



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**
Place **Wessex House Council Chamber**
Date and Time **Tuesday 12th November 2014, 12.30 pm**

Present	Professor S Wonnacott (Chair) Dr L Caggiano Dr J Doughty Dr A Hill Dr R James Dr A Guglielmi Mr J Kenny Miss S Cabezas-Hayes	Associate Dean (Graduate Studies) Department of Pharmacy & Pharmacology Department of Biology and Biochemistry Department of Mathematical Sciences Department of Physics Department of Computer Science Students' Union Officer Faculty Student Representative, Department of Chemistry
In attendance	Mr S Gane Dr C Yeomans	Graduate School Manager Deputy Graduate School Manager
Apologies	Dr J Laird Dr S Lewis	Department of Computer Science Department of Chemistry

Action

905 WELCOME AND INTRODUCTIONS

Miss Sinead Cabezas-Hayes was welcomed to the meeting as a Faculty representative. Dr Alessio Guglielmi was welcomed from Computer Science as Dr Laird's alternate.

906 MINUTES

Minutes of the meeting held on 6th October 2014 were approved as an accurate record of the meeting.

907 MATTERS ARISING

M894 What needs to be done better'

The Committee was reminded that this relates to a query from FRSC about the possibility of second supervisors being copied into SAMIS emails. Professor Jane Millar is discussing this directly with the SAMIS team and they are investigating the possibility of giving supervisory teams access to SAMIS-on-the-web, rather than copying them in to students emails.

M896 Visiting Students.

The Graduate School is updating the VPS summary chart to incorporate CDT/DTP students registered at other institutions.

M896 Confirmation process

The Committee was informed that 54 out of 57 expected confirmation reports were

submitted to the Graduate School (either paper copy or electronically) within the expected time frame. There were 5 initial extension requests which were approved by Directors of Studies. The Directors of Studies agreed that it would be helpful to see a summary of expected confirmation timings for students registered on different research programmes (e.g. students who are part of a CDT) and also requested that they are informed about students who have not yet completed the Academic Integrity Initiative (AII) test.

CY

M897 Moodle site

All Directors of Studies have now been enrolled on this course and will be sent the link to the site.

CY

908 **REPORT ON URSC MEETING HELD ON 6TH NOVEMBER**

Research SSLC Annual Report Overview

Professor Wonnacott tabled a paper summarising the 12 recommendations of the URSC report and this was noted by the Committee.

As part of Recommendation 4 the Graduate School will look into how work spaces for part-time research students could be effectively provided.

GS

As part of Recommendation 6 the Graduate Schools will look in detail at the PRES survey on a departmental level to try and identify any specific issues raised by students in the Faculty of Science. Dr Doughty commented that PGR students in the Department of Biology and Biochemistry must now attend at least 75% of the Departmental research seminars.

GS

Recommendation 7 related to the allocation of software licences and students' using their own laptops. This will be raised with the student representatives and be discussed at the Graduate School Committee.

GS

As part of Recommendation 11 Registry are checking to see if alternative routes of discussion/action are specified on 6 month report forms if student/supervisor issues are raised in the report. The Committee agreed that it was important for alternative routes to be made more transparent.

The Committee agreed that these recommendations should be discussed at Departmental SSLCs (if there is a PGR DoS involvement) and at the Graduate School SSLC.

GS

PGR Ombudsman Annual Report

The Committee noted the report and commented that although Departmental handbooks contain information for students on how to deal with difficult situations, the escalation pathway still needs to be made clearer. Directors of Studies were concerned that they may be unaware of students in their Departments who contact the Ombudsman and agreed that a summary of the distribution of cases across departments would be useful.

Graduate Skills Training

The Committee noted the report. Miss S Cabezas-Hayes commented that the mandatory demonstrator training course could be shorter and more specific. The Committee was informed that as the training courses supported undergraduate teaching this was an Undergraduate issue.

909 **ANNUAL MONITORING REPORTS**

Professor Wonnacott reminded the Committee that the Annual Monitoring reports will be discussed at the URSC meeting in January and should be considered at the next FRSC meeting on Wednesday 17th December. Director of Studies commented that it may be difficult to meet the December deadline and queried what feedback on the reports would be provided by URSC. Professor Wonnacott will report these comments to URSC and reminded Directors of Studies that the Graduate School

can provide some information to assist with completion of the reports (e.g. external examiners comments, submission of revised thesis).

SW

910 **ALUMNI FUND TRAVEL BURSARIES**

The guidelines and application forms are now on the Graduate School webpages and the Dean circulated information about the scheme in the latest 'Faculty update'. Simon Gane had also emailed all students in the Faculty of Science to inform them of the scheme.

911 **FRSC REVISED MEMBERSHIP**

The Committee noted the changes to the membership of Faculty Research Students' Committee.

912 **ANY OTHER BUSINESS**

There being no other business, the meeting closed at 1.35pm