



Department of Governance

RESEARCH DEGREES COMMITTEE		
Minutes of the meeting held 3 October 2018		
Present:	Dr L. Gray (Chair), Dr S. Hagan, Professor J. Harris, Professor D. Harrison, Professor A. Klemm, Dr D. Lukic, Dr B. Stansfield, Professor B. Steves	
In attendance:	Dr B. Ahmed, Ms D. Dickie, Dr K. Halcro, Mr D. Moore, Dr G Poulter, Mr P. Woods (Secretary)	
Apologies:	Professor O. Pahl, Professor J. Woodburn	
WELCOME		
The Chair welcomed new members.		
MINUTES		
018.001	Considered	Minutes of the meeting of the Research Degrees Committee 21 June 2018 (RDC17/27/01).
018.002	Resolved	That the minutes be approved as correct record.
MATTERS ARISING		
Admissions Policy (arising on 017.128)		
018.003	Reported	By David Moore that a Standard Operating procedure for School Admissions Panels had been agreed.
018.004	Reported	By Dr Lukic that GCU London would not have a Panel but applicants would be screened by 2 staff.
THEMATIC REVIEW OF THE POST-GRADUATE RESEARCH STUDENT EXPERIENCE		
018.005	Considered	The Thematic Review of the Post-Graduate Research Student Experience paper considered at APPC (12-09-18) is provided for information and discussion of implications (APPC18/05/01).
018.006	Reported	By Professor Steves that the paper been to both APPC and LTSC and had been expected in response to PRES 2017 and following discussions with

		<p>Academic Quality. Much had been done since that PRES and it was important for this to be documented as part of the process.</p> <p>The next steps as indicated were that the Head of Academic Quality would be taking this forward via a working group reporting to APPC.</p>
018.007	Discussion	The GCU London Research Lead advised that actions should also reflect GCU London needs and they should be consulted as part of the process.
018.008	Resolved	That the thematic review paper be noted.
RDC FORMS REFRESH		
018.009	Considered	<ol style="list-style-type: none"> 1. Draft revised RDC1 (RDC18/03/01). 2. Draft revised RDC13 (RDC18/04/01)
018.010	Reported	<p>By the Secretary that changes to the RDC1 and, more particularly, the RDC 1 guidance notes had been discussed and agreed at previous meetings of RDC but had not been incorporated as envisaged at the time. The form and guidance presented revisited those agreements and incorporated the amendments in relation to risk assessment and ethical approval.</p> <p>The RDC13 was a form that was not commonly used but may be considered important from a quality assurance perspective.</p>
018.011	Discussion	<p>Dr Stansfield clarified that the RDC1 guidance on risk related primarily to reputational risk rather than health and safety guidance. Health and safety guidance was subject specific.</p> <p>Members discussed whether the RDC13 duplicated information gathered elsewhere. It was also suggested that the information could be gathered but did not require a separate form.</p>
018.012	Resolved	<ol style="list-style-type: none"> 1. That the RDC 1 amendments be approved. 2. That there is further discussion on the requirement for the RDC13. 3. It is reiterated that the forms on the website are the most up to date and these should always be used. <p>(Action: Committee Secretary/Graduate School/Chair RDC).</p>
RPABS – Terms of Reference and Standard Operating Procedure		
018.013	Considered	Potential refresh of the RPAB documentation to account for changes in University structures etc. (RDC18/07/01).
018.014	Reported	By the Chair that the documentation was being brought back in order to review, refresh and finalise the devolution of remaining PGRS process responsibilities to the RPABS.
018.015	Discussion	<p>It was noted that the thematic review referred to RPABs' role in the <i>maintenance and monitoring of academic quality and standards</i> and that this should be a part of RPAB meeting agendas.</p> <p>One member suggested that the quorum for taught programme assessment boards was 70% and given the RPABs role in ratification of assessment the quorum should be set as the same.</p>

018.016	Resolved	That the Senior PGRTs revise the Terms of Reference/SoP (Action: SPGRTs).
RESEARCH DEGREES COMMITTEE ANNUAL REPORT to URC		
018.017	Considered	The Research Degrees Committee Annual Report (RDC18/02/01)
018.018	Reported	By Professor Steves that the report would feed in to the Research Student Experience Action Plan.
018.019	Resolved	That the report be approved.
RDC REVIEW OF EXAMINATION DECISIONS		
018.020	Received	Summary of cases since the last meeting (RDC18/05/01)
RESEARCH DEGREE EXAM APPROVALS & AWARDS		
018.021	Received	A record of examinations and awards ratified since the previous meeting of RDC (RDC18/06/01).
018.022	Received	The confirmed minutes of: <ul style="list-style-type: none"> 1. SEBE PGR PAB 21 March 2018 (RPAB/SEBE/17/73) 2. GSBS RPAB 20th December 2017 (RPAB/GSBS/17/36)
RESEARCH PROGRESSION AND AWARDS BOARDS		
018.023	Received	The confirmed minutes of GSBS RPAB 28 March 2018 (RPAB/GSBS/17/55)

Common/Senate/RDC/minutes/30October2018