

Meeting: BOARD OF STUDIES (DOCTORAL)
Date and Time: Wednesday 06 December 2017, 9.15am
Venue: Wessex House 3.36

Present:	Prof Jonathan Knight	Pro-Vice-Chancellor (Research) (Chair)
	Prof Cathryn Mitchell	Academic Director of Doctoral College
	Dr Iain Davies	Faculty Director of Doctoral Studies (SoM)
	Dr Ian Walker	Associate Dean for Research (HSS)
	Prof Bas Verplanken	Faculty Director of Doctoral Studies (HSS)
	Prof Chick Wilson	Associate Dean for Research (SCI)
	Dr Ian Eggleston	Faculty Director of Doctoral Studies (SCI)
	Mr Liam Emery	SU Postgraduate Officer
	Prof Davide Mattia	Associate Dean for Research (E&D)
In Attendance:	Mr Simon Gane	Head of Doctoral Recruitment & Programmes
	Dr Caroline McMurray	Quality Enhancement Officer for Doctoral Studies
	(Secretary)	
	Miss Ceri Dibble	Doctoral Programmes Officer
	(Secretary)	
Apologies:	Dr Sally Clift, Prof Andrew Brown	

Minute		ACTION
55.	<u>MINUTES OF PREVIOUS MEETING</u>	

The Board considered and approved the minutes of the meeting held on 21 November 2017 (Paper BSD1718-62).

56.	<u>MEMBERSHIP OF FACULTY OF SCIENCE SSLC AND TERMS OF REFERENCE FOR 2017/18</u>	
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The Board discussed paper BDS1718-63 and agreed that the terms of reference appeared to be focussed toward taught provision and would benefit from a review to better accommodate issues facing doctoral student SSLCs.

APPROVED: The Membership and Terms of Reference were approved on an interim basis for 2017/8.

Confirm with CLT/Academic Registry their timetable for updating QA48 Student Engagement with Quality Assurance and Enhancement.

QEODS

57. TRIAGING OF PROGRESS REPORTS

HDRP introduced paper BDS1718-74, highlighting the issues identified with the current triaging process, and the actions proposed to address them.

Currently, progress reports are written jointly by the student and supervisor. These are all read by the DoS, checking for indications that the report should be discussed further. The reports are also read by the F/SDDS who make a secondary check.

The paper highlights a lack of consistency between the DoS and F/SDDS opinion on which reports should be flagged for further discussion and which should not. Therefore the Board agreed that better guidelines were needed, and that a secondary check was still required.

The Board discussed at length concerns relating to F/SDDS workload, the level of rigour required from a secondary check of these reports, and how best the F/SDDS might support their programme DoS.

The Board agreed the following actions:

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| 1. To ensure consistency in decision making, guidelines will be drawn up explaining when a report should be flagged for further discussion. | ADDC/
HDRP |
| 2. To take advantage of the breadth of knowledge held by the F/SDSC membership, and to share best practice, the F/SDDS will routinely take the flagged progress reports to F/SDSC meetings for further discussion. | F/SDDS |
| 3. The flagging system on the digital form will be revised, presenting the DoS with a definitive binary choice: needs further discussion/no concerns. | HDRP |
| 4. Where feasible, the Doctoral College will spread the progress report checking workload to F/SDDS. | HDRP |

58. ANY OTHER BUSINESS

There was none.

After consideration of FOI restricted and reserved area business, the meeting concluded at 10.55am.

Chair Date