

City Graduate School Committee: Actions Arising 21st September 2017

Item	Action	Responsible
3. Matters arising: Student profiles on the web	Template for PhD student profiles and details of the mechanism for updating this information to be checked with Marketing and circulated to the Committee. This includes whether students have the ability to update their own profiles	Secretary
3. Matters arising: Tier 4	Progress with action from 20 th June meeting for Visa Compliance Manager to highlight to Schools that submission dates and other milestone information needs to be recorded in RaP and SITS to meet Tier 4 compliance to be checked and outcome circulated	Secretary, Visa Compliance Manager
3. Matters arising Chair's Business (June 2016): PRES	Follow up with the Student Voice team to take place to establish the rationale for the survey population and outcome to be circulated	Secretary, Student Voice team
3. Matters arising: Conference attendance funding	Graduate School to produce a collated list of sources of funding for conference attendance with input from Schools	Secretary, School representatives
4. Terms of Reference and Membership	Change 'Library Information Services' to 'Library Services' on the composition and add Dr Andreas Tsanakas as a member for Cass Business School	Secretary
9. 2017 PRES	Detailed PRES data for all Schools to be circulated to the Committee for discussion at the November meeting and details of whether it is possible to breakdown the results by year of study to be confirmed	Secretary
10. Extensions and suspensions policies – proposed revisions	Comments received at the meeting to be reflected in the draft policies and consideration given to how the policies can align with extenuating circumstances policy for taught provision. Further comments on the draft policies to be sent to the Secretary by 31st October 2017 .	Secretary Committee members

10. Extensions and suspensions policies (writing up)	Review of the writing up policy to take place in relation to the level of supervision available during the writing up period for discussion at a future meeting.	Secretary
11. Guidance on roles of External Supervisors and Consultants	<p>Advice to be sought from HR on what form the contractual arrangements that an External Supervisor has with the University should take, e.g. Visiting Lecturer contract.</p> <p>Any further comments on the draft guidance to be provided to the Secretary by 6th October 2017.</p>	<p>Secretary</p> <p>Committee members</p>
12. Annual Programme Evaluation template	<p>Further comments and suggestions on the proposed APE template to be sent to the Secretary by 28th September 2017 so that the draft can be revised prior to submission to Senate.</p> <p>Clarification to be provided on who is responsible for providing the data to complete the template.</p>	<p>Committee members</p> <p>Secretary</p>
15. City Graduate School report to Council	Any comments on the draft report to be sent to the Chair by 25th September 2017 .	Committee members