

**Item 3, Paper C**  
**Graduate School Committee, 20.06.17**

**City Graduate School Committee: Matters Arising**

<b>Meeting</b>	<b>Item</b>	<b>Action</b>	<b>Update</b>	<b>Responsible</b>
18 November 2013	Item 7: Policy updates: Transfer to Writing-Up	Revise Writing-Up policy for onward approval by Senate	Pending (subject to Senate approval of action plan to improve completion rates)	Head of Graduate School Office
18 June 2015	Item 7: research degree subject-specific and transferable skills training	Seek agreement from ExCo on access to research skills training provision within Schools across the University with no additional cost	Pending	Dean of Graduate School
9 October 2015	Item 7: 2015 PRES	Consider the the 2015 PRES results within their Schools and to report to a future meeting of the Graduate School Committee on proposed actions	Pending	Associate Deans (Research Students) or equivalent
9 October 2015	Item 9: Advanced research skills/methods training	Create a module in Moodle to share existing information on research stills/methods training	Pending	Head of Graduate School Office
8 February 2016	Item 8: research student CV and guidance for recording skills acquisition	Create online form in RaP and circulate link to CV and guidance notes to Schools	Pending	Head of Graduate School Office
7 October 2016	Item 4: matters arising	Progress work to improve the visibility of potential doctoral projects on the website.	Ongoing	Dean of the Graduate School
7 October 2016	Item 4: matters arising	To clarify progress with work to publish research student profiles on the website.	Complete. On agenda	Dean of the Graduate School

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7 October 2016	Item 9(ii): Outcome of audit of Tier 4 compliance and RaP	To determine necessary actions to be completed to ensure better compliance with Tier 4 attendance monitoring (noting steps proposed by the Visa Compliance Manager).	Ongoing/on agenda	Head of Graduate School Office, Visa Compliance Manger
7 October 2016	Item 10: Preparation for research students who teach	To develop a paper (for ExCo) with resourcing proposals for the Learning, Teaching and Assessment module.	Complete	LEaD with Dean of the City Graduate School
7 October 2016	Item 12: Graduate School Library Centre	To monitor decision making around the re-location of the Graduate School Library Centre.	Ongoing	Dean of the City Graduate School
13 February 2017	Item 8: Research degree completion rates and School plans	SMCSE reported that work to improve practice locally was ongoing. The School asked the City Graduate School to consider a review of the policy and process for granting extensions to students. This would be considered alongside other priorities for 2017.	On agenda	Student and Academic Services with Dean of the City Graduate School
13 February 2017	Item 8: Research degree completion rates and School plans	To develop a proposal to align reporting of completion rate data with the School action plans on completion rates	On agenda/ongoing	Student and Academic Services
13 February 2017	Item 10: Policy for the approval of doctoral degree supervisors	To develop guidance to clarify the roles of 'external supervisor' and 'consultant'.	On agenda	Student and Academic Services with Dean of the City Graduate School
13 February 2017	Item 12: Research and Progress	Student and Academic Services to contact Schools for feedback on RaP.	Ongoing	Student and Academic Services
13 February 2017	Item 14: City Graduate School Report	Committee requested a fuller report with further information from the Schools.	On agenda	Dean of the City Graduate School