

RESEARCH DEGREES COMMITTEE		
Minutes of the meeting held on 19 October 2016		
Present:	Ms J. Broadhurst, Mr C. Daisley, Dr L. Gray (Chair), Professor J. Harris, Professor D. Harrison, Dr V. Long, Mr A. Mandal, Mr B. Oyemomi, Dr B. Stansfield, Professor B. Steves	
In attendance:	Dr K. Halcro, Mr P. Woods (Secretary)	
Apologies:	Dr L. Carey, Professor B. Kumar, Dr N.Lombard, Professor O. Pahl, Professor J. Woodburn	
MINUTES		
016.001	Considered	Minutes of the meeting of the Research Degrees Committee 15 June on 2016 (RDC16/01/01).
016.002	Resolved	That the minutes be approved as correct record.
MATTERS ARISING		
Changes to Research Degrees Documentation (<i>Arising on RDCM016.44</i>)		
016.003	Reported	By the Chair that there was still some work to do but it was hoped that there would be a revised version in the near future.
PGRS WITHDRAWAL POLICY		
016.004	Considered	A policy document developed within GSBS to govern withdrawal of PGR students (RDC16/04/1).
016.005	Reported	By Dr Long that the impetus for the paper rose from a consensus among supervisors in GSBS that there required to be greater transparency for PGRS and supervisors. This proposal was a process which built in good practice such as enhanced support referral mechanisms and the mini viva mechanism and provided a transparent process for all stakeholders. Current regulations did not provide for this level of transparency so it was thought to be in the interests of both students and staff.
016.006	Discussion	The policy document was welcomed for its clarity but members were also wished to understand at what point the process would be initiated.

		<p>Dr Long replied that in theory it could be initiated at any point but the intention was for the process to be a final resort not a first option. The intention is to remove ambiguity in PGRS withdrawal.</p> <p>Members welcomed the process as it would potentially address cases where situations had been allowed to persist without resolution and welcomed the transparent mechanisms.</p> <p>Members discussed the evidence required for enacting the process. It was suggested that monthly meetings records would be the main source for initial action.</p> <p>Members also asked if there was a wellbeing referral mechanism missing from the process.</p> <p>Members agreed it was important to ensure student wellbeing is considered but that should be done before this process is initiated. There was an onus on supervisors to ensure that mitigating circumstances were taken into account before initiating this process.</p>
016.007	Resolved	<ol style="list-style-type: none"> 1. That members provide any further comments to the Secretary. 2. That the procedure is recommended to University Research Committee. <p>(Action: RDC Members/RDC Secretary)</p>
MRES/PROF D PROGRAMME REVIEW		
016.008	Considered	A summary report on the outcome of the MRes/ProfD Programme review event (RDC16/08/01) .
016.009	Reported	<p>By Dr Halcro that the programmes were subject to the normal periodic review under the University's quality enhancement procedures and both were reapproved for the next five years. Two things highlights to note were:</p> <ul style="list-style-type: none"> • GCU London would deliver DBA and DMan; • SWBE would deliver ProfD/MRes.
016.010	Discussion	Members who had been in attendance at the review commented on the positive feedback from the Review Panel.
016.011	Resolved	That the Prof D/MRes team be congratulated on the positive outcome.
CONCEPT PAPER		
016.012	Considered:	A concept paper entitled Developing a Doctoral Framework in Applied Health and Wellbeing Psychology (APC15/55/01) .
016.013	Reported:	By the Secretary that APC had asked for RDC to take on overview of this concept paper which was otherwise approved by APC.
016.014	Discussion:	Members were content that the programme was an applied doctoral degree without significant research content and therefore members had no additional feedback to the programme team other than to welcome the cross referencing with the School Professional Doctorate provision.
016.015	Resolved:	To provide feedback to the programme development team on the basis of the above comments. (Action: RDC Secretary)

ACADEMIC CASE		
016.016	Reported	An academic case for Doctor of Physiotherapy (Pre-registration) (APC15/54/1) .
016.017	Discussion	Dr Stansfield reported that he understood the doctorate would be primarily taught and practice based. Currently there is an MSc Physiotherapy programme (with additional credits) partially providing a similar postgraduate function and the placement elements formed a large part of the programme. It was expected to be a standalone provision without cross reference to Prof D provision within the School. Other members felt the programme structure was not clear on how much of the programme was research-based and thought there should be clarification on the proportion of research-based content.
016.018	Resolved:	That feedback on these concerns is provided to the programme team via the Secretary. (Action: Director Graduate School/RDC Secretary)
ANNUAL REPORTS		
016.019	Considered	A template for RPAB annual reporting to RDC (RDC16/07/01) .
016.020	Discussion	Members asked for the following additions: <ul style="list-style-type: none"> • Section 2 – ask for the number of issues raised. • For examinations add passes at first and/or second attempt • Include 3 or fewer years under <i>Time Taken to Submit</i>
016.021	Resolved	That a revised version is brought back to the next meeting. (Action: RDC Secretary)
RESEARCH DEGREE TRANSITION PLANS		
016.022	Considered	A verbal update on 2015-16 transition and plans for 2016-17.
016.023	Reported	By Professor Steves that the transition for 2015-16 was complete. The ongoing transition plan included some remaining 2016-17 transitions. <ul style="list-style-type: none"> • Artemis – now had a wider group of users including School administrators and Registry • Graduate School were responsible for induction and start up • Administrative activities related to student progression – Schools and RPABs • Examinations – Registry
016.024	Discussion	Members discussed the lack of clarity with regard to arrangements for GCU London. These arrangements would require to be discussed with the GCU London Research Lead.
016.025	Resolved	That this update be noted and further information circulated to PGR degree stakeholders when the Registry move is completed.

AOCB Health and Safety Training		
016.026	Reported	By the Secretary that he had received a query is around access and funding for PhD students to centrally organized Health and Safety Training and whether this is funded by People Services or the School. Currently, PhD students have access only if they have a contract of employment with People Services.
016.027		Members reported varying practice across the University depending on subject areas and instances of specific training (e.g. in Biosciences) and generic training.
016.028		That the Chair and Secretary discuss further with People Services. (Action: as above)
RESEARCH DEGREES COMMITTEE TERMS OF REFERENCE, COMPOSITION & MEMBERSHIP 2016-17		
016.029		The Terms of Reference and Composition and Membership 2016-17 (RDC16/02/01).
016.030		That the revised Terms of Reference and Composition and Membership 2016-17 be approved.
RESEARCH PROGRESSION AND AWARDS BOARDS		
016.031	Received:	The confirmed minutes of: 1. SEBE RPAB 30 March 2016 (RPAB/SEBE/15/56) 2. SHLS RPAB 23rd March 2016 (SHLS/RPAB/15/31) 3. GSBS RPAB 24 November 2016 (RPAB/GSBS/15/2)
DOCTORAL STUDIES CONTACT LIST		
016.032	Received:	A list of University contacts for Doctoral Studies related staff (RDC16/06/01)