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LIVERPOOL HOPE UNIVERSITY

Research Degrees Sub-Committee: 2nd October 2024

PRESENT: Professor A. Nagar (Chair), Mr M. Adams, Professor P. Bamber, Ms S. Benson, Ms D. Hesketh, Dr D Kurek-Chomycz, Ms Z. Marshall, Associate Professor S. Podmore, Associate Professor D. Roche, Dr C. Walsh

Apologies: Dr B. Briliute, Ms G. Radzeviciute, Dr T. Sykes

1. Minutes of previous meeting

Members had received minutes of the meeting held on 24th April 2024. The minutes were **APPROVED** as a correct record subject to minor corrections.

2. Matters Arising

(i) Word-counts in Practice as Research PhDs (actum 3): The proposal was discussed and agreed at the PGR Management Meeting.

(ii) PGR students' feedback re AMR process (actum 4)

The Chair confirmed that the feedback document had been received and circulated to members. This will be discussed under agenda item 6.

(iii) UKGCE membership (actum 7)

The Chair informed members that he is currently considering the potential benefits, and financial costs, of this membership.

(iv) Funding for conference attendance (actum 8)

The Chair informed members that clarification has been provided re this, adding that support for PGR students attending conferences to present papers has now increased from £500 to £700.

3. Independent Readers for AMR and CRE

The Chair informed members that during the previous academic year it had become apparent that independent Chairs were not always involved in AMR in all areas of the University. The Chair reminded members of the importance of ensuring that AMR requires an independent reader, and the importance of communicating this to PGR deans.

Dr Walsh suggested that wording be added to the annual monitoring paperwork reminding relevant colleagues of the need for an independent reader.

ACTION: Registrars office to update the AMR Guidance for Supervisors and Students for the next AMR Period

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4. ARE Reports

The Chair informed members that when data has been finalised following the board on Friday (4th October 2024) PGR co-ordinators will be able to start work with Associate Deans for Research on the ARE reports. The Chair advised that the previous PGR coordinators should be able to assist with the reports if required.. The Chair added that the same template would be used as in the previous year. The Chair informed members that the deadline for draft reports is 30th November 2024, in order for the reports to be presented at the January 2025 meeting of the sub-committee.

ACTION: Registrar's office to provide the data to be circulated for ARE.

5. PRES

Members had received the PRES survey results for 2024. The Chair drew members' attention to the recommendations on page two.

ACTION: Ms Benson to distribute survey results and recommendations to PGR co-ordinators and Associate Deans for Research.

Dr Walsh drew members' attention to the feedback relating to support for academic skills ('Only 61% of students felt that the support for academic skills met their needs, 13 percentage points below the Cathedrals Group benchmark of 74%.') and asked whether this raised questions re the efficacy of Vitae. The Chair agreed that this would need consideration. Ms Hesketh suggested that focused sessions be scheduled in order for PGR students to learn how to access the support on offer.

The Chair informed members that the University would not be participating in PRES on an annual basis, adding that for the 2024-25 academic year the University would be soliciting feedback internally. The Chair informed members that Newman University has an internal survey that is used. DK-C to approach Newman to ask whether they would be happy to share the methodology and whether we could use this with our own students.

ACTION: Associate Professor Dominka Kurek-Chomycz to contact colleagues at Newman University, as above.

6. Student Matters

Members had received Ms Radzeviciute's report. Ms Hesketh informed members that a number of students have expressed concern about PGR supervisors' level of familiarity with the AMR process. The Chair assured members that work is underway to remind PGR supervisors of the University's processes in this area (see item three, above). The Chair added that the new Associate Dean for Research has been given the role of running research and enquiry sessions. Dr Walsh assured members that board decisions are subject to oversight and moderation. The AMR timeline is to be looked at with a view to include AMR Training for PGR supervisors.

ACTION: Research Office to look at AMR timeline, as above.

The Chair noted the bullet point in relation to AMR resubmissions ('PGRs also enquired regarding AMR resubmissions- could it be done before the end of the academic year instead of students having to wait until October (for the committee to meet) to get the results on

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whether they can continue with their PGR studies, as this has the potential to impact on their short-term actions/approach to the PhD projects'), responding that the summer period is a busy time. Dr Walsh concurred, stating that if the deadline for resubmission was the start of graduation week it would still not be possible to process resubmissions until the start of September.

7. Research & Inquiry

The Chair informed members that Associate Deans for Research are being encouraged to take ownership of this area and requested that Professor Marwood prepare a report on this for the next meeting.

ACTION: Professor Marwood to prepare report, as above.

8. Chair's Report

The Chair informed members that there is currently one complaint ongoing and one appeal recently completed. The Chair added that in the case of the appeal the student has been informed of the outcome. The Chair informed members that the complaint is currently at Stage Two. Professor Bamber asked whether a mechanism existed for feeding back to colleagues learnings from complaints. Dr Walsh responded that the sub-committee would be the best forum for this and asked Mr Jones to add an item on this to the agenda of the next meeting.

ACTION: Mr Jones to add agenda item, as above.

The Chair asked Mr Jones to add a standing item on Data Schedule to future meeting agendas.

ACTION: Mr Jones to add standing agenda item, as above.

The Chair asked Mr Jones to contact Maryvale, St Mary's and Newman for their ARE reports.

ACTION: Mr Jones to contact Maryvale, St Mary's and Newman, as above.

The Chair asked Associate Professor Podmore for an update in relation to Maryvale. Associate Professor Podmore informed members that one student has transferred to St Mary's, with another in the process of transferring. Associate Professor Podmore stated that two Maryvale students remain on Liverpool Hope provision. Ms Marshall added that St Mary's currently has two students on Liverpool Hope provision.

9. AOB

The Chair noted that CAPA is planning a PGR Conference, and suggested that this be opened up to PGR students from across the University.

ACTION: Associate Deans for Research and PGR coordinators to invite PGR Students to participate..