

Minutes of Meeting



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**
 Place **Wessex House 3.36**
 Date and Time **12.30 – 2.00pm, Thursday 19th March 2015**

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

Action948 ***Welcome and introductions***

Apologies were received from Dr James Doughty and Dr Simon Lewis, both of whom had teaching commitments. Dr Caroline McMurray was welcomed to the meeting as the Quality Enhancement Officer for Doctoral Studies with responsibility for overseeing revisions to QA7. The Committee was informed that Miss Sinead Cabezas-Hayes has resigned as the Faculty Student Representative.

949 **MINUTES**

Minutes of the meeting held on 3rd February 2015 were approved as an accurate record of the meeting.

950 **MATTERS ARISING**

M939: Business Objects link Catrin Yeomans will send Director of Studies the link on how to register for Business Objects and details of the correct report to run for information on the Academic Integrity Test.

CY

CHAIR'S BUSINESS951 ***Visiting Postgraduate Scholars update***

The Committee noted the paper from Andy Howman, Head of International Student Recruitment, which confirmed a

MRC DTP bid

Professor Wonnacott informed the Committee that the University of Bath is ineligible to bid for a DTP but can be a partner with other GW4 institutes. Dr Amanda Mackenzie is the University of Bath lead and the bid will be of interest to the Departments of Pharmacy and Pharmacology, Mathematical Sciences, Chemistry and Physics.

Attendance Monitoring

Professor Wonnacott informed the Committee that she and Simon Gane and looked at the most recent list of supervisors not recording meetings with their students. All supervisors of Tier 4 students had received an email from Professor Wonnacott asking for the attendance monitoring data to be recorded in SAMIS. This had achieved good results (And Directors of Studies welcome direct intervention in this way from the Associate Dean for supervisors of Tier 4 students), but had also highlighted some issues with recording meeting dates in SAMIS if there was an interval of more than 6 months between meeting dates. Registry had now fixed this problem. Simon Gane informed the Committee that there is a university discussion currently take place about whether or not to focus solely on Tier 4 students. Professor Wonnacott commented that Attendance Monitoring date had noticeably improved in the Department of Chemistry.

Simon Gane informed the Committee that a university discussion is currently taking place about focussing attendance monitoring only on Tier 4 students.

Postgraduate Research Experience Survey 2015

Professor Wonnacott provided the Committee with the lasted response rates across departments and that the Faculty of Science had an overall response rate of 34%. Simon Gane had emailed all PGR students in the Faculty to remind them about completing the survey and several Directors of Studies had also contacted students to help increase response rates.

Research & Innovation Services (RIS) session on PGR funding

The Committee was informed that Denise Cooke from RIS will be organising lunch time sessions for academics to discuss different sources of potential funding.

CY

952 **THREE MINUTE THESIS**

Professor Wonnacott informed the committee the Faculty of Science heat of the 'three minute thesis' competition took place on 18 March. The judging panel consisted of the Dean, Faculty Marketing Manager and Associate Dean for Graduate Studies and the heat was won by Georgina Gregory from the SCT and Kunal Tewari from the Department of Pharmacy and Pharmacology. These students will now receive some training in presentation skills before the University wide final in June. Eight students took part in the Faculty of Science event.

953 **REPORT ON URSC CDT/DTP SUB-COMMITTEE 18th MARCH**

Professor Wonnacott gave a verbal report on the third meeting of the sub-committee, which discussed equality and diversity issues and part-time registrations. This was in response to an issue in the SWBioDTP when an applicant to Exeter University requested a part-time registration (and was offered a part-time MRes followed by a full time PhD registration). Professor Wonnacott encouraged all CDT/DTPs to consider how financial constraints and the structure of CDT/DTP courses would affect how they would deal with a similar request. Jordan Kenny will investigate flexibility of Research Council funding when supporting part-time students.

JK

The Committee also noted the the 'best practice' event organised by Susie Douglas (SAMBa Manager) and activities of the CDT/DTP operations group meetings, (chaired by Simon Gane) which had discussed recruitment, joint assessments and sharing best practice. Denise Cooke from RIS also presented a paper on RIS support mechanisms for future CDT/DTP bids.

Jordan Kenny raised concerns over the integration of CDT/DTP students with the departmental cohort when they are visiting other universities or when GW4 students visit Bath for training or short courses.

954 **UPDATE ON BURSARIES**

Santander International Mobility bursaries

All eligible students had been emailed by Simon Gane to inform them of this bursary scheme and ten £1k bursaries are to be allocated by July 2015. Professor Wonnacott and Simon Gane had considered the first round of applications and all 6 applications will be supported, based on conference abstracts being accepted.

Alumni Fund travel bursaries

Professor Wonnacott views all applications to the University wide scheme and the number of applications from students in Science is low compared to those from other faculties. The Department of Biology and Biochemistry advertised the scheme on screens in the department

and an Engineering student has already submitted a report on the event he attending due to the bursary.

955 **SUMMARY OF FUNDING SOURCES OF PGR ENTRANTS WITH A PREVIOUS AWARD FROM BATH**

A version of this paper was discussed at the last FRSC meeting and DoS requested that funding source was added.

956 **SAMIS DEVELOPMENT UPDATE**

Simon Gane reported that he had met with Amy Cavanagh, Assistant Registrar, to discuss the development of an on-line version of the candidature form with the aim of completing this by October 2015. Simon Gane will also be attending a meeting with Adamantios Milas from Computing Services for a wider discussion about developing SAMIS priorities and how BUCS and SREO can best work together to develop projects and pool resources.

957 **MINUTES FROM URSC MEETING 22nd JANUARY 2015**

The Committee noted this paper.

958 **MINUTES FROM FACULTY SSLC 17th FEBRUARY 2015**

The Committee noted this paper.

959 **ANY OTHER BUSINESS**

Post graduate Staff Students Liaison Committees

Simon Gane asked Directors of Studies for a summary of PG SSLC activity in their departments. The Graduate School should be able to offer administrative support with these meetings and Simon Gane is planning to attend some of the departmental SSLC meetings. Student representatives have been appointed for the department of Pharmacy and Pharmacology and a Department of Mathematical Sciences SSLC meeting was scheduled for May. Simon Gane informed the Committee that minutes of departmental SSLC meetings would go to the Faculty SSLC and then to FRSC for information.