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Meeting	<b>FACULTY RESEARCH STUDENTS' COMMITTEE</b>	
Place	Wessex House 3.36	
Date and Time	Friday 11 November 2011, 2.15pm	
Present	Dr J Doughty Dr K Edler Dr I Eggleston Dr R James Professor G A McCusker Professor E P Ryan Professor S Wonnacott (Chair)	Department of Biology & Biochemistry Department of Chemistry Department of Pharmacy & Pharmacology Department of Physics Department of Computer Science Department of Mathematical Sciences Associate Dean (Graduate Studies)
In attendance	Miss S Alston Mrs J D Parker Dr C V Yeomans (Secretary)	Graduate School Administrator Graduate School Manager Deputy Graduate School Manager

Professor Wonnacott, Associate Dean (Graduate Studies) welcomed members to the Faculty Research Studies Committee.

**685 MEMBERSHIP AND TERMS OF REFERENCE**

The FRSC noted the membership and terms of reference (papers 1 and 2)

**686 MINUTES OF THE PREVIOUS MEETING**

The FRSC approved the minutes of the meeting held on 22 June 2011, with a few minor corrections (paper 3).

**687 MATTERS ARISING**

**M677 2011 Ede and Ravenscroft Prize**

The award of the 2011 Ede and Ravenscroft Prize to Tatiana Kim was shown on the university/department website, but not on the graduate school website.

**M677 Graduate School and 'Ways of Thinking' Lectures**

Professor Wonnacott reminded the committee about the aims of the 'ways of thinking' lectures and encouraged members to solicit suggestions, pointing out that speakers do not necessarily have to be high profile. Members were asked to send any suggestions of speakers to Prof Wonnacott. Members were informed that Prof Russell Foster (University of Oxford) would be delivering a Graduate School lecture in spring 2012.

**FRSC**

**M677 Generic Skills Training (GST) Provision  
Demonstrator training requirements:**

Following on from Professor Wonnacott's meetings with Helen King (Head of academic staff development), changes have been made to the mandatory training courses run for PG demonstrator. Members were informed of changes to the courses as well as the timing and mechanism of the students' feedback on the course. Members commented that it was important that Undergraduate Directors of Studies would see improvements in the quality of demonstrators following the changes in their training.

**M677 Generic Skills Training (GST) Provision:**

The Committee was reminded that all students submitting a thesis from 1 January 2012 onwards are required to have passed the Academic Integrity Initiative (All) test. Graduate Schools are still in discussions with Shaun McGall from LTEO about monitoring completion of the All unit and are waiting for the modification of progression forms so that completion of All can be recorded at appropriate progression points.

**LTEO/LI**

**M677 Graduate School Poster Session**

The Graduate School will arrange a poster session in June 2012 for all postgraduate research students in the Faculty, with a focus on URS and graduate school scholarship students. The intention is to disseminate awareness of student research projects across the disciplines, to help develop students' presentation skills and to enhance the interaction between cohorts of students. Following discussion, it was agreed that a plan for the poster session would be presented at the next FRSC.

**GS**

**M677 680 Graduate School Development**

Professor Wonnacott reported that some Directors of Study have provided feedback to the Graduate School Manager, but that this can be an on-going process.

**688 CHAIR'S BUSINESS**

**Student representation**

Prof Wonnacott reported that faculty student representatives had been elected, using the Students Union on-line election process and that a student representative should be attending the next FRSC meeting. The URSC had noted that there had been problems with the on-line voting system this year, resulting in some Student Union positions being unfilled.

**PGR Intake October 2011**

The FRSC noted intake figures for October 2011 for the Science Graduate School (paper 4). The committee was reminded that these figures only showed students who had already started in 2011/2 and didn't include students who would be starting later in the academic year. Members commented on their satisfaction with the current intake and that as centrally set targets were uniformly high, setting more realistic targets may be appropriate. The Graduate School manager commented on the importance of webpages for recruitment of students and that development of the Graduate School webpages is being actively pursued e.g. to show student profiles and funding information.

**GS**

**PGR Directors of Studies' Forum on 11 October 2011**

No issues from the forum were discussed.

**PGR Director of Studies' annual monitoring reports**

As in previous years, these reports will be considered by the University Research Students Committee and may also be reviewed during the institutional audit., but first need to be considered by the FRSC. This year the reports are of greater significance in view of the suspension of the triennial review process. As a consequence the deadline has been pushed back: The deadline for submission of the reports to the graduate school will be Friday 27 January 2012 Report templates and further information will be circulated to directors of studies when it has been received by the Graduate School. The Graduate School will assist with the completion of these reports e.g. contact students to ask for information on student achievements, provide information on funding sources and student retention/success rates. Professor Wonnacott reminded the committee that annual monitoring reports provide a valuable snapshot of annual activity.

CY

#### **University Students Research Committee**

Professor Wonnacott reported on the 10 November 2011 USRC meeting.

#### **689 ANY OTHER BUSINESS**

##### **Graduation Event**

The FRSC agreed that the Graduate School would organise a Science Faculty reception for the Winter graduands.

GS

##### **Timing of FRSC meetings**

FRSC members agreed that lunch time meetings would be more convenient and requested that the time of subsequent meetings be brought forward. As a consequence, members should note the amended timings for future meetings.

##### **DATE OF NEXT MEETING**

Wednesday 14<sup>th</sup> December 2011, 1.15pm, 4South 0.09

#### **Dates of 2011/2 FRSC meetings**

<b>Date</b>	<b>Time</b>	<b>Room</b>
Friday 11 November 2011	12.15 pm	WH 3.36
Wednesday 14 December 2011	1.15 pm	4South 0.09
Friday 10 February 2012	12.15 pm	WH 3.36
Tuesday 27 March 2012	12.15 pm	WH 3.36
Friday 11 May 2012	12.15 pm	WH 3.36
Friday 22 June 2012	12.15 pm	WH 3.36



## Useful Web Links

1. Science Graduate School  
<http://www.bath.ac.uk/study/pgresearch/options/gradschools/science/>
2. A full set of guidance, documentation for all aspects of postgraduate research student business are available on  
<http://www.bath.ac.uk/student-records/pgresources/docs.html>
3. The relevant QA Code of Practice and its appendices can be accessed using the following links:  
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QA7 Research Degrees  
<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA07.pdf>  
  
[QA7 Appendix 1 Supervisory Responsibilities](#)  
<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA07-Appendix1.pdf>  
  
[QA7 Appendix 2 Responsibilities of PGR Students](#)  
<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA07-Appendix2.pdf>  
  
[QA7 Appendix 3 Research Councils'/AHRB's Skills Training Requirements](#)  
<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA07-Appendix3.pdf>  
  
[QA7 Appendix 4 Video Conferencing in Viva Voce Examinations](#)  
<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA07-Appendix4.pdf>
4. Guidelines for External Examiners of research degrees  
<http://www.bath.ac.uk/student-records/pgresources/Guidelines%20for%20Examiners%20-%20Research%20Degrees.pdf>
5. Details of the Researcher Development Unit  
<http://www.bath.ac.uk/learningandteaching/rdu/>
6. Researchers' portal 'realising the potential of researchers (formerly the UK Grad site)  
<http://www.vitae.ac.uk/>