



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**  
Place **Wessex House 3.36**  
Date and Time **Friday 9<sup>th</sup> November 2012, 1.30pm**

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

**Action**

***Welcome and introductions***

Apologies were received from Dr James Doughty and the student representative Alberto Lapedriza (a second year student in Biology and Biochemistry). Professor Wonnacott thanked Dr Paul Whitley for attending the meeting as Dr Doughty's alternate and Dr Jim Laird was introduced as Director of Studies for the Department of Computer Science.

**747 MEMBERSHIP AND TERMS OF REFERENCE**

The Committee noted the membership and terms of reference for 2012/13.

**748 MINUTES**

Minutes of the meeting held on 22<sup>nd</sup> June 2012 were approved.

**749 MATTERS ARISING**

*M739 PGR Framework Document: approval process for the appointment of confirmation panels*

Professor Wonnacott reported that URSC had discussed the appointment process for the PhD confirmation panel and that the current plan was for panel members to be approved under Board of Studies Chair's action with names taken from a 'long list'.

**750 SAMIS ONLINE ANNUAL PROGRESSION FORMS**

The Committee discussed the SAMIS online annual progress report forms and agreed that the forms were an improvement on the previous 'paper' method of

reporting. Members commented that the final forms were difficult to scrutinise, repetitive in places, showed 'empty' answer boxes and tables. However, members found them easy to locate and complete in SAMIS and noted that many students were engaging with the process and entering information on the supervisory provision.

## **751 CHAIR'S BUSINESS**

### **Report on URSC held on 8<sup>th</sup> November 2012**

Professor Wonnacott reported on several items raised at the meeting and that further information on the Ombudsman's report, Meeting of Minds event will be presented at the next FRSC meeting.

### **PGR Intake October 2012**

A revised table showing student intake was tabled at the meeting and was noted by the Committee. Professor Wonnacott reminded the Committee of URS allocations across the Faculty for the 12/13 intake and reported that very few Departments across the University had met their targets. The Committee expressed disappointment and concern that the URS excellent studentship funding strand is now closed and the impact that this, along with increased fees, will have on recruitment. Professor Wonnacott reminded the Committee about the 'external matched funding' mechanism which will support 3 studentships across the University and that the Dean had indicated that further studentship funding would be available in the Faculty of Science if external matched funding was put in place.

Following discussion, the Committee agreed that a scheme similar to the URS excellent studentship scheme could be implemented for the award of Graduate School studentships i.e. studentships would be awarded on merit without the need for cross-disciplinary research. The Committee commented that an allocation of £1K per annum for TSF as part of a URS or Graduate School scholarship was insufficient to support some research areas and the Graduate School Manager reported that at least 3 applicants who were offered URS scholarships for the 2012/13 academic year declined their offer to accept better funded studentships at alternative universities.

### **Attendance monitoring of students**

Professor Wonnacott is a member of the University UKBA Steering Committee and informed the Committee that University wide attendance monitoring systems are now in place. Louise McCollum, the University Compliance Manager, will talk about the monitoring systems and UKBA compliance at the December DoS forum and that Mark Humphriss, the University Secretary, will email all supervisors in the next few days to explain procedures. Professor Wonnacott also outlined the mechanisms for recording 10 points of contact for all students at the University and that some key events (e.g. induction) will count as a point of contact event.

## **752 ANY OTHER BUSINESS**

The Committee was informed that the date of the next meeting will be Wednesday 12<sup>th</sup> December at 12.30pm.

The Graduate School aims to make the papers available electronically to Committee members for future meetings, although paper copies will also be available on request.

There being no other business, the meeting closed at 2.35pm.