



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**  
Place **WH 3.36**  
Date and Time **Thursday 12<sup>th</sup> December 2013, 12.30 pm**

Present	Professor S Wonnacott (Chair) Dr D Carbery Miss E Craddock  Dr I Eggleston Dr R James Dr J Laird Dr P Whitley	Associate Dean (Graduate Studies) Department of Chemistry (alternate) Student representative, Department of Chemistry Department of Pharmacy & Pharmacology Department of Physics Department of Computer Science Department of Biology and Biochemistry (alternate)
In attendance	Dr C Yeomans (Secretary) Mrs M Hallet	Deputy Graduate School Manager Faculty Assistant Registrar
Apologies	Mr S Gane Dr J Doughty Dr A Hill Dr S Lewis	Graduate School Manager Department of Biology and Biochemistry Department of Mathematical Sciences Department of Chemistry

**Action**

826 **Welcome and introductions**

Mrs Marguerite Hallet, the Faculty Assistant Registrar, was welcomed to the meeting. Apologies were received from Mr Simon Gane, Dr Simon Lewis, Dr Adrian Hill and Dr James Doughty.

827 **MINUTES**

Minutes of the meeting held on 19<sup>th</sup> November 2013 were approved as an accurate record of the meeting.

828 **MATTERS ARISING (not discussed elsewhere)**

**M818 - Ombudsman report**

Improvements to student/supervisor working relationships will be discussed in more detail, with a paper, at the February meeting when Mr Simon Gane will be able to attend. Professor Wonnacott recommended that comments made in annual progress reports indicating problems with student/supervisor

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working relationships should be followed up by the Graduate School.

829 **2012/3 Annual monitoring reports**

Professor Wonnacott reminded the Committee that the Annual Monitoring Reports will be considered at URSC and that they are regarded as a useful tool for recording progress of departments.

In general the reports contained considerable detail on student achievements but that comments on student destinations were less comprehensive. The Committee discussed ways of capturing this information, such as having a question on the HD3 form, which is submitted to the Graduate School along with a hardbound thesis.

The reports also highlighted issues with the award of three year URS awards being seen as non-competitive.

Miss Cradduck commented that information delivered in induction sessions was sometimes duplicated and whether students could be given the opportunity to feedback on their induction. The Graduate School will consider mechanism for doing this.

Graduate  
School

830 **CHAIR'S BUSINESS**

**Updated PhD exam guidelines**

The updated one page document was tabled at the meeting and will be sent to the Faculty SSLC for comment before students are informed of process changes.

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**Summary of progression events for research degrees across the Faculty**

Professor Wonnacott outlined the three different categories of research programmes across the Faculty and the Committee agreed that the clarification of progression events at different stages would be beneficial. This paper will be taken to URSC.

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**Draft confirmation report guidelines**

The Committee agreed that outlining expectations was a useful exercise, but the document should be made more relevant for all disciplines (e.g. put in 'where appropriate' at the start of the sentence on collection of primary data). However, the Committee expressed concern that the guidelines may conflict with information that is already being provided at the Departmental level. It was agreed that the Graduate School should determine what information students currently receive before getting student feedback on the document and putting it into circulation.

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Dr Jim Laird expressed concerns about how submission of confirmation reports by the dates specified on the candidature form will be monitored and how late submissions will be dealt with. Professor Wonnacott informed the Committee that a degree of flexibility is implicit in the regulations to ensure that students are not unnecessarily penalised where there are valid reasons for delayed submission.

831 **ANY OTHER BUSINESS**

**Graduation Reception**

Professor Wonnacott informed the Committee that a reception for students attending the winter graduation ceremonies had taken place on Wednesday 11<sup>th</sup> December, but fewer students had attended than anticipated.

**Videos of Postgraduate Students**

Committee members were informed that the Ryan Ladd was aware of the problems with viewing some of the PG recruitment videos through the University website. The Committee was asked to contact Ryan directly if they continue to experience problems viewing the videos.

The meeting closed at 1.25pm.