



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**
Place **Wessex House 3.36**
Date and Time **Wednesday 6th February 2013, 12.30pm**

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

Action

Welcome and introductions

Professor Wonnacott welcomed members to the meeting.

771 MINUTES

Minutes of the meeting held on 12th December 2012 were approved.

772 MATTERS ARISING

M762 SAMIS and Progression Documentation Update

Mrs Jill Parker reported to the Committee that she had met with Mr Jon Davies, Assistant Registrar Management Information, to develop a scheme to more accurately record supervisory weightings in SAMIS, as these weightings affect PURE, departmental workload models and HESA returns. The Faculty of Science will pilot a scheme to classify supervisory weightings at the candidature stage with a range of different categories to help improve the quality of the data recorded in SAMIS. A paper providing more information on the scheme will be circulated to Directors of Studies and Heads of Departments and Mrs Parker will contact supervisors of PGR students to determine the correct supervisory category for each current student.

JDP

Dr Catrin Yeomans had been in touch with the SAMIS PGR development team to discuss issues with Directors of Study returning SAMIS-on-the-web annual monitoring reports directly to a student or supervisor for amendments.

The SAMIS team haven't yet been able to solve this problem, but have recommended that a DoS contact the SAMIS team directly (sreo-samis@bath.ac.uk) so that a specific report can be resent directly to either the student or supervisor for new information to be added to supplement the original report.

Mrs Parker informed the Committee that a working group was currently looking at changes to QA7 and the University regulations.

773 GUIDELINES FOR PHD EXAMINATIONS

Professor Wonnacott outlined the purpose of preparing the summary guideline document to send to the examiners with a thesis. The Committee reviewed the document tabled at the meeting and commented that there should be no duplication of information between the summary guidelines document and the formal University letter sent to the examiners. The documentation should make it clear to examiners that they are required to submit their preliminary report to the Graduate School in advance of the viva and that the viva report form is returned to the Graduate School as soon as possible after the event. Directors of Studies commented that they are not always aware of viva dates in advance of the date, although the Graduate School does inform them when a thesis is sent to the examiners and of all known viva dates.

The summary document will be updated and circulated electronically to Committee members for comment.

SW/JDP

774 2011/2 ANNUAL MONITORING REPORTS

The Faculty of Science annual monitoring reports, with the exception of Physics, were discussed at the URSC on 24th January 2013. Professor Wonnacott reported that the URSC had praised the high calibre of the reports, particularly the record of students' achievements.

The Committee noted the reports and made the general comments that examples of students' achievements should be posted on Departmental and Graduate School webpages and that this could be advantageous for recruitment. Mrs Parker commented that there was now a Faculty priority to improve the profile of research students on departmental webpages. Comments from departments include space issues and the likely impact of the loss of the Home URS scheme on recruitment.

JDP/CY

Directors of Studies provided information on SSLC arrangements and discussed student organised 'away days' or seminar programmes within their departments.

The Committee discussed interview arrangements across departments, and the practice of face-to-face interviews (eg. Skype) for overseas applicants, which engages the student and may help with the acceptance of offers as well as providing a method of assessing applicants. Mr Lapedriza commented that the same interview requirements should be in place for all applicants.

775 CHAIR'S BUSINESS

Report on URSC held on 24th January 2013

Professor Wonnacott reported on the recent URSC meeting and that she has worked with Lisa Isted and other Associate Deans for Graduate Studies on an MPhil/PhD signpost document on 'completing a thesis'. This document was considered by the committee and the finalised version will be included in the Postgraduate Guide and/or Postgraduate Signposts Document.

Graduate School Research Afternoon June 2013

The 2012/3 Graduate School Research afternoon is scheduled to take place on either 10/11th June, to avoid taking place in the same week at the 'Meeting of Minds' event.

Excellence in Doctoral Supervision prize

Professor Wonnacott asked DoS to encourage students in their departments to nominate excellent supervisors for this prize.

DoS

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**TRANSFER FROM MPHIL TO PHD/CONFIRMATION OF PHD
REGISTRATION**

The Committee noted the paper and forms produced by Dr Lisa Isted and made comments on the presentation of the forms (ie. consistency between the title of the form and word order in section 2). Mrs Parker will provide feedback on the forms to Dr Isted and asked for DoS to feedback any comments they have on the appointment process of the confirmation panel.

JDP/ DoS

Any Other Business

There was no other business and the meeting closed at 1.30pm.