

Meeting: BOARD OF STUDIES (DOCTORAL)

Date and Time: Thursday 11 January 2018, 2.15pm

Venue: Council Chamber

	Prof Jonathan Knight	Pro-Vice-Chancellor (Research)	
	(Chair)		
	Dr Iain Davies	Faculty Director of Doctoral Studies (SoM)	FDDS(SoM)
	Dr Ian Walker	Associate Dean for Research (HSS)	ADR(HSS)
Present:	Prof Bas Verplanken	Faculty Director of Doctoral Studies (HSS)	FDDS(HSS)
	Prof Chick Wilson	Associate Dean for Research (SCI)	ADR(SCI)
	Dr Ian Eggleston	Faculty Director of Doctoral Studies (SCI)	FDDS(SCI)
	Dr Sally Cliff,	Faculty Director of Doctoral Studies (E&D)	FDDS(E&D)
	Mr Liam Emery	SU Postgraduate Officer	SUPO
	Prof Davide Mattia	Associate Dean for Research (E&D)	ADR(E&D)
	Mr Simon Gane	Head of Doctoral Recruitment & Programmes	HDRP
In Attendance:	Dr Caroline McMurray	Quality Enhancement Officer for Doctoral Studies	QEODS
	(Secretary)		
	Miss Ceri Dibble	Doctoral Programmes Officer	DPO
	(Secretary)		
	Mrs Sarah Ibbitson	Data and Process Improvement Officer	DPIO

Apologies: Prof Andrew Brown, Prof Cathryn Mitchell, Prof Davide Mattia

Minute		Action
73.	MINUTES OF PREVIOUS MEETING The Board considered and approved the minutes of the meeting held on 6 December 2017 (BDS_1718_PAPER_74).	
74.	MATTERS ARISING <u>Minute 56 Membership Of Faculty Of Science SSLC And Terms Of Reference For 2017/18</u> The Student Experience Manager confirmed that the Centre for Learning and Teaching have discussed with the SU about revising QA48, to better reflect doctoral staff student liaison committee arrangements. The Board agreed that rather than request a number of minor	

amendments mid-year, that at the time of the annual review of this QA statement, the Doctoral College would provide input to enable more specific guidance on the operation of these doctoral student-staff liaison committees.

QUEO
DS

Minute 57. Triaging Of Progress Reports

A draft document outlining the proposed questions to directors of studies for use in flagging progress reports for further discussion will be circulated to members.

The Doctoral College is spreading the progress report triaging workload to the Faculty Directors of Studies as much as is possible.

Work is ongoing by the Doctoral College to generate some guidelines for triaging decisions

Minute 42. Studentship agreements and restriction of access to thesis

HDRP will meet with Research and Innovation Services later this month to plan how to best inform both students and supervisors of any contractual thesis restrictions, as early as possible, and potentially at the point of offering the studentship.

75. CHAIRS BUSINESS

No items raised

76. CONFIRMATION OF PHD REGISTRATION

76.1 The Data and Process Improvement Officer introduced paper BDS_1718_Paper_76, highlighting the issues identified with the current process where PhD registration is confirmed, and describing the paper's recommendations. The Board noted the contents and considered the following recommendations:

76.2 Recommendation 1: PGR14 and PGR3 Forms to be automated through SAMIS (in line with Candidature and Progression reporting processes) in place for 2018/19 academic year.

And

Recommendation 4: All electronic submissions to be submitted through Moodle, in order for the report (and Chapter where required) to be put through Turnitin automatically.

The Board discussed these two recommendations together. The potential to move towards submission of an electronic copy of the confirmation report and associated paperwork was generally recognised as a suitable way to ensure consistency in practice and that all reports are checked through Turnitin via Moodle.

It was queried whether moving towards a digital submission of the confirmation report might enable the requirement to submit

paper copies of the document to be relaxed, or even removed in the future.

FDDS(SoM) informed the Board that it was likely that staff would prefer to use a paper copy of the report for assessment. DPIO stated that practice varies across the University, but in those Faculties where an electronic submission (either via Moodle or email) was already in operation, some departments still asked for the paper copy submissions.

Both recommendations were agreed. In addition it was agreed that the formal or primary submission should be the electronic version of the report submitted to Moodle.

FDDS(SCI) pointed out that if the electronic submission were to be the primary method of submission then the assessment would have to be done based on this submission, rather than a paper copy handed in at a later date.

76.3 Recommendation 2: Further guidance to be developed for staff and students on elements of the Confirmation process.

SUPO had discussed this issue with the doctoral Reps and fed back that while they welcome the automation of the process, they are unclear over the purpose of the confirmation process and associated paperwork.

HDRP confirmed that this was one of the findings from the initial discussions with doctoral students referred to in the paper. DPIO re-iterated that better guidance was needed by both students and academic staff, and this is driving Recommendation 2.

The recommendation that further guidance be developed was agreed.

76.4 Recommendation 3: Recommended timescales for parts of the Confirmation process should be promoted to both staff and students as good practice. Doctoral College to monitor timescales to see whether they are being adhered to.

DPIO posed a question about whether a specific timeline should be added to further strengthen Recommendation 3. Specifically, that submission of the confirmation report should occur 10 months after initial registration, with the aim of completing the examination by the 12 month mark.

FDDS(SoM) pointed out that because of attending taught units, SoM PhD candidates would not be ready to submit their confirmation report after 10 months.

ADR(SCI) pointed out that confirmation dates can be set at the time of agreeing the Candidature, and that programme level variations could be accommodated at this point.

The potential implications of conducting the confirmation examinations within 12 months were also discussed in terms of clashes with other events in the doctoral calendar (e.g. Induction, or examination in time for Winter Graduation).

FDDS(SCI) explained that with the advent of DTE training cohorts, completion of Confirmation is often more appropriate *after* 18 months of study, and that fixing a common deadline would limit the flexibility currently offered to the differing models of doctoral study on offer at the University.

The recommendation was agreed as presented in the paper. The Board rejected the proposal that the submission should take place within 10 months.

76.5 Recommendation 5: That it is made clear to students that the Progression Board of Examiners cannot take place until all requirements for Confirmation have been submitted/completed.

Board members discussed how the additional training requirements are checked at the point of Confirmation in their Faculties/School, and it was found that practice varies.

In some instances a viva examination will not go ahead, or the examiners will not make a pass recommendation until all training elements are completed. This may cause delays to the examination process.

In other faculties, this delay is avoided by permitting the viva examination to be held and for provisional Board of Examiners' (PBoE) recommendations to be made before confirming that all the requirements for Confirmation have been submitted/completed. The examiners' provisional recommendation is not processed until the training requirements are confirmed. In these cases, rather than the examiners, it is in fact the director of studies who conducts the final check that all the requirements have been completed before the PGR3 examination paperwork (containing the provisional PBoE recommendation) is sent to the Board of Studies (Doctoral) for approval.

Agreed: Recommendation 5 should be amended to make it clear that the PBoE recommendation will not be *processed* until all the requirements for Confirmation have been submitted/completed.

76.6 Recommendation 6: That examiners are advised to consider and check that the Data Management Plan submitted by the student is appropriate when making their recommendation.

In discussing Data Management Plans, the Board were informed that currently the Supervisor ticks PGR3 to indicate that a plan has been completed.

The proposed amendment would instead advise the examiners to consider and check that the data management plan is appropriate.

Agreed - the data management plan should go with the Confirmation report to the examiners for consideration and checking.

76.7 FDDS(SoM) and (E&D) both wished to make the point that the Confirmation process is generally working well, and is a great improvement on the system previously in place. [Secretary's Note: Confirmation as a progression milestone was introduced to the new PhD intake during academic year 2012/13 and this first cohort should be completing in Summer 2018].

76.8 The Board agreed to the proposal that the Doctoral College draw together some analysis of the impact of the introduction of the Confirmation process on student outcomes.

HDRP

77. APPOINTMENT OF DIRECTOR OF STUDIES

The Board noted that Mike Fertig has been appointed by the HSS Faculty Board of Studies as Director of Studies for the Doctorate in Education programme in the Department of Education for the period 01.01.18 – 31.12.20

78. FACULTY DOCTORAL STUDIES COMMITTEE

The Board noted receipt of the minutes of the meetings of the following Faculty Doctoral Students' Committees:

- 1 Faculty of Science FDSC held on 16 November 2017 (BDS_1718_Paper_77)
- 2 School of Management DSC held on 11 December 2017 (BDS_1718_Paper_77)
- 3 Faculty of Engineering FDSC held on 29 November 2017 (BDS_1718_Paper_77)
- 4 Faculty of Humanities and Social Sciences FDSC held on 16 November 2017 (BDS_1718_Paper_77)

79. STAFF STUDENT LIAISONS COMMITTEE

The Board noted receipt of the minutes of the meetings of the following Staff Student Liaison Committees (BDS_1718_Paper_78)

- School of Management SSLC held on 6 December 2017
- Faculty of Engineering & Design SSLC held on 14 December 2017
- Faculty of Humanities and Social Sciences SSLC held on 11 December 2017
- Department of Psychology Research Programmes SSLC held on 30 November 2017

Doctoral Programmes Officer (DPO) highlighted the comments made within SoM and HSS minutes that doctoral students were asking for assistance in obtaining Higher Education Academy (HEA) accreditation for their teaching activities.

The Chair pointed out that both he and the Academic Director of the Doctoral College are aware of this issue; as it has been raised via different routes several times previously; that it had been incorporated into the list of priority areas for the Doctoral College, and would potentially fall within the remit of the task and finish group set up as a response to PRES2017, which is focussing on postgraduate students who teach.

FDDS(SCI) commented that two Chemistry doctoral students had taken steps to independently gain their HEA associate fellowship status.

80. ANY OTHER BUSINESS

HDRP queried whether a Teaching Fellow should be permitted onto a Supervisory team (not as lead supervisor).

The Chair stated that this activity is not within the role of a teaching fellow, they have no time allocated to this activity and they do not have the appropriate supervisory training.

FDDS(E&D) argued that QA7 would actually permit this appointment and that a very clear ruling on this issue would be appreciated.

Agreed: The Doctoral College will report back with details of the Regulatory and QA CoP guidance around this topic.

QEODS

81. FUTURE MEETING DATES

The Board duly noted the dates of future meetings.

The next being Wednesday 14th February 2018 in the Council Chamber at 2.15pm

After consideration of the Reserved Area business the meeting concluded at 4.15pm

Chair..... Date.....