



Meeting **FACULTY RESEARCH STUDENTS' COMMITTEE**
Place **Wessex House Council Chamber**
Date and Time **12.30 – 2.00pm, Tuesday 23rd June 2015**

Present	Dr R James (Chair) Dr L Caggiano Dr R James Dr G McCusker Dr J Doughty Dr S Lewis	Department of Physics Department of Pharmacy & Pharmacology Department of Physics Department of Computer Science Department of Biology and Biochemistry Department of Chemistry
In attendance	Mr S Gane Miss Ceri Dibble	Graduate School Manager Programmes Officer
Apologies	Dr A Hill Dr J Laird	Department of Mathematical Science Department of Computer Science

		Action
988	Welcome and introductions Dr Guy McCusker was welcomed to the meeting as alternate for Dr Jim Laird	
989	MINUTES Minutes of the meeting held on 6 th May 2015 were approved as an accurate record of the meeting.	
990	MATTERS ARISING <ul style="list-style-type: none"> • 971: Simon Gane (SG) sent all DoS a link for registering for Business Objects • 972: SG sent around the organogram related to DTP/CDTs • 973: Ceri Dibble (CD) confirmed that WH 3.36 has been booked for all FRSC meetings in the next academic year • 978: SG sent a formal response to the Alternate Doctoral Thesis proposal to Caroline McMurray on the 8th May. Various DoS responses were fed into this. It was also noted that the proposal was approved at Senate 	
991	CHAIR'S BUSINESS PRES response rate Dick James (DJ) congratulated the Faculty on the response rate to the PRES. This was 54%, which is 15% up on the response to the last survey in 2013 and 4% above the Faculty's target. Graduate School Research Afternoon DJ told the committee that over 30 students participated in the Research Afternoon presenting posters and talks. Three prize winners were selected from Computer Science, Chemistry and the charity cake sale raised £103 for the road safety charity Brake.	

	<p>Rollout of new research integrity module DJ explained to the committee that the new research integrity module is being introduced in September. This will be available via Moodle and should be completed by anyone who engages in research at the University. Research students will be notified soon that they will need to complete this course.</p> <p>LITEbox initiative DJ described the new LITEbox initiative and what it involves.</p>	
992	<p>SAMIS DEVELOPMENT UPDATE</p> <p>SG updated the committee on various ongoing SAMIS issues and developments.</p> <p>Progress Reports The Graduate School will look at all the different types of PGR student over the summer to ensure all the dates and notifications for their progress reports are accurate as this can differ depending on the type of programme they are registered on.</p> <p>Candidature SG met with the candidature form project team and the Associate Deans from each faculty. Feedback from each DoS was also brought to the meeting. The general feeling is that the candidature process should be student-led. The prototype form should be available to view from mid-July and the actual form should be released from September. Some DoS feel that the supervisor section is not useful information to have on the form. It doesn't always get completed and it was suggested by SG that it is dealt with separately. DJ stated that this section was included on the form so that supervisors could declare their full load of supervisory duties so that it could be accurately monitored. All DoS discussed the proposal put forward by SG, Lorenzo Caggiano (LC) pointed out that this only affects a small number of supervisors. DJ suggested that it could be raised when a supervisor has reached the maximum amount of students. Simon Lewis (SL) agreed as some parts of Chemistry can be quite labour intensive. DJ thinks that this section of the form could pre-date the requirement for supervisory teams. All DoS agree to delete that section of the form.</p> <p>Transferring Students SG suggested that the form should have a section for the students to complete detailing how many months they spent at their previous institution and how much of this should count towards their Bath PhD. All DoS agree with this suggestion.</p> <p>It was agreed by all DoS that the restrictions on access should stay as a separate form. It was also agreed that the feedback loop for forms (such as progress reports) should stay as is. James Doughty (JD) stated that the student and supervisor should really take the time to complete the form together.</p>	
993	<p>SSLCs</p> <p>The minutes for the Computer Science SSLC and the Faculty SSLC were noted without any comments.</p>	
994	<p>GRADUATE SCHOOL UPDATE</p> <p>Staffing SG gave an update to the Committee on administrative staffing changes in the Graduate School. Interviews took place earlier in the month for a full time PG Admissions Administrator post and a 2 year fixed term PG Administrator post. The two new members of the Graduate School team will start in August. A third post, a part time PG Taught Administrator, is being advertised with interviews due to take place 16th July.</p> <p>PGR Applications and offers SG distributed the latest figures from PGR Admissions. Applications are up across all departments bar Biology and Biochemistry and offer acceptances are up on 2014/5 entry.</p>	

	<p><i>PGR funding distribution</i> All available funding had been awarded with the exception of High Performance Computing. This is still being advertised as there has not been a lot of interest to date, SG noted that it is possibly due to the time of year.</p>	
995	<p>MINUTES FROM URSC MEETING 21st May 2015</p> <p>The Committee noted the minutes from this meeting and DJ extended congratulations to Prof Stephen Ward, HoD of Pharmacy and Pharmacology, on his recent award for Excellence in Doctoral Supervision.</p>	
996	<p>ANY OTHER BUSINESS</p> <p>DJ thanked Jordan Kenny (Students' Union) for his contribution to FRSC over the last academic year.</p> <p>LC raised that attendance at departmental seminars has been falling and students are not attending as they should be. JD suggested that a register could be taken as Biology require a 75% minimum attendance rate at department seminars for students to qualify for support to attend conferences. SL confirmed that Chemistry take a register but it is not as rigorously monitored. This is also linked to funding for conference attendance. Guy McCusker stated that Computer Science do not have departmental seminars.</p>	