CONFIRMED

LIVERPOOL HOPE UNIVERSITY

Research Degrees Sub-Committee: 22nd November 2023

PRESENT: Professor A. Nagar (in the Chair), Mr M. Adams, Associate Professor O. Barden, Ms C. Gallagher, Ms Z. Marshall, Associate Professor S. Podmore, Professor S. Marwood, Dr C. Walsh, Dr L Woodfield

Apologies: Dr B. Briliute,

Secretariat: Mr M. Jones

1.   Minutes of Previous Meeting

Members had received minutes of the meeting held on 26th April 2023. The minutes were **APPROVED** as a correct record.

2.   Matters Arising

(i)   CAPA Thesis Guidelines (actum 2i)

Dr Walsh informed members that colleagues from Creative Campus are working on guidelines in relation to alternative thesis lengths for creative subjects, and will submit a proposal to the next meeting. The Chair informed Dr Walsh that the proposal can be submitted at a Tuesday meeting in order to expedite the process.

(ii)   Revised version of Code of Practice (actum 3i)

Dr Walsh informed members that the revised version of the Code of Practice went to Research Committee and was approved.

(iii)   Turnitin access for PGR students (actum 3ii)

Dr Walsh confirmed that there is currently no Turnitin provision for PGR students. The Chair requested that provision be put in place. Members agreed that PGR students should be permitted to make multiple submissions via Turnitin prior to the final submission of a piece of work. Professor Marwood requested that access to such Turnitin reports be restricted to the student and their supervisory team. Dr Walsh undertook to contact Mr Beecroft re putting a link to Turnitin on the PGR hub, and to contact Ms Murray re guidance videos on use of Turnitin.

ACTION: Dr Walsh to contact Mr Beecroft and Ms Murray, as above.

(iv)   Planning for ARE (actum 6)

The Chair confirmed that both these actions had been completed.

(v)   PGR students interruption time

Members had received Ms Marshall's note in relation to this. Ms Marshall informed members that, having examined data from 2013-14 onwards, her recommendation is that the one year interruption for both full and part-time students will work in operation. Hopefully this regulation, coupled with the tightening of the end dates, will naturally lend to fewer interruption requests.

Ms Marshall recommended that exceptional cases be dealt with on a case by case basis and only granted with Senate approval. The Chair voiced the opinion that interruptions should be considered in light of the student's circumstances rather than their mode of study. Dr Walsh suggested that interruption time be allocated pro-rata according to the student's mode of study. Dr Podmore concurred with this suggestion. Dr Walsh undertook to prepare a proposal in relation to this and submit it at a Tuesday meeting.

ACTION: Dr Walsh to prepare proposal, as above.

3. Revisions to PGR Regulations, Codes of Practice, and Associated Procedures

Members had received the updated PGR handbook. Re p8, Dr Barden informed members that he had supplied wording in relation to professional doctorates. The Chair asked Ms Gallagher to include this in the updated document.

ACTION: Ms Gallagher to include wording, as above.

The Chair suggested that section nine be amended to include wording in relation to AI. Dr Barden undertook to draft wording and send to the Chair.

ACTION: Dr Barden to draft wording, as above.

Mr Adams informed members that the Learning and Teaching Team have prepared guidance in relation to AI for UG students and undertook to send this to Dr Barden and the Chair.

ACTION: Mr Adams to circulate guidance document, as above.

Ms Gallagher informed members that the minor/major modification reports have been updated to include a tick-box to confirm that the requested modifications have been made. Dr Walsh assured members that the handbook and the code of practice are now in alignment.

Dr Walsh raised the issue of electronic submission of theses. Professor Marwood asked for confirmation that final submissions of theses will now be exclusively electronic. Dr Walsh confirmed that this was the case.

Ms Gallagher informed members that work is ongoing on guidance for PGR shortlisting and interviewing, adding that forms are being prepared for supervisory heads. Ms Gallagher added that updated documentation will be sent to heads of school and department in due course.

4. Update on VC Scholarship Scheme

The Chair informed members that there are currently 19 students on the Vice Chancellor's Scholarship scheme, with two more projected to join the scheme in the near future. The Chair informed members that in light of a number of scholarship holders expressing concern re cost of living, the restriction on scholarship holders being permitted to undertake paid work has been lifted, allowing up to twenty hours per week paid work. Professor Podmore asked if any decision had been made as to the future of the scheme. The Chair responded that the scheme was currently paused, but may run again in the future.

5. Research and Inquiry programme

The Chair informed members that he has requested feedback from students on this year's summer school and is awaiting responses. Professor Barden suggested further training be available for staff in relation to the role of supervisor. The Chair undertook to consider this, along with Professors Marwood and Podmore.

ACTION: Chair, Professor Marwood and Professor Podmore to consider training re role of supervisor.

Re summer school, the Chair asked Professors Barden and Marwood to draft a programme for next year's event in advance of the next meeting.

ACTION: Professor Barden and Professor Marwood to draft programme, as above.

6.   **ARE Reports for 2022/23**

(i)   Maryvale

Members had received the ARE Report for Maryvale. Professor Podmore reminded members that the University is currently seeing out its contract with Maryvale. Professor Podmore informed members that Maryvale's website does not yet reflect its relationship with St Mary's but added that he has raised this with relevant colleagues.

Having considered the report members **ASSURED** Senate that the partnership with Maryvale is in a satisfactory state.

(ii)   St Mary's University

Members had received the ARE Report for St Mary's University. Professor Marwood reminded members that two students are remaining on Liverpool Hope provision at St Mary's.

Having considered the report members **ASSURED** Senate that the partnership with St Mary's University is in a satisfactory state.

(iii)   Birmingham Newman University

Members had received the ARE Report for Birmingham Newman University. Dr Woodfield informed members that 13 students (6 PhD, 7 EdD) were assessed in the Annual Monitoring Review for July 2023. 11 were recommended to continue studies. Two were recommended to resubmit.

Having considered the report members **ASSURED** Senate that the partnership with Birmingham Newman University is in a satisfactory state.

The Chair asked Mr Jones to relay the above assurances to the Chair of Partnership and Accreditations Committee.

ACTION: Mr Jones to contact Chair of Partnership and Accreditations Committee, as above.

Members had also received the ARE Report for Liverpool Hope's PGR provision. Professor Marwood informed members that a number of schools and departments are running training for PGR students. Professor Barden suggested that these be recorded and hosted on the PGR Moodle. Members concurred with this suggestion and the Chair asked members to let him know of any PGR and research-related developments sessions which could be recorded and disseminated in this way.

ACTION: Members to contact Chair, as above.

Having considered the report members **ASSURED** Senate that the University's PGR provision is in a satisfactory state.

7.   Online Submission of Thesis

Members had received the update on the requirement for PGR students to submit an electronic version of their final thesis to Hope's Institutional Research Archive. Mr Adams informed members that sixteen theses have been submitted so far. Some have been made open access immediately, others have an embargo to allow authors to explore options for publication.

8.   Student Matters

The Chair noted the previous Student Representative's withdrawal from her role and requested that a new Student Representative be sought.

ACTION: Mr Jones to contact Dr Walsh re new student rep.

9.   AOB

Professor Podmore informed members that there is currently an issue with the online PhD application process, adding that IT Services have been informed of this.

Professor Podmore raised the issue of interview panel constitution, citing challenges re availability of Head of Subjects along with interviewers from outside the School/Department in question. The Chair advised that interviewers need not come from outside the School/Department but rather from outside the subject in question. The Chair added that panels need not include a Head of School.