



**GRADUATE SCHOOL COMMITTEE
MEETING no 13
08 February 2016
Room AG01, College Building
UNCONFIRMED 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	√	Apols	Apols		
Professor Eugene McLaughlin	√	Apols	√		
Dr Mauro Barelli	*	√	√		
Professor Charles Baden-Fuller (Senate representative)	A	Apols	Apols		
Professor Christine McCourt	√	√	√		
Professor Ian Marsh	√	Apols	√		
Professor Chris Hull (Senate representative)	√	Apols	Apols		
Professor Davide Ravasi	√	Apols	Apols		
Stephanie Wilson	√	√	√		
Dr Youyou Yan	√	√	√		
Dr Pam Parker	√	√	√		
Umar Chaudhery (SU, Vice-President, Education)	A	*	A		
Student representative	vacant	vacant	vacant		
Dr Karen Shaw Director of Research and Enterprise Office	A				
International Office	A	vacant	vacant		

Diane Bell (Library and Information Services)	√	√	√		
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* Indicates a substitute attended: Yusuf Ahmad (SU, VP Activities for Umar Chaudrey (SU, VP Education).
 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 08 February 2016 were **approved**.
3. **Matters arising from the minutes**
 The Committee **noted** the Matters Arising.
4. **Chair’s Business**
 There was no additional business to report from the Chair.

Part Two: Report from Students

5. **Report from the VP Education, Students’ Union**
 The VP Education was unable to attend the meeting but had asked that the Committee be **advised** that the SU had passed a proposal on “Fairness and Transparency for Research Student Teachers” at its General Meeting recently. The Committee **agreed** that the VP Education be asked to circulate the Policy for further discussion at a future meeting of the Committee.

Action: VP Education to circulate SU proposal on “Fairness and Transparency for Research Student Teachers” for further discussion

The Chair **advised** the Committee that he had attended the SU PGR Forum recently and **noted** that attendees had commented on the need for access to and provision of enhanced research skills and methods training for PGR students. Attendees of the SU PGR Forum had been **advised** that the University was submitting a joint application to the ESRC for a DTP which would help improve access to research skills and methods training. The Chair additionally **noted** that attendees welcomed the prospect of joining the University of London.

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

6. The Chair thanked Professor John Fothergill for his contribution to the Committee and looked forward to welcoming Professor Andrew Jones, as the new PVC (Research and Enterprise), to a future meeting of the Committee.

7. Research degree completion rates

The Graduate School Committee **considered** the following items:

i. report on research student completion rate analysis by cohort and RaP data analysis

The Committee welcomed the cohort analysis, which would be considered at the next meeting of Senate, but **noted** that the ESRC, for example, currently measured PhD submission rates, rather than completion rates, over 4 years. The Committee additionally **noted** that the ESRC encouraged timely submission and completion through its sanctions policy, which required institutions to achieve an overall 4 year submission rate of 60%. This distinction was **noted** because to date the University's research students had been supervised in such a way as to ensure that they submitted, and not completed, within 4 years and that, therefore, any data analysis of completion rates within 4 years at City would be misleading.

In light of this distinction, the Committee welcomed the finding of a 4 year completion rate of almost 30% of those full-time students registered between 2007/8 and 2011/12. The Committee further welcomed the finding that approximately 13% of part-time students during 2007/8 and 2010/11 had completed within 4 years.

The Chair **advised** members of the Committee to consider the data analysis within Schools with a view to identifying further steps through the annual programme evaluation exercise and periodic review process to help improve completion rates.

Action: Head of Graduate School Committee to forward cohort analysis to Governance Team for receipt at next meeting of Senate

Action: Associate Deans (Research Students) or equivalent consider data analysis to help identify further steps to improve research degree completion rates.

The Graduate School Committee additionally **noted** the data on staff usage of RaP. The Committee **agreed** that academic members of the Committee should be provided with the names of the staff who had not accessed RaP in order to take appropriate action within their Schools.

Action: Head of Graduate School Office to provide academic members of the Committee with the names of staff who had not accessed RaP

ii. proposed amendments to the University's regulations on Doctoral Programmes and Masters Degrees by Research

The Committee **considered** proposed amendments to the University's regulations (particularly whether the maximum period of candidature meant the date by which the thesis should be submitted or the date by which it should be completed) as one measure by which to help increase the University's research degree completion rates. The proposal was further **discussed** by the Committee in the light of current ESRC/RCUK expectations as indicated under Item 7i. The majority of the Committee **agreed** that full-time research students should continue to aim for submission within 4 years. The Committee **agreed** that Schools would be consulted on the following:

- the minimum and maximum periods of candidature for full and part-time MPhil and PhD students

- the date by which candidates were required to submit and the date by which they were required to complete
- the outcomes of examination available to the examiners, including the time frames in which students may undertake further amendments

Action: Head of Graduate School Office to invite Schools to comment on proposed amendments to research degree regulations

iii. School action plan/template on improving research degree completion rates

The Committee **noted** the action plan/template to improve research degree completion rates agreed by ExCo and by Senate recently; the template had been drafted to help Schools respond to the proposed actions. The action plan had been discussed extensively at earlier meetings of the Graduate School Committee (in September and October 2015) when the action plan had been commended.

The Committee **agreed** that Schools should be asked to consider the actions and report to a future meeting for further discussion/share practice. The Chair further **advised** the Committee that meetings with academic members of the School would be arranged to discuss next steps to improve the visibility of doctoral projects on the web, which was one of the actions on the plan.

Action: Associate Deans (Research Students) or equivalent to consider the action plan and report to a future meeting of the Committee

Action: Head of Graduate School Office to arrange meetings with School members to discuss steps to improve the visibility of doctoral projects on the web

8. Research student CV and guidance for recording skills acquisition

Following discussions at an earlier meeting of the Graduate School Committee, LEaD had adapted City's academic CV adapted for use by the University's research students to record their skills/competencies as they progressed. LEaD had additionally drafted some guidance notes for research students. The Committee **commended** the template to PGR students and **agreed** that the CV be created in RaP for online use. The link to the CV and guidance notes would be circulated to Schools for use by research students.

Action: Head of Graduate School to create online form in RaP and circulate link to CV and guidance notes to Schools

Part Five: Items for information

9. **2015/16 City Graduate School summary objectives**
The Committee **noted** the 2015/16 Graduate School objectives.
10. **Education and Student Strategy proposal: doctoral supervision teams**
The Committee **noted** the project proposal on doctoral supervision teams.
11. **Research degrees awarded**
The Committee **noted** research degrees awarded since February 2016.
12. **Research degree examiner appointments**
The Committee **noted** examiner appointments since February 2016.

There were no other items of business. The Committee noted the timing and frequency of meetings during 2015/16.

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