



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**  
Place **Wessex House 3.36**  
Date and Time **12.30 – 3.05pm, Thursday 6<sup>th</sup> October 2016**

Present	Prof Sue Wonnacott Dr James Doughty Dr Jim Laird Dr Adrian Hill Dr Lorenzo Caggiano Dr Sergey Gordeev Mr Adam Kearns	Chair Department of Biology and Biochemistry Department of Computer Science Department of Maths Department of Pharmacy and Pharmacology Department of Physics Students' Union Postgraduate Officer
In attendance	Miss Ceri Dibble Mr Simon Gane	Programmes Officer Graduate School Manager
Apologies	Dr Andrew Johnson	Department of Chemistry

		<b>Action</b>
<b>1117</b>	<b>WELCOME AND INTRODUCTIONS</b> Sue Wonnacott (SW) welcomed Adam Kearns, SU Postgraduate Officer, to the meeting and asked attendees to introduce themselves.	
<b>1118</b>	<b>MINUTES</b> Minutes of the meeting held on 15 <sup>th</sup> July 2016 were approved as an accurate record of the meeting.	
<b>1119</b>	<b>MATTERS ARISING</b> SG has deferred emailing all PG students in the Faculty about 10 West Graduate Commons, until the various spaces available have been clarified and furnished. Also it has not been determined yet who will be responsible for managing room bookings. The students have been introduced to the space through various welcome events during the induction period and the PG Fair will be held in 10 West in November. Adam Kearns (AK) confirmed that the furniture should be in place by January. The PhD viva guidelines document is now complete and will be sent out with the viva paperwork. Caroline McMurray had pointed out to SW previously that the document stated that supervisors 'may be present' at the viva and suggested that it be changed to 'will be present' as per the regulations but SW explained that this is not always practical. SW suggested that the regulations may be revised instead and would discuss with CM.	
<b>1120</b>	<b>CHAIR'S BUSINESS</b> <u>Teaching training:</u> Over the summer SW collated a table capturing the different teaching training needs and activities within departments and provided a narrative on the present arrangements and their limitations. She asked for any update from the. AK mentioned that the Students' Union is interested in student teaching training provision and they will be looking at this over the	

	<p>coming year. AK has recently met with Prof Andrew Heath, Academic Director of the Centre for Learning and Teaching and Prof Peter Lambert, Pro V-C for Learning and Teaching to discuss this.</p> <p>James Doughty (JD) and Lorenzo Caggiano (LC) has discussed running a more generic training course but concluded that it wouldn't be appropriate and that it might be better if PG Skills ran a general course instead. LC stated that Pharmacy runs several smaller training sessions that cover different bespoke areas and medicinal chemistry students are directed to Chemistry for specific training. SW confirmed that departments are able to offer alternative training courses in place of the PG Skills course provided they have been observed, and approved by LTEO. Adrian Hill (AH) suggested that JD contact Jane White in Maths for advice on the required documentation for running an 'in-house' training course. JD suggested that core aspects (e.g. pedagogy) of teaching training could be covered centrally by PG Skills and departments could provide training on the specifics that are particular to them. LC and JD will look at the current provision of training within Biology and Pharmacy and send a summary with suggestions for a solution to SW.</p> <p>SW will discuss the issues with Andrew Heath with the aim of improving provision by 2017 intake.</p> <p><u>Guidance for Confirmation Vivas:</u> Upon reviewing this document, Caroline McMurray had pointed out to SW that the guidance regarding a successful outcome of the Progression Board of Examiners was in conflict with QA7 17.1. SW put to the committee that there is the option to either change the practice to fit the regulations or change the regulations. AH commented that he would prefer the supervisor's report to be received before the viva, LC agreed that it would be useful but in turn, the supervisor is expected to address the comments of the examiner in their report. SW pointed out that the regulations pre-date the introduction of six monthly progress reports and that these could be referred to before the viva. SW will discuss this issue with Caroline McMurray, with a view to finalising the Guidelines for FRSC approval.</p> <p><u>Doctoral College:</u> University induction for new PhD students took place in 10 West Graduate Commons, which is now being used by some PGR students. There have not been any further updates on the progress of the Doctoral College project.</p> <p><u>Alternative Thesis Format:</u> Andrew Johnson (AJ) had produced a paper on this and spoken to Caroline McMurray but some corrections need to be made. SW informed the committee that one thesis in this new format had been submitted over the summer and had passed. Chemists within Pharmacy have also expressed interest in this format. SW will follow up with AJ.</p> <p><u>GS Research Afternoon</u> SW informed the committee that the annual Graduate School Research Afternoon is scheduled to take place on Monday 12<sup>th</sup> June 2017. The venue will move to 1 West Foyer and 1W 2.101.</p>	<p>JD, LC</p> <p>SW</p> <p>SW</p> <p>SW</p>
1121	<p><b>DEPARTMENTAL PRES ACTION PLANS UPDATE</b></p> <p>Plans for five departments were submitted to FRSC, Chemistry was not received. General feedback from all DoS present was that they did not like the table format. AH was unclear on whether the tables were to be submitted to URSC or if SW was going to make a verbal report to the committee. SW suggested that the DoS look at the reports submitted for all departments, CD has uploaded them to the Boards system. Simon Gane (SG) suggested that departments produce "you said, we did" slides for department screens. AH and JD both commented that they feel that there is an increased positivity in their respective departments and more activities have been arranged as a result of the exercise. SW thanked all the DoS for their action plans.</p>	
1122	<p><b>PROGRESS REPORT COMPLETION RATES</b></p> <p>All DoS were sent a report two weeks prior to FRSC outlining the number of outstanding progress reports and the stage that the reports were at. CD presented figures that showed the numbers for each department and the overall total outstanding and an update on this figure to reflect the work that the DoS had done to clear the reports from SAMIS. 33 reports were completed in the period between 23<sup>rd</sup> September and 5<sup>th</sup> October. It was noted that</p>	

	the figures may have been inflated by old reports that Computing Services had previously 'written off' but not removed. The Graduate School will remove these from the next set of reports due to go out w/c 10 <sup>th</sup> October to give a more accurate reflection of the number of outstanding reports.	<b>CD</b>
<b>1123</b>	<p><b>GRADUATE SCHOOL UPDATE</b></p> <p><u>Induction Summary</u></p> <p>SG raised the point that some students were unaware of the induction events but CD had found that the students' email addresses had been included in the mailing lists for communications that were sent out by the Graduate School. AK mentioned that Anthony Payne, Head of Student Services, was concerned that no specific Student Services talks were included during induction week but AK confirmed that they would be present at the PG Fair that is planned for November in 10 West.</p>	
<b>1124</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>JD informed the committee of the process of Doctoral Viva seminars that are in place at Newcastle University – the student gives a seminar prior to their PhD viva- and wondered if this was something that Bath may want to consider. AH mentioned that some Maths vivas can take up to 5 hours so this may not be suitable for that department. DoS were encouraged to consider this at Department level.</p>	<b>DoS</b>