Cespa</td>
<td>A</td>
<td>A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Dr Andreas Tsanakas</td>
<td>N/M</td>
<td>A</td>
<td>A</td>
<td>N/A</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>Professor Gary Morgan</td>
<td>✓</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Professor Chris Hull</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>Dr Youyou Yan</td>
<td>A</td>
<td>✓</td>
<td>✓</td>
<td>A</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ms Stephanie Wilson</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Panos Koutrakos</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Susannah Quinsee</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>Professor Pam Parker</td>
<td>A</td>
<td>A</td>
<td>✓</td>
<td>✓</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>Dr Jessica Hancock</td>
<td>N/M</td>
<td>N/M</td>
<td>✓</td>
<td>✓</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Andrew Jones</td>
<td>N/A</td>
<td>A</td>
<td>N/A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Charles Baden-Fuller (Senate representative)</td>
<td>N/A</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td><strong>Student Members</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malek Arab (Students’ Union, Vice-President Education 2017/18)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>N/M</td>
</tr>
<tr>
<td>Tuna Kunt (Students’ Union, Vice-President Education 2018/19)</td>
<td>N/M</td>
<td>N/M</td>
<td>N/M</td>
<td>N/M</td>
<td>N/M</td>
<td>✓</td>
</tr>
<tr>
<td>Aurora Herrera (student representative)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

In attendance: Richard Alderman (Secretary)

Attendance key:

✓ Present
A Apologies received
N/A No apologies received
N/M Period when not a member
S On Sabbatical leave

Part One – Preliminary Items

1. Apologies and welcome
   The Chair opened the meeting and welcomed members; apologies received and noted.

2. Minutes
   The minutes of the meeting of the City Graduate School Committee held on 16 May 2018 were approved as an accurate record.
3. Matters Arising
   The Committee noted the Matters Arising.

4. Chair’s Business
   No items of business were reported.

Part Two – Reports from Student Members

5. Update from Students’ Union
   The committee welcomed Ms. Tuna Kunt, new Vice-President Education, Students’ Union to the committee and congratulated her on her forthcoming graduation. No update was provided having only commenced her role that week.

6. Update from Graduate School student representative
   No update was provided owing to apologies for attendance received, nor submitted by correspondence.

Part Three – Report from Vice-President (Research and Enterprise)

7. Update from Vice-President (Research and Enterprise)
   The Vice-President (Research and Enterprise) provided an update as part of Item 13.

   It was also reported that City had been successful in extended our participation in the SENSS Doctoral Training Partnership to include the Sociology pathway, with the first cohort sought for 2019/20.

Part Four – Items for Discussion

   The Committee received a paper summarising best practice and items for action from the Postgraduate Research Annual Programme Evaluations submitted reflecting on the 2016/17 academic year. This paper would be received subsequently by Senate.

   The Committee resolved that the areas of good practice captured by the paper should be circulated to School Research Degree Committees to consider. The Committee also noted that, as per standard APE process, the issues for action highlighted formed part of the action plans at the end of each individual report and were being monitored and reported at School-level. The actions relating to training for research students who teach had been resolved, and would be reported to Senate.

   Action: Chair, Secretary

9. Research Students who Teach: 2017/18 data return
   The Committee received a summary report of data returned by Schools on postgraduate research students who undertook teaching or teaching-support activity in the 2017/18 academic year, to inform both adherence to current policy and to inform changes anticipated for the 2018/19 academic year. It was noted that the return was incomplete and further detail was anticipated from some Schools.

   The Committee discussed the data and data quality, noting that the returns did not capture if preparation time is allocated in a consistent format. This would also have implications for the anticipated change from Visiting Lecturer contracts to distinct Graduate Teaching Assistant contracts, which would change the reporting required as part of the sector HESA data return.
10. Postgraduate Research Skills Training
The Committee received a summary of training provided by Schools and professional support services specifically for postgraduate research students, collated to inform an application to the Bloomsbury Postgraduate Skills Network (BPSN). A draft application had been prepared.

The Committee agreed that dates for recurring training activities returned should be updated at the beginning of the 2018/19 academic year and uploaded to the Graduate School website. Members noted, nevertheless, that some training was more relevant delivered with a subject-specific focus and would not be appropriate to be offered more widely.

Action: Secretary

11. Completion Rates
The Committee received an extract of a paper, previously submitted to the University Executive Team, on work undertaken to populate the institutional performance indicator for PhD completion rates.

Committee members discussed that whilst a small upward trend was observed in four/seven-year completion rates, milestones of upgrade and annual progression, as well as extension requests, needed to be applied as withdrawal points in cases of unsatisfactory progress more strictly across the whole institution. Expectations of timely progression also need to be enforced. New practice, such as the automatic withdrawal at the period of maximum registration could be consulted upon, but that School Boards of Studies at present did not have the time to consider individual PGR cases.

It was agreed that the Committee would consider, in the autumn, how policies should be revised to embed timely progression and completion and early withdrawal as a more common outcome.

Action: Chair, Secretary

12. Graduate Teaching Assistants (GTA) Working Group
The Chair reported on the work of Committee sub-group to standardise conditions for research students who teach. The report would be received by the Executive Team + Deans in the following week.

The prompt work of the sub-group demonstrated a commitment to taking our responsibility to postgraduate research students seriously. The Committee noted that training for Senior Tutors/Programme Directors would be required one the proposed changes had been approved to ensure consistent implementation.

A further report would be received by the Committee in September.

13. Review of support for PhD students
The Committee received a report from external consultants Bibby Rumbelow providing sector benchmarking on the resourcing allocated to support postgraduate research students, commissioned to inform the working group of the Vice-President (Research and Enterprise). The report would be received subsequently be Senate, alongside a consultation document.

The Vice-President (Research and Enterprise) summarised the report, observing that similar challenges were faced in the other institutions with which primary research was undertaken, but that City appeared to be under resourced in support for the areas of registry services (data), developing doctoral training partnerships, and enhancing the student experience.

Committee members noted a number of inaccuracies in the report; it was recognised that these inaccuracies might be a reflection of inconsistency in practice across the whole institution (e.g. participation of supervisors in training offered by LEaD). Committee members were asked to report any inaccuracies in order to avoid the distraction of Senate in discussion, and that the
draft report of the broader Task and Finish Group would be circulated over the summer to
Graduate School Committee members for comment.

Action: Committee members

Part Three – Items for Information

14. AoB and date of next meeting

Dr Jessica Hancock reported on a new training course for research students who teach,
‘Establishing a Teaching Persona’, to focus on the practical aspects of teaching and to be
offered from September 2018. This was in response to student feedback and not to replace the
Learning, Teaching and Assessment module mandated as part of the research students who
teach policy. Information on the course was to be circulated to Committee members.

The next meeting would be held on Wednesday 19th September from 11.30am to 1.00pm in
Room AG05 (College Building, Northampton Square)

Richard Alderman
Assistant Registrar (Research Degrees)
July 2018