CITY GRADUATE SCHOOL COMMITTEE
MEETING 21 HELD ON 14th NOVEMBER 2017
UNCONFIRMED MINUTES

Attendance List

<table>
<thead>
<tr>
<th>Name of Member</th>
<th>Meeting 20 20/09/2017</th>
<th>Meeting 21 14/11/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Ken Grattan (Chair)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Steve Cottrell</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Davide Ravasi</td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>Dr Giovanni Cespa</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Dr Andreas Tsanakas</td>
<td>N/M</td>
<td>A</td>
</tr>
<tr>
<td>Professor Gary Morgan</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Professor Chris Hull</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Dr Youyou Yan</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>Ms Stephanie Wilson</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Panos Koutrakos</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professor Susannah Quinsee</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Professor Pam Parker</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Professor Andrew Jones</td>
<td>N/A</td>
<td>A</td>
</tr>
<tr>
<td>Professor Charles Baden-Fuller (Senate representative)</td>
<td>N/A</td>
<td>A</td>
</tr>
<tr>
<td>Student Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malek Arab (Students’ Union, Vice-President Education)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Aurora Herrera (student representative)</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

In attendance: Richard Alderman (Secretary), Alison Edridge, Olesea Matcovschi, Claire Packham, Rebecca Price

Attendance key:

✓ Present
A Apologies received
N/A No apologies received
N/M Period when not a member

Part One – Preliminary Items

1. Apologies and welcome
   The Chair opened the meeting and welcomed members; apologies received and noted. The Chair welcomed the following new members: Richard Alderman (secretary)

2. Minutes
   The minutes of the meeting of the City Graduate School Committee held on 21 September 2017 were approved as an accurate record, subject to editing errors with the attendance record having been amended.

3. Matters Arising
   The Committee noted the Matters Arising.
The Secretary had shared guidance from IT Services with members on how PhD Student Profiles could be created and maintained on the University website. Committee members reported that this guidance did not work as intended, and that contact would be made with IT Services to investigate further.

**Action:** Secretary

The Visa Compliance Manager had reminded Schools over the summer of the Tier 4 attendance mentoring policy and guidance. Committee members reported that confusion and complexity remained as a result of recording of information across Research and Progress (RaP) and SITS, and concern remained that information was duplicated across databases. This would be discussed further with the Visa Compliance Manager.

**Action:** Secretary, Visa Compliance Manager

The Secretary confirmed that the Postgraduate Research Experience Survey (PRES) 2017 survey population had not included students with writing-up student status. The Committee agreed that the survey population in future years of PRES should include these students.

**Action:** Deputy Head of Student Experience, Student and Academic Services

The Chair reported that additional funding had become available from the University of London to fund research students to present at academic conferences. This funding had a short window for allocation, and the Chair therefore asked for the support of Schools in disseminating information promptly and widely.

**Action:** Committee members

Revisions to the procedure and guidance for Research Students who Teach was still ongoing, principally on contractual issues. A summary of Research Students who Teach, as well as revised guidance would be received at the December meeting of Senate.

The Graduate School report to Council was well received, representing the first time in recent memory that Council had received a report of this nature, and it was expected that such a report would continue to be presented in future years. The Students’ Union President commented that the report would benefit from additional information on student demographics in future iterations.

4. **Chair’s Business**
   The Chair had no additional business to report.

**Part Two – Items for Discussion**

5. **Postgraduate Research Experience Survey (PRES) 2017 analysis**
   Having considered a summary of results at the September Graduate School Committee meeting, the Committee received a deeper analysis to consider the survey results on a question by question, School by School basis, as well as against London and Sector benchmarks. This report could also be considered at Schools’ Board of Studies and sub-committees for actions at School level, whilst an institutional action plan had been drafted for discussion and, following approval, oversight of actions by the Committee.

   Committee members noted wide variation between Schools for some questions and question sets, some responses would therefore need to be targeted to programmes and could not be resolved by institutional level actions. Members also noted examples of structural/administrative issues relating to some PGR processes, and a focus also needed to be given on administering core processes well as much as instituting enhancement projects.

   A proposed action relating to supervisor training was discussed by the committee; it was noted that Learning Enhancement and Development provided optional training for supervisors, but that it was no substitute for on the job experience of supervision. Members were in support of actions identified on clarifying the role of supervisory team members, auditing PGR space (including
promoting the visibility of the staff common room to which PGR students are entitled to make use) and researcher training at School level that might be offered to other students.

It was agreed that School-specific actions would be removed from the action plan and actions revisited in view of the discussion, and that members should provide any additional comments to the Secretary.

**Action: All (deadline 22 December 2017)**

Committee members were mixed in their views on participating in PRES 2018, noting the length of a PhD programme and the time required to evidence the impact of remedial actions against standardising with other City surveys undertaken annually. It was agreed to consider resource implications in Student and Academic Services before agreeing whether or not to recommend participation at the January meeting.

**Action: Secretary**

6. **Annual Programme Evaluation (APE) Research template**

Following critical comments received at the September on a revised template for the APE (Research) in 2017-18, it was agreed that 2016-17 APEs would be undertaken on the current template to allow further refinements to be made and approval by the City Graduate School Committee and Senate. A further revised template was presented to this meeting, with adjustments made to reduce the reflective summary to a single section and the datasets united in a single section that could be populated by professional services staff to reduce the burden on Senior Tutors for Research. In addition, the action plan no longer required the triangulation of quantitative evidence.

Committee members reported very positively on the adjustments made, noting that it made the form much simpler to complete. It was suggested that a single list of headings for the summary evaluation would aid completion.

Committee members noted that the nature of PGR admissions, where weaker candidates are often separated out prior to making a formal application mean that it is difficult to collect comparable data on admissions, unless the University was only interested in monitoring formal applications. The Committee therefore agreed to **remove** the dataset on admissions, unless Senate subsequently agreed on a reportable measure that it wished to monitor.

Members also noted that other datasets were not easily exportable, such as DLHE and PRES for smaller programmes that make it difficult to report on. It was **agreed** that the Development Coordinator (Quality/TEF) would consult with School professional services staff on the practical difficulties of populating the data fields and amend where appropriate.

**Action: Development Coordinator (Quality/TEF), Student and Academic Services**

7. **Research students who teach**

Following the completion of **pro forma** by Schools on the number of research students who would be teaching, their student status and whether they had completed the mandatory LEaD training and/or received exemption, the Committee received a summary of the data tables. As the first time that such data had been requested, there remained some gaps that would be followed up on.

The Committee noted that it was a useful summary, subject to caveats on the quality of the data at the present time. The Students’ Union President noted that it would be useful to see additional information on the number of students with Tier 4 and/or studentship awards, which carry restrictions on teaching hours; the present pro forma does not request this information explicitly but may be sourced elsewhere.

8. **PhD by Prior Publication**

The School of Health Sciences had prepared guidance on administering PhD by Prior Publication as outlined in Senate Regulation 24, following a small number of applications in the School and
challenged presented both at the point of admission and in ensuring that the candidate is aware of the requirements. It was proposed that this guidance be adopted by the broader University.

Committee members agreed that the guidance was a useful summary and should be added to the University's Quality Manual. A number of small amendments would be required to reflect variations in naming of committees across Schools, and consideration would need to be given to whether students should be admitted as MPhil or PhD candidates. At present they were enrolled as PhD students to reflect the nature of the programme but the upgrade process to PhD might serve as a beneficial progress monitoring point.

**Action: Secretary**

**Part Three – Items for Information**

9. **AoB and date of next meeting**
   There was no other business to discuss. The next meeting would be held on Friday 19th January 2018 from 10.30am to 12.00pm in Room AG02 (College Building, Northampton Square)

Richard Alderman  
Assistant Registrar (Research Degrees)  
November 2017