



**CITY GRADUATE SCHOOL COMMITTEE
MEETING no 16
22 June 2016
Northampton Suite, Room A
CONFIRMED MINUTES**

Name of Member	Meeting 12 22/09/15	Meeting 13 09/10/15	Meeting 14 08/02/16	Meeting 15 12/05/16	Meeting 16 22/06/16
Professor Ken Grattan (Chair)	√	√	√	√	√
Professor John Fothergill/Professor Andrew Jones	√	Apols	Apols	Apols	Apols
Professor Eugene McLaughlin	√	Apols	√	√	√
Dr Mauro Barelli	*	√	√	√	√
Professor Charles Baden-Fuller (Senate representative)	A	Apols	Apols	Apols	√
Professor Christine McCourt	√	√	√	√	√
Professor Ian Marsh	√	Apols	√	Apols	√
Professor Chris Hull (Senate representative)	√	Apols	Apols	√	√
Professor Davide Ravasi	√	Apols	Apols	√	Apols
Stephanie Wilson	√	√	√	√	√
Dr Youyou Yan	√	√	√	√	√
Dr Pam Parker	√	√	√	Apols	Apols
Umar Chaudhery (SU, Vice-President, Education)	A	*	A	√	Apols
Student representative	vacant	vacant	vacant	Laura Thompson	Laura Thompson
Dr Karen Shaw Director of Research and Enterprise Office	A				√
International Office	A	vacant	vacant	vacant	vacant
Diane Bell (Library and Information Services)	√	√	√	√	√

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 12 May 2016 were **approved**.

3. Matters arising from the minutes

The Committee **noted** the Matters Arising.

4. Chair's Business

The Committee **noted** that there was no institutional business on which to report from the Chair.

Part Two: Report from students

5. Report from the VP Education, Students' Union

The Committee **noted** apologies from the current VP Education from the Students' Union.

6. Report from the Students' Union Graduate School representative

There were no significant matters to report to the meeting. As this would be the last meeting of the Academic Year, the support for the work of the Committee from the Students' Union and its representatives was acknowledged and the representatives thanked for their attendance.

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

7. The Committee noted apologies from the PVC Research and Enterprise.

Professor Grattan gave a brief overview of relevant matters at an Institutional level. Dr Karen Shaw reported that the restructuring of the Research & Enterprise Office was continuing and would be completed before the beginning of the new academic year. City's joining of the University of London would have a positive impact on the research student body and on wider access to facilities across the UoL. Further details would follow.

Part Four – Items for discussion

8. Research degree completion rates

The Graduate School Committee **considered** the School action plans to improve completion rates.

The Committee agreed at its meeting in February that Schools would be asked to consider the action plan and report to a future meeting of the Committee for further discussion/share good practice. The Committee additionally had agreed at its meeting in February to meet with academic members of the Committee to discuss next steps to improve the visibility of potential doctoral projects on the web, one of the actions on the plan.

The Committee **noted** that meetings with colleagues from Schools, the Graduate School and Marketing and Communication had been held and steps to improve the visibility of potential doctoral projects on the web agreed. The Committee further **noted** that Schools had considered the action plan as requested.

The Dean of the City Graduate School will report to Senate before the end of the Academic Year.

In response to whether research students themselves had been asked their views on how to improve completion rates, the Committee was **advised** that they had been invited to contribute and that research on improving completion rates that had been undertaken by a colleague in LEaD and published – the article would be circulated.

9. Annual report on research students who teach

The Committee **received** an annual report on research students who teach. This would then be reported to Senate. There were some issues identified in the report showing an apparent issue relating to compliance, City's policies about research students who taught. Recommendations in the report would be considered further by the City Graduate School Committee, by each Board of Studies, and ultimately by ExCo.

Part Five: Items for information

10. Research degrees awarded

The Committee **noted** research degrees awarded since the previous meeting.

11. Research degree examiner appointments

The Committee **noted** examiner appointments since the previous meeting.

12. AoB and Dates of Future Meetings

There were no other items of business. The Committee **noted** that dates for meetings during 2016/17 would be circulated with the Agenda for the first meeting of the next Academic Year.

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