

<b>RESEARCH DEGREES COMMITTEE</b>		
<b>Minutes of the meeting held on 15 June 2016</b>		
<b>Present:</b>	Dr L. Gray (Chair), Professor B. Kumar, Dr B. Stansfield, Dr E. Tulle, Professor B. Steves	
<b>In attendance:</b>	Professor C. Parker, Dr K. Halcro, Mr P. Woods (Secretary)	
<b>Apologies:</b>	Dr L. Carey, Professor D. Harrison, Professor P. Shukla, Professor B. Stewart, Ms E. Toland, Professor J. Woodburn	
<b>MINUTES</b>		
<b>015.031</b>	<b>Considered</b>	Minutes of the meeting of the Research Degrees Committee on 10 February 2016 ( <b>RDC15/07/01</b> ).
<b>015.032</b>	<b>Resolved</b>	That the minutes be approved as correct record.
<b>MATTERS ARISING</b>		
<b>RDC1/RDC2 forms (arising on RDCM 15.10)</b>		
<b>015.033</b>	<b>Reported</b>	By the Chair that the matter was ongoing.
<b>Research Degrees Policy, Regulations And Programmes Review (Arising on RDCM15.14)</b>		
<b>015.034</b>	<b>Reported</b>	By the Chair that there had been a lot of uncertainty about the methodology of the review and lots of change generally so proposed getting clarification and developing plan offline.
<b>Postgraduate Research Experience Survey (PRES)</b>		
<b>015.035</b>	<b>Reported</b>	By Professor Steves that this would be returned to at a future meeting.
<b>PGRS LEAVER DESTINATIONS</b>		
<b>015.036</b>	<b>Reported</b>	By the Secretary that he had received some information from the Careers Office which he would circulate to members in due course.
<b>PGRS Fees and Discounts for alumni</b>		
<b>015.037</b>	<b>Reported</b>	By the Secretary that the Finance Office did offer discounts for students continuing at GCU from taught PG programmes to postgraduate research.

		There were other conditions so any student having a problem getting the discount should resolve the matter directly with FNO.
<b>TERMS OF REFERENCE AND STANDARD OPERATING PROCEDURE FOR RPABS</b>		
<b>015.011</b>	<b>Considered:</b>	A draft terms of reference and standard operating procedure for Research Degrees Progression and Awards Boards (RDC15/10/01).
<b>015.012</b>	<b>Reported:</b>	By Dr Gray that the draft was presented for consideration. There were some gaps such as exam approval.
<b>015.013</b>	<b>Discussion:</b>	Professor Steves stated that the transition plan had completed phase one (RDC 1-4) but the second phase was not yet complete and on hold pending some organisational decisions. A process for awards was still required to adapt to the governance changes.  2.3. stated that RPABs would make recommendations to Senate (for awards) and currently this was made via the Graduate School.
<b>015.014</b>	<b>Resolved:</b>	That the draft Terms of Reference and Standard Operating Procedure for RPABs be agreed and recommended to the University Research Committee <b>(Action: Committee Secretary)</b>
<b>CHANGES TO RESEARCH DEGREES DOCUMENTATION</b>		
<b>015.015</b>	<b>Considered:</b>	Changes to Research Degrees Regulatory Documentation and Guidelines in line with the Governance changes approved by Senate 9 October 2015 <b>(RDC15/11/01).</b>
<b>015.016</b>	<b>Reported</b>	By the Secretary that the paper outlined the documentation requiring update as a result of the Senate governance changes. The webpages would be updated at the same time. Further changes may emerge from the PGR degrees review but this was largely a catch up to the governance arrangements already agreed by Senate.
<b>015.019</b>	<b>Resolved:</b>	That a draft of the required changes is developed and circulated to the RDC members. <b>(Action: Committee Secretary)</b>
<b>RDC1 &amp; RISK ASSESSMENT</b>		
<b>015.020</b>	<b>Considered:</b>	SHLS proposal for advice on completion of the risk assessment for the RDC1 form <b>(RDC15/09/01).</b>
<b>015.021</b>	<b>Reported</b>	By Dr Stansfield that the paper provided a guidance text for PGR students and exemplars of project risk to assist students and supervisors in the completion off the University Risk Register template. The RDC1 form requires that students indicate if the risk assessment has been completed.
<b>015.022</b>	<b>Discussion:</b>	Members discussed the distinction between risk assessment and health and safety assessment. Students were more aware of health and safety and tended to conflate the two. It was felt that these enhanced guidelines would be helpful.  Members were unsure if the exemplars were subject area sensitive but equally that it was important to conflate risk with health and safety.
<b>015.023</b>	<b>Resolved:</b>	1. That the guidelines be approved.

		2. That the guidelines be factored into the changes to research degrees documentation (as agreed at 015.019). <b>(Action: Committee Secretary).</b>
<b>SENIOR PGRT AND PGRT ROLE PROFILES</b>		
<b>015.024</b>	<b>Considered:</b>	Draft role profiles for Senior PGRT and PGRTs (RDC15/08/01).
<b>015.025</b>	<b>Discussion</b>	Members felt that the draft role profiles were appropriate.
<b>015.026</b>	<b>Resolved</b>	That the PVCR be consulted on the next steps. <b>(Action: Committee Secretary)</b>
<b>PGRS REPORT</b>		
<b>015.027</b>	Considered:	A report by Professor Caroline Parker into PGRS career development and related issues at GCU <b>(RDC15/13/01)</b> .
<b>015.028</b>	Reported	<p>By Professor Parker that there were various strands to the report addressing a number of strands but particularly the need for succession and workforce planning within the organization and the subsequent identification of inconsistencies across the university in relation to the employment of and payment for PGR students (PGRS).</p> <p>There was a good response from stakeholders throughout the process. The review gathered data about current PGRS employment practices; to review the effectiveness of current GCU practices in relation to PGRS career development; to make recommendations for changes to employment arrangements for those students currently in employment and to develop a draft proposal for future PGR student employment.</p> <p>The recommendations recognized that the University was missing out in relation to career development planning and recognized that most of the PGRS would not become teachers.</p> <p>The proposals for development included:</p> <ol style="list-style-type: none"> <li>1. A suite of engagement opportunities.</li> <li>2. A formalized Graduate Assistant role.</li> <li>3. Posts recruited to using standard People Services procedures.</li> <li>4. Formalised procedures for use of casual hours (short term or emergency basis)</li> <li>5. Voluntary posts (for experiential development)</li> <li>6. Transparency</li> <li>7. Clarity of the 6 hour employment condition from awards for new stipends</li> <li>8. Protection of completion rates through requiring DoS sign off on developmental roles</li> <li>9. Greater consistency of approach</li> </ol>
<b>015.029</b>	Discussion	<p>Members welcomed the report and thanked Professor Parker for her work in this area.</p> <p>Some other circumstances were discussed such as internships. Professor Steves clarified that an internship would be a fixed term full-time post – it would not necessarily require a suspension of studies if the internship was aligned with the student’s development.</p> <p>Members asked who would be responsible for the process. Professor Parker</p>

		<p>explained that she would expect AHods to be involved in identifying department needs but for Directors of Studies and students to agree on whether or not any particular role was an appropriate opportunity.</p> <p>Members also asked what the next steps would be. It was noted that the paper would be presented to the University Research Committee.</p>
<b>015.030</b>	Resolved	<ol style="list-style-type: none"> <li>1. That the recommendations are endorsed.</li> <li>2. That the implications of the report are factored into the research degrees ELIR process.</li> </ol>
<b>REVIEW OF RESEARCH PROGRAMMES UPDATE</b>		
<b>015.031</b>	<b>Reported:</b>	<p>By Professor Steves that a review process would have to take place but that there had been lack of clarity surrounding the quality assurance processes and timetable.</p> <p>The proposal was to continue with the proposed ELIR plan albeit with a less onerous timetable. Further discussion with Quality Enhancement was required.</p>
<b>015.030</b>	<b>Resolved</b>	That the update be noted.
<b>AOCB</b>		
<b>015.030</b>	<b>Approved:</b>	The terms of reference and composition of the Research Degrees Committee <b>(RDC15/01/01)</b> .
<b>RESEARCH PROGRESSION AND AWARDS BOARDS</b>		
	<b>Received</b>	<ol style="list-style-type: none"> <li>1. SEBE RPAB 25 November 2015 (RPAB/SEBE/15/28)</li> <li>2. SEBE RPAB 17 February 2016 (RPAB/SEBE/15/42)</li> <li>3. SHLS RPAB 1 December 2015 (SHLS/RPAB/15/2)</li> <li>4. SHLS RPAB 3 February 2016 (SHLS/RPAB/15/15/2)</li> </ol>