
Meeting: UNIVERSITY DOCTORAL STUDIES COMMITTEE

Date and Time: Thursday 23 May 2019, at 10.15am

Venue: 8 West 4.23

Present:

Prof Jeremy Bradshaw	Pro-Vice-Chancellor International & Doctoral (Chair)	PVC
Dr Ian Walker	Associate Dean – Research (HSS)	ADR(HSS)
Professor Davide Mattia	Associate Dean – Research (E+D)	ADR(E+D)
Dr Ian Eggleston	Faculty Director of Studies (SCI)	FDDS(SCI)
Dr Iain Davies	Faculty Director of Studies (SoM)	FDDS(SoM)
Prof Bas Verplanken	Faculty Director of Studies (HSS)	FDDS (HSS)

In Attendance:

Mr Simon Gane	Head of Doctoral Recruitment & Programmes	HDRP
Dr John Brice	Head of Doctoral Development & Student Experience	HDDSE
Mr Tim Stoneman	Postgraduate Students' Co-ordinator	PSC
Ms Jiani Zhou	Students' Union Postgraduate Officer	SUPO
Ms Lizzie Hope	Pre Award Manager	PAM
Dr Caroline McMurray	Doctoral Quality Framework Officer	DQFO
Mr Oliver Schofield	Doctoral Engagement Manager	DEM
Ms Kate Morley (Secretary)	Doctoral College Co-ordinator	DCC
Mrs Sarah Ibbitson	Data and Process Improvement Officer	DPIO
Dr Andrew Johnson	Director of Studies, Dept of Chemistry	DoS(Chem)
Mr Richard Hatfield	Faculty Student Representative (HSS)	FSR(HSS)
Ms Jelena Lagger	Faculty Student Representative (SoM)	FSR (SoM)
Mr Akshar Sajive Nair	Faculty Student Representative (SCI)	FSR(SCI)

Apologies for absence were received from Jonathan Knight, Sally Clift, Chick Wilson
Cathryn Mitchell

151. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of the Committee held on 21st March 2019 were considered (**paper UDSC1819-64**).

The PSC requested an amendment to minute 143.2 Student Experience Events, stating that the Student Union has a slightly different perspective regarding events and outcomes, and that other than on a few specific occasions, events would not normally be run jointly with the Doctoral College.

With this minor amendment the minutes were approved as a correct record of the proceedings.

152. CHAIR'S BUSINESS

To include in UDSC business in future:

1. 'notification of conflict of interest' at start of meetings, and
2. that cups will no longer be provided in meetings.

153. UPDATE FROM ACADEMIC DIRECTOR OF DOCTORAL COLLEGE

The ADDC was not present at the meeting and this item will carry over to next UDSC meeting.

154. UPDATE FROM STUDENTS' UNION POSTGRADUATE OFFICER

The SUPO reported on the following matters:

1. The closure of Bath email addresses and consequent loss of SAMIS access after students submit their final thesis is causing problems for some students.

The Chair acknowledged that there had been an issue at the time the University upgraded to Office 365, which relates to alias email addresses and also affects staff (Secretary's note, this is an ongoing issue). The HDRP responded that the Doctoral College will look at the specific issues facing the doctoral students in more detail, and keep the committee updated.

2. Delays in processing PGR13 forms (appointment of examiners) had caused delays to some students' viva examinations. The SUPO added that this increased the difficulty of arranging a viva for overseas students living outside of the UK.

The HDRP explained that PGR13 forms are triggered 3 months before a student's end date. In this academic year the Doctoral College has established an escalation process which is used to 'chase' late events - such as a supervisor's failure to nominate examiners by the time the student signals their intention to submit.

3. That some students are being required to pay for their confirmation reports to be printed and bound. Feedback about this topic from Engineering & Design students led to a paper being presented to the Faculty Doctoral Studies Committee, and

now there is a trial for students no longer having to pay for binding their confirmation report submissions.

The committee discussed that some departments ask for a paper copy as well as an electronic version of a student's confirmation report, as some academics prefer to work on paper copies, and that there needs to be some flexibility allowed for this working practice.

ACTION: For the HDDSE to write to Heads of Departments as ask whether they wish to continue with paper submissions.

HDDSE

155. WORKING GROUP STATUS UPDATES

The committee receive reports on the progress of working groups set up in 2017/8, and was asked to consider any proposals for conclusion or continuation of aspects of their work:

155.1 Supervision working group: Paper UDSC1819-66

The DPIO reported to the committee that the working group had met many of the original objectives, but that some objectives were ongoing. It was suggested that these could be taken forward by the Doctoral College outside of the working group.

The DPIO asked the committee if it was appropriate for the working group to be disbanded and the committee agreed. The DPIO noted thanks to the working group's members for the considerable time commitment and the valuable contribution they have made.

155.2 Doctoral Research Culture working group: Paper UDSC1819-67

The HDDSE reported to the committee with an update on Doctoral College activities relating to the area of Research Culture. A number of objectives outlined in paper UDSC1718-13 had been completed, whilst others such as publicising the various department-based activities, a review of the Doctoral Activities Fund, and working with the ADRs in identifying other ways of improving doctoral inclusion within the research culture were ongoing.

155.3 Doctoral Additional Actions working group: Paper UDSC1819-68

The HDDSE reported to the committee with an update on Doctoral College activities relating to the area entitled "additional actions" in paper UDSC1718-13. Ongoing activities include a survey regarding office space, the need to work closely with the IRO to identify potential markets, and the greater emphasis on supporting non-campus-based students.

155.4 Postgraduates who Teach working group: Paper UDSC1819-69

The DEM reported to the committee that this had been a successful working group and that it worked with The Centre for Learning and Teaching (CLT) to implement new training, and with Human Resources and the Student Union regarding pay and conditions.

The group has put together a Wiki for new staff who work with postgraduates who teach; the expectations that will be set within this Wiki will be discussed with ULTQC as well as the process of how to

embed the regulations into QA9.

This group will remain active and open subject to the decisions made at ULTQC.

ACTION: To clarify the language of the Wiki when referring to either 'work flow credits' or 'hours' to reflect how postgraduates who teach are employed.

DEM

The PVC explained that it is important that Faculties are aware of the actions and outcomes from these working groups. The PVC also noted that the establishment of further working groups may be required if there is a reason to follow up any of the work started in the area of research culture or additional actions.

The FSR(SCI) left the meeting at 11:50am

156. **FLAGGING THE IMPLICATIONS OF A RECENT CHANGE TO UKVI RULES**

Item was carried forward to the next meeting.

157. **CALENDAR OF MEETINGS**

The committee noted that the final UDSC meeting for this academic year would be held on 25th July 2019

Following consideration of the FOI business, the open meeting concluded at 10:30am

Chair *Date*

