

**DRAFT UNCONFIRMED OPEN
Minutes of Meeting**



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**
Place **Wessex House 3.36**
Date and Time **Wednesday 14th May 2014, 12pm**

Present	Professor S Wonnacott (Chair) Dr J Doughty Dr I Eggleston Dr A Hill Dr R James Dr J Laird Dr S Lewis	Associate Dean (Graduate Studies) Department of Biology and Biochemistry Department of Pharmacy & Pharmacology 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 Dr L Caggiano	Graduate School Manager Postgraduate Research Studies Manager Deputy Graduate School Manager Department of Pharmacy & Pharmacology
Apologies	Miss E Cradduck	Student Representative, Department of Chemistry

Action

864 **WELCOME AND INTRODUCTIONS**

Apologies were received from Emily Cradduck. Dr Lorenzo Caggiano was welcomed to the meeting. Dr Caggiano will be replacing Dr Ian Eggleston as Director of Studies for the Department of Pharmacy & Pharmacology.

865 **MINUTES**

Minutes of the meeting held on 19th March 2014 were approved as an accurate record of the meeting.

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

M851: Student/supervisor working relationships

Simon Gane reported that he had discussed survey questions with Professor Wonnacott to try identifying common issues regarding supervision. Dr Strevett informed the committee that he is working on a wider project on postgraduate supervision, involving Professor Jane Millar and the Students' Union. However, as the wider survey is unlikely to take place this year it could still be of value for the Graduate School to continue with plans to survey the students and suggested contacting Shaun McGall in LTEO.

SG

M851: Graduate School Contacts

Details of Graduate School had been sent by Simon Gane to staff across the Faculty of Science.

M852: PGR Progression Summary

At the request of the Graduate School, Dr Lisa Isted had changed the PGR3 transfer/confirmation form to include the 'expected confirmation report submitted date' and 'actual confirmation report submission date'.

M852: PGR progress reports

Structure of the new 6 monthly progress report forms and the reporting process was to be discussed in the closed section of the meeting.

M854: Administration of confirmation reports

Directors of Studies had been asked to inform departmental colleagues about the confirmation process, but at this stage in the process it was too early for any feedback on the process.

867 **CHAIR'S BUSINESS**

Award of joint degrees

Professor Wonnacott read the Committee details of the amendment to the University Charter that was approved by the University Council on Founders Day and reported that this will be considered by the University Court on 22nd May and then by the Privy Council.

Ede and Ravenscroft Prize

The Ede and Ravenscroft talks took place on 7th May 2014 and the prize was won by Ed Carter from the Department of Pharmacy and Pharmacology (with a co-supervisor from the Department of Biology and Biochemistry).

'What needs to be done better'

Professor Sue Wonnacott provided background to the tabled paper and the Committee agreed that it was useful starting point. Dr Simon Lewis commented that details on applying for a restriction to access of thesis should be included. Directors of Study were asked to send any comments or additions to the paper to Simon Gane.

DoS

Graduate School Research afternoon

The Committee noted that the programme for the Graduate School research afternoon was almost finalised and would soon be made available. Although all postgraduate students had been emailed about the event and department screens are also advertising the event, a small number of poster abstracts had been received from students and Directors of Study were asked to try and encourage students to present posters. Prizes will be awarded (£20 amazon vouchers) during the afternoon and all students presenting their work will receive a certificate of participation.

868 **SUPERVISORY WEIGHTINGS**

Simon Gane gave a verbal summary of the paper and following discussion, the Committee agreed with the following recommendations:

- publicise the weighting splits previously recommended by the Graduate School.
- encourage supervisors to adhere to these recommended weightings in the majority of cases, but inform them that they have the flexibility to set their own weightings when the standard splits prove insufficient to reflect the make-up of the supervisory team.
- That external supervisors' contribution should be recorded on the candidature form but should not carry a weighting in SAMIS/PURE.

Simon Gane also explained to the Committee that the workload allocation model currently allocates a fixed proportion of time to the roles of lead and secondary supervisor. The role of any third supervisor is currently not allocated any supervision hours in the model.

869 **CONFIRMATION REPORT GUIDELINES**

The Committee discussed the content of the QA7 and draft Faculty guidelines. Some members of the Committee re-iterated concerns about students being confused between Faculty and Departmental information. The current draft was considered by the Committee to be too generic in points 4 and 5 to accommodate all departmental confirmations.

Professor Wonnacott clarified that any Faculty information would be an adjunct to Departmental information. Following discussion, it was agreed that the Directors of Study would amend points 4 and 5 of the draft Faculty document so that it was relevant and accurate for their students.

DoS

870 **2014/5 FRSC MEETING DATES**

The Committee noted the paper.

871 **ANY OTHER BUSINESS**

The Committee was reminded that date of the next meeting is 25th June 2014. The meeting closed at 1.30pm.