

LIVERPOOL HOPE UNIVERSITY**Research Degrees Sub-Committee: 28th April 2021**

- PRESENT:** Professor A Nagar (in the Chair), Dr O Barden, Miss Z Marshall, Dr D Roche, Ms E Smillie, Dr C Walsh
- By invitation:** Dr B Briliute, Mr C Leyland, Dr S Marwood, Dr J Hadwin, Dr L Woodfield
- Apologies:** Dr W Blazek, Ms C Tapia
- Secretariat:** Mr Marc Jones

1. Terms of Reference and Membership

Members had received the Terms of Reference and membership for review. The Chair drew members' attention to the work of the PGR Management Group. The Chair added that the membership of the Sub-Committee was in need of updating, and undertook to do this.

ACTION: Chair to update membership, as above.

Ms Marshall noted the document's assertion that the Progression and Awards Board meets three times per annum and informed members that the board meets five times per annum. Mr Jones undertook to update the document.

ACTION: Mr Jones to update document, as above.

2. Minutes of Previous Meeting

Members had received minutes of the meeting held on 7th October 2020. The minutes were **APPROVED** as a correct record.

3. Matters Arising

(i) PGR Communications System (actum 4)

Ms Marshall confirmed that she and Mr Leyland had resolved this issue.

(ii) Annual Monitoring (actum 5)

Dr Walsh informed members that she has asked the Student Data Team to share relevant data with colleagues when it is available (September 2021). Dr Walsh added that she has been unable to obtain application data in relation to unsuccessful applications. The Chair undertook to attempt to extract such information from the online system.

ACTION: Chair to look into possibility of extracting data in relation to unsuccessful applications, as above.

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

The Chair informed members that he has invited schools and departments to submit information in relation to areas of research strength in which they are looking to recruit PGR students. The Chair

added that supervisors will not be required to apply for supervisor status, but that a form will be completed at the point when the PGR student enrolls, confirming that the school or department has the capacity to support their studies.

Dr Walsh informed members that regulations for partner institutions have been compiled into one PGR Code of Practice

5. Update on Annual Monitoring of Students Approved by the Progression and Award Board

Ms Marshall informed members that the annual monitoring system went live on 23rd April 2021, adding that Directors of Study have until 30th April 2021 to check the first part of each report. Ms Marshall added that due to St Mary's University's recent attainment of RDAP they have not been included in this year's process. Ms Marshall noted that owing to interruptions due to the pandemic, a number of students are exempt from annual monitoring for this year and advised members that such students are still to be included on the annual monitoring form. Ms Marshall added that there is a comments box on the form in which narrative relating to student interruptions of this nature can be recorded. Ms Marshall undertook to discuss with IT Services the possibility of adding wording along the lines of 'If your student has come back from interruption, instead of Section B, summarise your discussion with them in the comments box'.

ACTION: Ms Marshall to contact IT Services, as above.

6. Updates from Partner Institutes

(i) St Mary's University

Dr Marwood confirmed that St Mary's University has now attained RDAP, adding that students who have reached the Intention To Submit phase will carry on under Liverpool Hope regulations, while all other students are being transferred to St Mary's, with an opt-out. Dr Marwood added that to date two students have opted to remain with Liverpool Hope.

(ii) Maryvale Institute

Dr Briliute informed members that Maryvale Institute currently has 16 students taking Liverpool Hope provision, adding that one student recently underwent a successful viva. Dr Briliute added that the institute would be holding an online summer school from 24th May to 4th June.

(iii) Newman University

Dr Woodfield informed members that one student recently underwent their viva and received minor amendments, adding that one other student has submitted minor amendments to the examiners.

7. Student Matters

Ms Smillie informed members that she had made efforts to contact fellow PGR students and reported that a number of students have asked whether library opening hours are to be extended. Mr Leyland confirmed that Dr Haughan is to review library opening hours as of 17th May 2021. The Chair added that the University intends to arrange a communal event for PGR students when safe to do so, in order to rebuild the PGR student community. Mr Leyland added that he has a meeting scheduled with Ms Smillie to discuss this.

8. AOB

Dr Barden suggested that the PGR skills programme could play a role in community building for PGR students, a suggestion with which the Chair concurred. The Chair asked Mr Jones to put this on the agenda for the next meeting.

ACTION: Mr Jones to include PGR skills programme on agenda for next meeting.