

## POLICIES AND PROGRAMMES SUB-COMMITTEE

### Extract of the minutes of the meeting held on Thursday 13 February 2020

#### 19-20/21 To Consider the Annual Programme Review 2018/19 report (PPSC/19-20/16)

The Committee approved the proposed recommendations for action:

APR report 2.1 action:

- Meet with History and TYMS to discuss their PRES results (Dean).

APR report 2.2 actions:

- Work with Jo Hardy (Student and Academic Services) to consider whether a short-version of the mental first aid course tailored for PGR supervisors might be developed and, if so, the timeline for this given the resource implications (Ops Group)
- Meet with Biology to discuss the welfare issues raised (Dean and RSA)
- Ask Electronic Engineering to supply the job description for their Research Student Counsellor to see if this good practice might be shared (Dean).

*Related activity:*

- Continuing support for the student-led 'How to survive your PhD (and enjoy it)' workshops (YGRS)
- Recent audit of wellbeing support across academic departments and support services to identify gaps and good practice. Will be reported to YGRS Operations Group in February (Dean).
- Promotion of the new national 'The Wellbeing Thesis' resource (RSA and GSA)
- Work of the PGR student Liaison Officer (RETT).

APR report 2.3 actions:

- The highest scoring departments - in the relevant dimension in PRES - in each Faculty to be asked to contribute a very short case study on how they promote a positive research culture for distribution within each Faculty (ASO); to feed into a possible wider project on what constitutes good practice in research culture (RETT, RSPO, ASO).

APR report 2.4 actions:

- Meet with TYMS to discuss its progression issues (Dean/RSA)

APR report 2.5 actions:

- Follow up Biology's issues with SkillsForge (Student Systems)

APR report 2.6 actions:

- Produce guidance on good practice in the oversight of PGR programme and students (Dean)
- Produce guidance on ways of enhancing the PGR student voice (Dean and GSA)

- Trial an annual meeting of GSB Chairs (or equivalent) for each Faculty, with the Dean and GSA, to discuss key issues (Dean).

APR report 2.8 actions:

*2017/2018 APR actions carried over:*

- Work with SkillsForge to identify the easiest way to enable the capture in SkillsForge of all training undertaken by students, i.e. including that provided departmentally and externally, in order that a student may produce a full transcript of the training that they have undertaken as a PGR student (RETT and SkillsForge)
- Continue to lobby the Research Strategy and Policy Office for PGR students to have a profile on PURE, with a suggestion that this might be added to the PURE development list for January 2021 (Dean).

*New actions:*

- Refer Chemistry's request for the central provision of scientific writing training for PGR students to the Writing and Language Skills Centre (ASO)
- Refer Biology's concerns about student and supervisor access to, and comprehensibility of, project budget reports (for student training and consumables) to Natalie Armstrong (Dean).

APR report 2.9 actions:

- Add the recommended income split for cross-departmental co-supervision, to reflect the additional contribution made by the administrative lead department, to the PoRD (ASO).

*Related activity:*

- The new online supervisor training (Becoming an Effective Supervisor Training - BEST) will soft-launch later in the Spring Term (RETT)
- A supervisor shared practice forum will take place later this year, aligned to the support to be provided to supervisors nominated for the UKCGE Research Supervision Recognition Programme (RETT).

APR report 2.10 actions:

*Carried over 2017/2018 APR action:*

- The light touch review of distance learning PhD programmes (ASO).

*Related activity:*

- Revision of the framework for distance learning PhD programmes in the light of PPSC approval of changes to the attendance and induction requirements (ASO).

APR report 2.11 actions:

*Carried over 2017/2018 APR action:*

- The planned light-touch review of joint and double PhD provision has been replaced by the development of a joint and double PhD wiki which aims to reflect lessons learnt

from the reflections of students, supervisors and others, and help set clearer expectations for staff and students.

APR report 2.13 actions:

*2017/2018 APR action carried over:*

- Further development of guidance on PhDs based on academic papers (RSA/ASO).

*New action:*

- English and Related Literature to bring a proposal to PPSC with respect to: (i) whether part-time PhD students should have a two-year continuation period, and (ii) whether there should be a six-month PhD correction period as an addition to the three-month correction, and refer and submit outcomes (ERL).

APR report 2.14 actions:

- Develop guidance on the China Scholarship Council visiting scholars programme (Dean and Global Engagement)
- Clarify whether students in social science departments/centres should be able to apply to the Humanities Research Centre Postgraduate Collaborative Project Grant for humanities projects (Dean to refer to HRC Steering Group)
- Develop a coordinated University approach to the recruitment of Marie Curie Fellows requiring PhD registration, to ensure they meet the University's standard PGR entry requirements (PPSC to refer to SRA and HR).

APR report 2.15 action:

- Refer good practice to the GTA Coordinators Group (ASO).