**CITY GRADUATE SCHOOL COMMITTEE
MEETING 26 HELD ON 19 SEPTEMBER 2018
UNCONFIRMED MINUTES**

Attendance List

Name of Member		Mtg 26 19/09/18
Staff members	Professor Ken Grattan (Chair)	✓
	Professor Steve Cottrell	✓
	Dr Elena Novelli	A
	Dr Giovanni Cespa	✓
	Dr Andreas Tsanakas	A
	Professor Gary Morgan	✓
	Dr Youyou Yan	✓
	Dr Tillman Weyde	A
	Professor Panos Koutrakos	A
	Professor Pam Parker	✓
	Professor Andrew Jones	A
	Professor Charles Baden-Fuller (Senate representative)	A
Student Members	Kristina Perelygina (Students' Union, President)	✓

In attendance: Richard Alderman (Secretary), Alison Edridge, Dr Claudia Kalay, Claire Packham

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 06 July 2018 were **approved** as an accurate record.

3. **Matters Arising**
   The Committee **noted** the Matters Arising. It was requested if statistics on PhD completion rates presented at the previous meeting could be disaggregated at programme level. Accepting small sample sizes, this would be queried with Strategy, Planning and Performance Unit
   Action: Secretary

4. **Terms of Reference, Composition and Membership**
Committee members **agreed** to accept the former Terms of Reference, Composition and Membership, pending the outcomes of the Review of Research Student Support (see Item 9). The committee **noted** their thanks to Dr Steph Wilson, former Senior Tutor for Research in Computer Science, who had concluded her membership of the Committee after a number of years.

5. **Chair's Business**
No items of business were reported.

6. **Update from Students' Union**
No items of business were reported.

7. **Update from Graduate School student representative**
The Committee received no update as this role has yet to be appointed for the 2018/19 academic year, pending new student registration.

8. **Update from Vice-President (Research and Enterprise)**
Apologies were received from the Vice-President (Research and Enterprise) for this item.

9. **Postgraduate Research Provision at City: Internal Review, Sector Benchmarking and Options Appraisal (Draft)**
Following the work of a Steering Group assembled by the Vice-President (Research and Enterprise) to review postgraduate research provision at City with a focus on the effectiveness of the City Graduate School as a vehicle for delivery, Dr Claudia Kalay (on behalf of Professor Andrew Jones and Dr Karen Shaw) presented a high level appraisal of three distinctive options for doctoral student provision at City. The three options broadly mapped to full centralisation, enhancement to the current distributed operating model, or full devolution to Schools. Owing to committee scheduling, the Committee received a draft paper for comment prior to submission to the University Executive Team and the start of broader consultation.

The Committee had a wide-ranging discussion of the advantages and disadvantages of the three models proposed, and **agreed** to submit a response encapsulating the full discussions to the Steering Group. Committee members were in broad agreement that Option B (enhancements to the current model) was likely to be most palatable to the institution, but that additional resource would be required for the objectives identified to be met and questioned whether the University was prepared to make the additional investment required. The recent work of the Graduate Teaching Assistants Steering Group had demonstrated the benefits of a consistent approach across the institution, but that caution must be exercised in discussing a centralised strategy for postgraduate research growth that did not reflect disciplinary contexts.

The response would be drafted by the Secretary and Chair and circulated to members present for approval within a week in order that revisions to be Steering Group paper could be made, as appropriate.

Action: Chair, Secretary, Committee members

10. **Internal Audit Report 2017/18: Doctoral Supervision Process Audit (Draft)**
The Committee received the draft report of the process audit undertaken by the Internal Audit team, encompassing research degree admissions, progression and examinations. The report made three recommendations relating to approved variations to regulations, proposed replacement of Research and Progress (RaP), and learning agreements.

Committee members considered and **agreed** to the recommendations and draft response made, whilst cautioning against introducing further policies and regulations that might create additional risk of failing a future audit. Devolution of policy to individual programmes was encouraged.

The Committee also **noted** that any replacement of Research and Progress would take at least a full academic year to implement, and a message was therefore needed that the full functionality of RaP should continue to be used.

11. Postgraduate Research Experience Survey (PRES) Action Plan

The Committee received the PRES Action Plan, as agreed at the November 2017 Committee meeting, along with an update on progress against identified actions. The Committee **agreed** that progress on actions, alongside actions taken at School-level, should be reported to the Student Voice team to inform messaging for the 2019 survey. Incomplete actions would be fed in to the Steering Group on research student support.

Action: Secretary

12. Summary of the Contracting Arrangements for Doctoral Students engaged in Teaching Activities

The Committee received recent communications and contractual documents for research students who teach, now designated as Graduate Teaching Assistants and contracted through Human Resources.

The Students' Union reported that positive feedback had been received, whilst noting the short notice of communications for the forthcoming academic year as a consequence of final negotiations with staff and student unions over the summer. It was also reported that some negative feedback had been received from a small number of students who had previously been contracted for in excess of 150 hours in the previous academic year, now the upper limit.

13. Applications tracking report for entry in 2018/19

The Committee received and **noted** summary statistics for admissions in October 2018/19, with enrolments expected to be near target for the whole institution.

14. Policy Review Schedule

The Committee received and **approved** the updated schedule for the cyclical review of academic policies relating to research degree provision. The Committee would host an initial discussion on the principles of each policy before consultation with Schools and Committee approval of a final, redrafted policy.

Part Three – Items for Information

15. AoB and date of next meeting

The Chair provided details of a research study, which requested postgraduate research students as participants. The Chair would circulate information following the meeting.

Action: Chair

The next meeting would be held on Friday 23rd November from 11.30am to 1.00pm in Room AG06 (College Building, Northampton Square)

Richard Alderman
Assistant Registrar (Research Degrees)
September 2018