



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**  
Place **Wessex House 3.36**  
Date and Time **Tuesday 2<sup>nd</sup> July 2013, 10.30am**

Present	Professor S Wonnacott (Chair) Dr James Doughty Dr I Eggleston Dr J Laird Dr R James Dr S Lewis Dr A Hill Mr A Lapedriza	Associate Dean (Graduate Studies) Department of Biology and Biochemistry Department of Pharmacy & Pharmacology Department of Computer Science Department of Physics Department of Chemistry Department of Mathematical Sciences Student representative, Department of Biology and Biochemistry
In attendance	Mr S Gane Dr C Yeomans (Secretary)	Graduate School Manager Deputy Graduate School Manager
Apologies	Miss S Alston Professor E P Ryan	Graduate School Administrator Department of Mathematical Sciences

## Action

### Welcome and introductions

Apologies were received from Miss Susan Alston and Professor Gene Ryan. Dr Adrian Hill was welcomed to the meeting as Professor Ryan's alternate. Dr Hill will be the PGR Director of Studies for the Department of Mathematical Sciences with effect from August 2013..

### 802 MINUTES

Minutes of the meeting held on 2<sup>nd</sup> May 2013 were approved as an accurate record of the meeting.

### 803 MATTERS ARISING

#### M794 Supervisory weightings

Mr Simon Gane reported to the Committee that the information on supervisory weightings (collected by Mrs Parker) will be used to update SAMIS before the next FRSC meeting. Mr Gane will contact academics who have not yet provided information.

SG

#### M733 Guidelines for PhD Examinations

The one page guidelines have now been completed and will be circulated to the Committee by email with a view to implementing them from October 1st.

CY

### **M774 Annual Monitoring Reports**

The Graduate School webpages have been modified and there is now a page showing "what are our students doing?", which includes information on student achievements. This will be updated on a monthly basis by Mrs Diana Moore in the Graduate School. Information on any student achievements should be forwarded to Mrs Moore.

### **M795: Chair's Business**

The Committee was informed that Dr Neil Bannister had replaced Dr Tracey Stead as Graduate Development & Centre Manager and took up post at the start of July. Dr Bannister will be invited to attend the next Graduate School Committee meeting.

CY

804

### **CHAIR'S BUSINESS**

#### **Changes to Regulation 16**

This paper was provided for information as Senate approved amendments to Regulation 16 in June 2013, with effect from 1 August 2013. Associate Deans, Graduate School Managers and Registry will meet over the coming weeks to develop an implementation plan and the format of the 6 month reports.

Dr Hill reminded the Committee that students in the Department of Mathematical Sciences usually transfer to PhD at approximately 18 months, rather than the 12 months stated in Regulation 16 and queried whether or not this will be permitted under the new Regulations. Professor Wonnacott confirmed that this will be possible for the 2012/3 intake, but that this issue will need to be examined in more detail by the Graduate School, including a survey of what happens at other institutes, as Professor Jane Millar is keen for the same reporting requirements across disciplines. Professor Wonnacott acknowledged that programmes which involve a significant taught component may require a transfer/confirmation later than 12 months but recommended that the relevant Committee within the Department of Mathematical Sciences review their current practice.

SG

Some Committee members expressed concern about the changes to regulations governing periods of suspense, particularly with regard to students who have mental health issues. Professor Wonnacott commented that retrospective suspensions of one or two months would probably continue to be accepted for consideration, depending on the case, but that retrospective requests received after the period of suspense had been completed will not be accepted under the new regulations.

The Committee agreed that amendments will have to be clearly communicated to both students and staff across the Faculty before the start of the next academic year.

SW

The Committee expressed concerns about the lack of transparency in the process of developing amendments to Regulation 16/QA7 as several amendments do not seem compatible with the Faculty consultation process and were not included in the original consultation paper. The appropriateness of some of the amendments was also a concern. The timescale for the implementation of the amendments by 1 August 2013 also presents major challenges, particularly as the relevant progression forms and SAMIS developments may not be in place by this date. The FRSC requested a response from the Registry on the initial consultation phase and an explanation as to why recommendations were not incorporated into the final version of the documents.

SW

The Committee discussed the potential content of the 6 monthly report form and the Department of Biology and Biochemistry 'tick box' report to record progress at the 6 month stage will be circulated to the Committee for comment. This example has already been submitted to Dr Lisa Isted who is developing a 'light touch' 6 monthly

CY

report 7

Professor Wonnacott requested that Directors of Studies feed any comments on the implementation of amendments of Regulation 16 or suggestions on the nature of 6 monthly progress forms directly to her. Registry will be informed by Professor Wonnacott that the additional 6 monthly reporting process will not be implemented by the Faculty of Science until a SAMIS-on-the-web online reporting mechanism was put in place.

SW

#### **Working party review of PGR Overseas recruitment**

Professor Wonnacott provided a summary of this paper. Committee members agreed that further consideration of some of the proposals was required and Mr Gane will prepare a proposal outlining changes to the offer making process within the Graduate School (e.g. making conditional offers to students without funding in place, imposing deadlines for academics and applicants).

SG

#### **Report on URSC meeting 22<sup>nd</sup> May 2013**

Professor Wonnacott reminded the Committee that Kate Charneski (Department of Biology and Biochemistry) had been awarded this year's Ede and Ravenscroft prize.

#### **Graduate School Research afternoon 10<sup>th</sup> June 2013**

Professor Wonnacott informed the Committee that photos, posters and panopto films of the presentations would be available on a Graduate School wiki site. The Committee expressed concern that although students had given permission for their work to be posted, the agreement of supervisors should also be obtained before any posters or talk are made available externally. The cake sale raised approximately £200 for the Women's Aid charity.

Graduate  
School

#### **EPSRC Centres for Doctoral Training**

Professor Wonnacott provided a summary on current bids, the deadline for submission is 18<sup>th</sup> July.

#### **Student profiles**

Mr Ryan Ladd, the Faculty Web Content Editor, is co-ordinating a project with an external company to film several PGR students in each department. Some Directors of Studies may also be filmed and the films will be posted on departmental webpages to use as a recruitment tool. The Committee commented that Ms Charneski would make an excellent student to be interviewed.

The Faculty aim is for each research student to have a web profile summarising their research project. Dr Ian Eggleston reported that the Department of Pharmacy and Pharmacology had set up a google spreadsheet into which students entered a 20 word summary of their research. This format could be used by other Departments and the Faculty.

#### **UKBA Attendance Monitoring**

The Committee discussed the SAMIS-on-the-web reporting mechanisms to record meetings with students and agreed that this was working well. Mr Lapedriza queried why students also received meeting reminders sent to their supervisors.

#### **University of Bath 50<sup>th</sup> Anniversary**

The Committee suggested that part of the activities to celebrate the University 50<sup>th</sup> anniversary in 2016 could be the award of '50th Anniversary' 4 year funded studentships. Any further ideas for the anniversary can be sent to Professor Wonnacott.

### **Erasmus exchange programme**

Professor Wonnacott updated the Committee on targets set by Professor Colin Grant for 20% of the student population to be involved in exchange schemes by 2020. The Committee was also reminded that, at the moment, the University does not make awards joint with any other institutes. Professor Wonnacott and Mr Gane asked Directors of Studies to contact them if problems were encountered in setting up student exchange visits.

### **SAMIS**

Professor Wonnacott had raised PGR SAMIS issues (such as the presentation of the annual progress reports, inability of DoS to return an annual report directly to a supervisor or student) at the recent meeting of Associate Deans, which was attended Mr James Arthur, Professor Bernie Morley and Professor Jane Millar. Professor Wonnacott recommended that any further issues are sent to herself and Mr Simon Gane in order to inform Mr Arthur, in addition to Dr Catrin Yeomans taking issues to the PGR user group.

### 805 **ANY OTHER BUSINESS**

The date of the next FRSC meeting is 6<sup>th</sup> November 2013. Mr Alberto Lapedriza was thanked for his contributions to the FRSC meetings this academic year.

The meeting closed at 11.35 am.