

University of Bath
Faculty of Science



UNIVERSITY OF
BATH

Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**
Place **Wessex House 3.36**
Date and Time **Wednesday 12th December 2012, 12.30pm**

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

Action

Welcome and introductions

Apologies had been received from Susan Alston, Alberto Lapedriza and Dr Simon Lewis. Dr Dave Carbery was welcomed to the meeting as Dr Lewis' alternate.

760 MINUTES

Minutes of the meeting held on 9th November 2012 were approved with a minor correction.

CY

761 CHAIR'S BUSINESS

Guidelines for PhD examinations

Professor Wonnacott informed the Committee that the draft guidelines for PhD examinations had been prepared in response to Board of Studies comments about the content of some examiners' report forms. Following discussion, the Committee agreed that this would be a helpful 1-page document to send out to examiners with the thesis, but that it was important that there was no duplication in information between the guidelines and covering letter sent to the examiners. Both documents will be updated and circulated to Committee members for comment in advance of the next FRSC meeting.

SW/JDP/
DoS

Mrs Parker reported that the Graduate School had developed wiki pages which contain more detailed information on examination processes.

The Committee discussed section 17.2 of QA7, which states "The lead supervisor (or a member of the supervisory team) will be available for consultation with the Board of Examiners at the time of the viva voce examination and should be in attendance when the candidate is informed verbally of the Examiners' recommendations." Not all departments in the Faculty have the routine practice of ensuring that the lead supervisor is in attendance when the student is informed of the examination outcome and it was agreed that Mrs Parker would email PGR supervisors to inform them of this and update them on recent changes to QA7. JDP

762 **SAMIS AND PROGRESSION DOCUMENTATION UPDATE**

Mrs Parker provided a verbal update on the PGR SAMIS project and reported that issues raised at the last FRSC meeting had been discussed by the PGR SAMIS team, who will try and address them before starting the development of other PGR forms (e.g. candidature form) on SAMIS-on-the-web at the start of 2013.

The Committee discussed the problems associated with the SAMIS annual reporting procedures, as DoS cannot return the annual report form directly to the student for further comment/clarification. The Committee consider this to be an essential requirement in the reporting procedure and Professor Wonnacott will contact the PGR SAMIS team with FRSC feedback on the current reporting procedures. SW

Mrs Parker informed the committee that revised HD forms are now available on the SREO webpages so that completion of the All test can be reported along with first destination information and the confirmed thesis title. The Graduate School also checks that the All test has been successfully completed prior to examiners' report forms being submitted to BoS for approval. General information on PGR students e.g. registration start/ end date is now available to students, supervisors and DoS when they log into SAMIS on the web.

Committee members expressed concern that supervisory information in PURE percentage allocations for different members of a PGR student's supervisory team i.e. if there are two members of a supervisory team there was an automatic 50:50 weighting although the weighting of supervision across the team will vary between students. Dr Yeomans reported that SAMIS also contains this weighting information. This issue will be raised with the Student Records Office and Katy McKen the Research Information Manager. CY/SW

763 **MINUTES OF THE URSC HELD ON 8TH NOVEMBER 2012**

The Committee noted the minutes.

764 **ANY OTHER BUSINESS** **Format of meeting papers**

The Committee members discussed the availability of meeting papers in an electronic format and agreed that it would be useful to also have the agendas and white papers as a hard copy in advance of the meeting. CY

Studentships

Professor Wonnacott informed the Committee that the three three-year Graduate School studentships advertised on the Graduate School webpages for a 12/13 start have been allocated by the Dean to individual members of academic staff and that the webpages need to be updated to reflect this. Mrs Parker reported that if these studentships have not been filled by the end of April then they may be re-allocated. The Committee expressed concern about the lack of Graduate School studentships for the 12/13 intake and the demise of the Home URS means that Departments are frustrated at the lack of University funded studentships for excellent Home/EU candidates. GS

Webpages

The SSLC student representatives had commented that they liked the format and content of the Graduate School webpages.

Annual Monitoring Reports

Mrs Parker reminded the Committee that the deadline for completion of Annual Monitoring reports was 11th January 2013. All reports should be emailed to Mrs Parker and they will then be made available to Directors of Study on the DoS shared drive for comment before the January URSC meeting.

DoS

The meeting closed at 1.30pm