



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**
Place **Wessex House 3.36**
Date and Time **Wednesday 25th June, 12.30 pm**

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| Present | Professor S Wonnacott (Chair) Dr L Caggiano Dr J Doughty Dr A Hill Dr R James Dr J Laird Dr S Lewis | Associate Dean (Graduate Studies) Department of Pharmacy & Pharmacology Department of Biology and Biochemistry Department of Mathematical Sciences Department of Physics Department of Computer Science Department of Chemistry |
| In attendance | Mr S Gane Dr N Strevett Dr C Yeomans | Graduate School Manager Postgraduate Research Studies Manager Deputy Graduate School Manager |
| Apologies | Miss E Craddock | Student Representative, Department of Chemistry |

Action

880 **WELCOME AND INTRODUCTIONS**

Apologies were received from Emily Craddock. Dr Lorenzo Caggiano was welcomed to his first meeting as Director of Studies for the Department of Pharmacy & Pharmacology.

881 **MINUTES**

Minutes of the meeting held on 14th May 2014 were approved as an accurate record of the meeting, with a minor correction to M866 Student/supervisor working relationships.

882 **MATTERS ARISING (NOT CONSIDERED ELSEWHERE)**

M866: Student/supervisor working relationships

Simon Gane has looked at the LEO survey protocol and is waiting to hear from Shaun McGall in LTEO about a meeting to discuss a Graduate School student survey.

M867: 'What needs to be done better'

Professor Wonnacott reminded the Committee about the history to this document and it was agreed that Simon Gane would circulate the document to Directors of Study again for comment before it is circulated to academic staff in the Faculty. Dr Caggiano queried if SAMIS can send emails to supervisors to remind them of the end of the 'restriction of access to thesis' date. This will be raised with the SAMIS team. DoS also discussed the merits of including second supervisors in routine SAMIS emails (e.g. completion of progress report) so that they can remain aware of student progress. The Committee commented that different supervisors have different roles

within a supervisory team and some may just have a pastoral role. The Graduate School will contact the SAMIS team to find out whether or not it would be possible for different departments or supervisory weightings to determine whether or not second supervisors are copied in to routine SAMIS emails.

GS

M869: Confirmation report guidelines

The draft Faculty guidance was sent to Directors of Study for them to amend points 4 and five, if it was necessary for their department. The Committee was reminded that these documents will be posted on the Graduate School Moodle site when it is completed at the end of August 14.

883 **CHAIR'S BUSINESS**

Professor Wonnacott gave a report on URSC meeting 29th May 2014:

Minor amendments to Regulation 16 and QA7

The Committee noted the proposed changes to Regulation 16 and QA7. Dr Strevett informed the Committee that QA7 would be reviewed in detail during the 2014/15 academic year and that the consultation process is expected to start at the end of the summer.

Submission/completion rates

SREO were working on new reports to gather information on submission and completion rates. Catrin Yeomans had met with Jon Davies in SREO to help improve the quality of the data.

CDT/DTP developments and URSC subgroup

URSC is setting up a sub-group with the aim of providing institutional oversight on CDT/DTP developments. The Faculty of Science now has six CDT/DTPs and is involved in two which are joint with the Faculty of Engineering. Professor Wonnacott will chair this group and Dr Neil Strevett, other associate deans and Registry representatives will form part of this group, although final details of membership have yet to be decided.

GW4 workstream

Four key GW4 workstreams have been identified and Professor Sue Wonnacott will replace Dr Neil Strevett as a representative on *Building Capacity and Developing People*. This group will focus on CDT/DTP structures and look at funding opportunities coming out of this forum.

884 **ANY OTHER BUSINESS**

GW4 Communication for Collaboration

A paper on 'GW4 Communication for Collaboration' event was tabled at the meeting. Dr Neil Bannister is organising a three day residential workshop for GW4 students in July 2014. Simon Gane has circulated details of the event to students and Directors of Studies are asked to encourage students to attend.

The meeting closed at 1.15pm.