

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### Research Degrees Sub-Committee: 18<sup>th</sup> May 2022

<b>PRESENT:</b>	Professor A Nagar (in the Chair), Dr O Barden, Dr W Blazek, Dr S Podmore, Dr D Roche, Ms Smillie
<b>By invitation:</b>	Ms G Beer, Miss Z Marshall, Dr S Marwood, Dr C Walsh
<b>Apologies:</b>	Dr B Briliute,
<b>Secretariat:</b>	Mr Marc Jones

#### 1. Terms of Reference

Members had received the draft Terms of Reference for 2022-23. Dr Blazek requested that the representative from St Mary's University be removed from the 'By Invitation' column. Dr Blazek requested that moderators from Maryvale and Newman be added under the 'Arts and Humanities' section of 'Current Membership'. Mr Jones undertook to update the document.

**ACTION: Mr Jones to update document, as above.**

The Chair noted the need for representation from PGR Co-ordinators from Creative & Performing Arts and Social Sciences and undertook to discuss this with relevant heads.

**ACTION: Chair to contact heads of school, as above.**

#### 2. Minutes of Previous Meeting

Members had received minutes of the meeting held on 2<sup>nd</sup> February 2022. Dr Barden requested that the sentence 'Dr Barden suggested that a tick box be added to the application process requiring the applicant to confirm that they fulfilled the course's essential entry requirements' at 2 (ii) be amended to Dr Barden suggested the application process be automated'. Pending this correction, the minutes were **APPROVED** as a correct record.

#### 3. Matters Arising

##### (i) ARE Reports (actum 3i)

The Chair informed members that he has received one ARE report to date and undertook to finalise the ARE report for the current academic year.

##### (ii) Maryvale Moderator (actum 3ii)

Dr Podmore informed members that he had sought clarity as to the current Moderator for Maryvale and been informed that this is still Dr Juhasz. Dr Podmore informed members that he is continuing to seek resolution in this matter.

##### (iii) CAPA proposed model for ratio of writing to practice for PhD (actum 6)

The Chair informed members that the proposal has now been approved by Senate.

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### **4. Update on PGR Regulations, Codes of Practice, and Associated Procedures, and Data**

Dr Blazek drew members' attention to paper submitted to Research Committee concerning the type of theses that Creative and Performing Arts PGR students could submit if doing a creative practice element. Dr Blazek cited the example that a student in Drama might have 60% written and 40% performance in the thesis submission. There was a paper from CAPA that went to Research Committee for approval. Dr Walsh undertook to look in to this.

**ACTION: Dr Walsh to review paper, as above.**

### **5. Annual Monitoring of Students**

Ms Marshall informed members that notification has been send out, adding that twenty students have yet to be reviewed. Ms Walsh informed members that Annual Monitoring Reports are due by 14<sup>th</sup> June 2022. Ms Marshall suggested that moderators cold read a sample of the reports rather than all of them. Dr Barden concurred, voicing the opinion that in other moderation processes not every report was examined by moderators. The Chair undertook to raise this at the next Tuesday meeting.

Dr Barden suggested a mechanism whereby if a moderator saw any issues or trends with the content of the reports they could flag this for action. Dr Walsh undertook to add a box to the ARE documentation for identifying themes and trends seen every year and that guidance on these queries should be disseminated ahead of the next AMR round to address these issues

**ACTION: Dr Walsh to update ARE documentation, as above.**

### **6. Student Matters**

Ms Smillie informed members that she had no student-related issues to raise. Ms Smillie added that as her studies are coming to an end she will no longer be available to act as student representative to the sub-committee. The Chair thanked Ms Smillie for her contributions and asked Ms Beer to contact PGR students to find a new representative.

**ACTION: Ms Smylie to contact PGR students, as above.**

### **7. AOB**

Dr Blazek informed members that a number of links to PGR documents on the website are currently broken. Dr Walsh informed members that she is working with colleagues in IT Services to remedy this.