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LIVERPOOL HOPE UNIVERSITY

Research Degrees Sub-Committee: 30th January 2019

PRESENT:	Professor A Nagar (in the Chair), Dr A Hodgkinson, Ms K Jewell (PGR representative), Dr G Juhasz, Miss Z Marshall, Dr D Roche, Dr J Speake, Dr C Walsh
By invitation:	Ms J Blackmore, Dr W Blazek, Dr S Marwood, Mrs S Meir, Professor M Mills, Dr S Podmore
Apologies:	Dr D Lundie, Professor M Mac an Ghaill, Ms C Tapia, Mrs C Watkinson
Secretariat:	Mr Marc Jones

1. Minutes of Previous Meeting

Minutes of the meeting held on 10th October 2018 were received and **APPROVED** as a correct record.

2. Matters Arising

(i) Codes of Practice (actum 4)

The Chair confirmed that the Registrar's Office now has ownership of the Codes of Practice webpages, and that Mr Leyland is working with Dr Walsh to update content on the pages.

(ii) Maryvale Institute Legacy Agreement (actum 6 (i))

The Chair informed members that a proposal re the future arrangements with Maryvale Institute will be considered by Recorate Team in the near future.

(iii) AMR forms for Partner Institutions (actum 6 (ii))

The Chair informed members that he is working with colleagues from IT Services re putting AMR forms for Partner Institutions online for the 2018/19 year.

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

The Chair raised the issue of students transferring from MPhil to PhD programmes. Dr Walsh commented that a number of students enter the University on an MPhil programme and then transfer seamlessly to PhD study. Dr Walsh suggested that if this is to continue to be the state of affairs, the intention of the TRE be amended to reflect this. Dr Hodgkinson voiced the opinion that MPhil is intended to be a programme of study in its own right rather than an alternative route to PhD study. The Chair concluded that the currently 'automatic' nature of the transfer between MPhil and PhD would need to be reviewed.

ACTION: Prof Nagar and Dr Walsh to review MPhil to PhD transfer process.

4. Update on PhD Studentships

The Chair informed members that the Vice Chancellors' Scholarship holders are nearing the end of their third year of study, with some planning to enter a fourth year. The Chair

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added that the University has agreed to meet tuition fee costs for this fourth year. The Chair informed members that there has been a recent increase in the number of externally-funded PhD students at the University and this is something that Faculties and Departments should work towards attracting more funded PhD studentships.

5. Student Matters

Ms Jewell informed members that she had contacted faculty representatives for any potential issues but that none had been raised. Ms Jewell added that the Students' Union is currently undertaking research into improving childcare options for PGR students in order to improve access to training sessions, day conferences etc. The Chair asked Ms Jewell to contact international PGR students to see if they had any issues to raise.

ACTION: Ms Jewell to contact international PGR students.

6. Update from CRAG

Miss Marshall informed members that CRAG will meet on a termly basis in future, with operational matters being dealt with at the weekly Tuesday meetings. Miss Marshall informed members that CRAG has been looking at EdD Part One, with specific focus on giving Partner Institutions full access to relevant University resources.

Miss Marshall informed members that it is intended that a colleague from each Partner Institution will come to the University in October 2019 to check information held at the Partner Institution against information held at Liverpool Hope in order to ensure that both are the same.

Dr Juhasz requested that student lists presented to moderators be ordered by faculty rather than alphabetically, a suggestion with which the Chair concurred.

ACTION: Miss Marshall to order student lists for moderators by faculty.

7. Applications for Supervisor Status

The Chair informed members that he is currently working with IT Services to create a registry of Approved Supervisors and Independent Chairs and asked colleagues from Partner Institutions to send lists of Approved Supervisors to Mr Jones before the next meeting.

ACTION: Lists of Approved Supervisors to be sent to Mr Jones.

8. Updates from Partner Institutions

(i) Maryvale Institute

Professor Mills informed members that the new Director of Research Programmes at Maryvale Institute is D. Birute Briiliute. Professor Mills added that three students are approaching their vivas in the coming months.

(ii) Newman University

Dr Blazek informed members that he had received an enquiry from a student at Newman University relating to submission of work in electronic format. Miss Marshall replied that she had received an enquiry from the same student and that the matter was being dealt with.

(iii) St Mary's University

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Dr Marwood informed members that PGR student numbers continue to increase at St Mary's University. Dr Marwood added that following a number of supervisory team changes due to staff departures all teams are now in place.

9. Update on PGR Applications for Admission Sub Panel

Members had received an update on currently registered PGR students. Dr Hodgkinson asked whether data on ethnicity of rejected PGR students is being tracked. The Chair replied that such information will be retrievable from the University's online application system. Dr Walsh suggested that the University carry out an Equality Impact Audit using this data and undertook to discuss this with Ms Gittins.

ACTION: Dr Walsh to contact Ms Gittins re Equality Impact Audit.

Dr Walsh suggested that the University establish an absolute maximum time limit for PhD study. The Chair undertook to look into this.

ACTION: Chair to look into establishment of absolute maximum time limit for PhD study.

10. Any Other Business

Dr Blazek raised the issue of the recently distributed moderators' feedback forms, suggesting that the information requested by the forms did not completely capture the nature of the partnerships. Dr Walsh responded that the forms were created as a result of discussions at Collaborative Provision Sub-Group during which it was found that the ARE forms provided too much detail for the sub-group to assimilate. Dr Walsh undertook to relay Dr Blazek's feedback to Ms Gittins.

ACTION: Dr Walsh to discuss moderators' feedback forms with Ms Gittins.