



Department of Governance

RESEARCH DEGREES COMMITTEE		
Minutes of the meeting held 6 February 2019		
Present:	Dr B. Ahmed, Ms H. Akalu, Dr L. Gray (Chair), Dr S. Hagan, Dr K. Halcro, Dr M-A. Houston, Professor A. Klemm, Mr M. Marshall, Ms. F. Morrow, Professor B. Steves	
In attendance:	Ms D. Dickie, Mr D. Moore, Dr G Poulter, Mr P. Woods (Secretary)	
Apologies:	Professor J. Harris, Professor D. Harrison, Dr N. Lombard, Professor O. Pahl, Dr B. Stansfield	
MINUTES		
018.037	Considered	Minutes of the meeting of the Research Degrees Committee 28 November 2018 (RDC18/11/01).
018.038	Resolved	That the minutes be approved as correct record.
MATTERS ARISING		
018.039	Reported	By the Chair that there were no matters arising not otherwise on the agenda.
RPABS – COMPOSITION REFRESH		
018.040	Considered	The Revised RPAB composition (RDC18/09/02).
018.041	Discussion	A number of changes were proposed by members: <ul style="list-style-type: none"> • The registry/governance representative and clerk are made a separate category from members and non-voting advisers (i.e. required to be in attendance but not a member). • All PGRTs should be included as members • The Professional Doctorate Director is added as a non-voting adviser (replacing the Prof.Doc representative category) • A quorum of 70% should be indicated.
018.042	Resolved	That the above changes be made before final approval (Action: RDC

		Secretary).
SENIOR POSTGRADUATE RESEARCH TUTOR/ POSTGRADUATE RESEARCH TUTOR		
018.043	Considered	A review of the SPGRT/PGRT role profiles (RDC15/08/02).
018.044	Reported	By the Chair that comments were invited. It was to be noted that the SPGRT/PGRT had not been included in previous workload models.
018.045	Discussion	<p>As a result of the changes to the portfolio it was necessary tweak the emphasis of the profiles:</p> <ul style="list-style-type: none"> • To emphasise the responsibilities for the portfolio • To note the partnering of Research student Leads • To look at the ProfD research tutor profile <p>Also it was proposed:</p> <ul style="list-style-type: none"> • SPGRT Section 2d was now responsibility of Strategy and Planning • SPGRT Section 2n should be in PGRT profile • SPGRT Section 2p should be removed • To add a reference School PGR Admissions Panels • To ensure the profile conforms to key elements i.e. recruitment, pastoral/student experience, progression. • To have a nuanced profile to allow for/encompass themed portfolio • To consider the purpose of Annual reports.
018.046	Resolved	<ol style="list-style-type: none"> 1. That the above changes be incorporated in the next draft (Action: RDC Secretary). 2. That a separate ProfD profile is added to the draft profiles (Action: RDC Secretary /Prof D Director). 3. A working group on potentially streamlining reporting processes is established (Action: Director Graduate School).
RESEARCH DEGREES CODE OF PRACTICE REFRESH		
018.047	Considered	Sections and 1 and 2 of the PGR Student Handbook (RDC18/12/01).
018.048	Reported	<p>By Professor Steves that these sections were extracted from the out of date Guidelines document and would form part of the new Code of Practice. In part this is a contractual statement which defines both the PGR student's responsibilities and those of the University. The statement under consideration was:</p> <p><i>(j) that research students are provided with adequate facilities, including:</i></p> <ul style="list-style-type: none"> ○ <i>For full-time students, a desk in a shared room</i> <p>A recent case had highlighted that this was potentially an outdated conception of resource allocation. The distinction proposed was not between full-time and part-time but between on and off campus:</p>

		<p><i>Those research students who study on campus (FT or PT) are provided with the following resources:</i></p> <p><i>1) A desk space in a shared room (this might need to be in future a hot-desking space)</i></p> <p><i>Those research students who study off campus (FT or PT) at a distance are provided with the following resources when they visit the campus:</i></p> <p><i>1) A desk space in the PG Study Room in the Library, which research students can book and use for the extent of their study visit to the campus.</i></p> <p>This removed a distinction based on mode of attendance and replaced it with a reflection of needs of students. The statement also flagged the need to be realistic about resources in future.</p>
018.049	Discussion	<p>One member asked if there had been feedback on hot-desking as it had operated in local situations. Professor Steves replied that there had not been feedback on any of these arrangements.</p> <p>A student member asked where there were limitations on resources.</p> <p>Professor Steves replied that there were always limitations on resources and this proposal was simply about managing those resources better to fit the needs of our students, regardless of attendance mode.</p>
018.050	Resolved	Members feedback to Professor Steves if there are issues with the text.
REVIEW OF HESA PGR DATA in 2017-18 RETURN		
018.051	Considered	PGRS data from HESA return in 2017-18 (RDC18/15/01)
018.052	Reported	By Professor Steves that after some hard work by the data group the PGR student data was now available on the GCU Dash. This had been commonly used for UG and TPG students and now PGR students were included. It wasn't quite complete as yet as completion data would need to be added. She asked members to consider if there any other areas missing.
018.053	Discussion	The numbers for writing up were queried. It was felt that there were candidates defined as writing up who were not technically of that status. It was agreed there needed to be more consideration what constituted the writing up status and the transition point from full/part-time status to writing up.
018.054	Resolved	That a working group is established to consider this issue (BS/LG/KH/GP).
GRADUATE SCHOOL WORKSHOPS OVERVIEW		
018.055	Considered	An overview report on trimester A 2018-19 (RDC18/13/01).
018.056	Reported	By Professor Steves that this was a summary of workshops delivered in trimester A 2018-19. Workshop satisfaction was good and in some cases very satisfactory. One area of concern was the number of no-shows. Current policy was to contact the student and supervisor when 3 or more failures to attend. However it should also be noted that the workshops

		were not compulsory.
018.057	Discussion	<p>The GCU London PGRS representative asked how students there could attend. Professor Steves replied that further discussion was required to ensure parity of experience. There was no funding at the moment for GCUL students to attend in Glasgow other than for induction and the “How to be an effective researcher” workshop. However take up from GCUL students was low and this may at least be partly due to lack of awareness.</p> <p>The lack of a research culture at GCU London was mentioned and that in spite of this students do want to engage with workshop opportunities.</p>
018.058	Resolved	That there is further discussion between the Graduate School and GCU London representatives (Action: DoGS/GCUL representatives).
RDC FORMS REFRESH		
018.052	Considered	Updates to RDC9 and RDC10 based on previous Committee recommendations (RDC18/16/01).
018.053	Resolved	<ol style="list-style-type: none"> 1. That the Chair is added to sign off. 2. That previous changes be incorporated into final version. (Action: RDC Secretary) .
RESEARCH DEGREE EXAM APPROVALS & AWARDS		
018.054	Received	A record of examinations and awards ratified since the previous meeting of RDC (RDC18/14/01)
NEW PGRT RESEARCH DISCIPLINE PORTFOLIOS AND NEW CONTACTS LIST		
018.055	Received	The new PGR contacts list (REC18/15/01).
RESEARCH DEGREE EXAM APPROVALS & AWARDS		
018.056	Received	<p>The confirmed minutes of:</p> <ol style="list-style-type: none"> i. GSBS RPAB 20 June 2018 (RPAB/GSBS/17/72) ii. SHLS RPAB 12 September 2018 (SHLSRPB/18/18) iii. SHLS RPAB 21 November 2018 (SHLSRPB/18/56) iv. SCEBE RPAB 13 September 2018 (RPAB/SEBE/18.28) v. SCEBE RPAB 22 November 2018 (RPAB/SEBE/18.47)