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LIVERPOOL HOPE UNIVERSITY

Research Degrees Sub-Committee: 5th October 2022

PRESENT: Professor A. Nagar (in the Chair), Professor W. Blazek, Associate Professor O. Barden, Miss Z. Marshall, Professor S. Marwood, Associate Professor S. Podmore, Associate Professor D. Roche, Miss Georgina Bailey (PGR Student Representative), Dr C. Walsh, Miss G. Beer

By invitation: Dr B. Briliute, Professor P. Childs

Apologies:

Secretariat: Mrs C. Gallagher

1. Welcome and Apologies

The Chair welcomed members and noted that apologies would be sent by Mr M. Jones for recording on the minutes after the meeting.

2. Minutes of Previous Meeting

Members had received minutes of the meeting held on 18th May 2022. Associate Professor O. Barden requested an amendment regarding item 5. Annual Monitoring of Students in that the action should be recorded as a need 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: Mr Jones to update the document, as above.

3. Matters Arising

- (i) **Terms of Reference** (actum 1i)
The committee confirmed that the Terms of Reference document had been updated by Mr M. Jones.
- (ii) **Terms of Reference** (actum 1ii)
Dr Kathrin Wagner was confirmed as the PGR Coordinator for the School of Creative and Performing Arts (CAPA).
- (iii) **Maryvale Moderator** (actum 3ii)
Professor S. Podmare was confirmed as Moderator for Maryvale.
- (iv) **Update on PGR Regulations, Codes of Practice, and Associated Processes and Data** (actum 4i)
The word count for Performance based theses was approved. Two issues were noted to be reviewed in the guidelines for Music and Performing Arts subjects at The Creative Campus include specific guidelines for Creative and Performing Arts Theses to be sent to students with the sending of the Regulations and Codes of Practice documents. The second issue included that Creative and Performing Arts revisit the thesis guidelines to ensure they are in line with the sector for the subjects.

ACTION: CAPA to revisit the guidelines and resend an updated version.

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(v) **Annual Monitoring** (actum 5i)

The Chair asked for an update regarding the adding of a box to the ARE documentation reading 'Trends noted at boards'. Dr C Walsh indicated this might not be the best place for this to appear. It was noted that a requirement for the AMR guidance to be reviewed to include additional guidance to minimise any perennial issues and to also ensure guidance is consistent.

It was agreed that these issues will be revisited during the next AMR process.

(vi) **Student matters** (actum 6.i)

PGR student representatives were confirmed as Georgina Bailey and Thomas Millea. It was noted that Thomas is currently on an Interruption of Studies.

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

Dr C. Walsh advised that the PGR Regulations and Codes of Practice have been recently updated and the current versions are on the University website. Members were requested to familiarise themselves with the updated documents. It was noted that the new regulations apply only to students who register from this point onward and that colleagues should bear in mind that this version of the regulations applies only to applicable on course students. There is a need to alert this committee each year that the Code of Practice and Regulation documents are reviewed and are only applicable to some students in each cohort.

ACTION: Dr C. Walsh to alert all Supervisors and Directors of Studies that the PGR Regulations and Codes of Practice documents have been updated and the current versions are on the University website and include the link to the location on the University website.

Members discussed how indication of which regulations a student is on might be recorded.

ACTION: PGR management group to discuss how indication of which version of the regulations a student is on might be recorded.

5. PGR Handbook

The Chair advised that the PGR handbook has been updated and uploaded as a PDF document on the University website. The Chair explained that this document will be made available to students and the PVC Research Office are happy to hear feedback from colleagues as the document will be refreshed when needed.

ACTION: Members to read the updated version of the PGR Handbook.

ACTION: Miss G. Beer to add the PGR Handbook to the staff page on the University website.

ACTION: Miss G. Beer to send a Microsoft Word version of the PGR Handbook to Associate Professor O. Barden for amendments to be reviewed including mention of a PGR Moodle.

6. ARE for Postgraduate Research

Dr B. Briliute outlined key points of a written report **(RD 051)** submitted by Maryvale College.

Dr P. Childs outlined key points of a written report **(RD 052)** submitted by Maryvale College.

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ACTION: The Chair noted that the Committee was yet to receive the ARE report for Liverpool Hope University however this will be accepted by Chair's action and the Chair asked for the ARE to be submitted by the first week of November.

7. Student Matters

Miss G. Bailey gave an update on PGR student matters. This update included the need for a stronger sense of community among PGR students, particularly in order to encourage a University wide social and academic cohesion between students in different Schools or Departments. The Chair added that ideas from Miss G. Bailey and Mr T. Millea will be welcomed on this matter. Associate Professor O. Barden informed members that the annual conference for EdD students that has taken place in previous years could be opened up to all Doctoral students. Dr Kinsley added that a Postgraduate multidisciplinary conference is currently being planned which will include MA and PGR students. It was noted that it will be important to include PGT students in the invitation to these events.

8. PGR Skills Programme

Professor Marwood gave an update on this item following a number of calls to action from Professor Nick Donnelly. The remit of the Research and Innovation Steering group will be to promote excellence and enhance skills in the areas of research and enquiry and supervision across PGT and PGR provision. The group are looking to support the development of research skills training packages intended to enhance existing skills including a broad training programme which all PHD students will take part in. The group will report to Research Degrees Sub-Committee and Research Committee and the first meeting for the academic year will be organised shortly. Professor Marwood added that the group's remit will focus on regulatory and operational matters relating to research methodology.

Professor A. Nagar informed members that Jane Blackmore will take on the role of UEM for Research from Chris Leyland.

9. AOB

a. North West Consortium Doctoral Training Partnership

Professor Z. Kinsley explained that the Consortium is a group of North West universities, of which the University of Manchester is the lead institution. The Consortium have access to funding which is distributed through this network. Liverpool Hope University are not yet part of a Consortium and so our PGR students do not have access to this funding. We have previously applied to join the consortium but were not successful however they are now reaching out to universities that are not yet members. The funding available is currently targeted at the moment with a set of themes which include sustainably, activism, inclusion and widening participation. Histories, Cultures and Heritage, Creative and Performing Arts and Languages and Literature. Professor Z Kinsley added that the partnership would encourage consortium funded students to reach out to students who are not at a consortium-funded institution.

ACTION: Professor Z. Kinsley to send out core information about the Consortium.

ACTION: Professor Z. Kinsley to let colleagues know once the consortium Director's visit to LHU has been organised.

Professor A. Nagar and Professor Z. Kinsley will discuss how areas of research could be shared with the group in accordance with data sharing regulations in order to identify areas of interest.

b. Launch of VC Doctoral Scholarships

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The Chair informed members that next round of VC Doctoral Scholarships are to be launched shortly. Heads of Schools and Departments have been written to as well as Chairs of School/department Research Committees. The timescales for the launch are extremely tight and we need to ensure high quality students to ensure the completion dates are within three years. Details have been agreed by USET and the Vice Chancellor.

c. Newman University Panel

The Chair made members aware that a validation panel for Newman University took place recently and the panel were pleased to agree to Validate the Newman University PGR provision. Details will be sent to Newman University shortly.

Dates for Future Meetings

The Chair noted future meeting dates for the committee as included on the University website are as follows:

Wednesday 25th January 2023 2.15 pm

Wednesday 26th April 2023 2.15 pm