

CONFIRMED

LIVERPOOL HOPE UNIVERSITY

Research Degrees Sub-Committee: 7th October 2020

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

1. Terms of Reference and Membership

Members had received the updated draft Terms of Reference and membership. The Chair drew members' attention to the updated terminology in the document, reflecting the move from a faculty-based to a school-based structure. The Chair asked Mr Jones to update the membership to include Ms Smillie as PGR Student Representative.

ACTION: Mr Jones to update membership, as above.

2. Minutes of Previous Meeting

Members had received minutes of the meeting held on 21st May 2020. The minutes were **APPROVED** as a correct record.

3. Matters Arising

(i) Dedicated Study Space for PGR Students (actum 4)

The Chair confirmed that this would be dealt with later in the agenda.

(ii) Contacting PGR Students (actum 4)

Dr Walsh confirmed that she would add Ms Smillie's name and contact details to the PGR section of the website.

(iii) PGR Data (actum 6)

Dr Walsh confirmed that she would contact the Student Data Group re PGR data in terms of race, class and gender and send information to the Sub-Committee and the Equality & Diversity Steering Committee.

(iv) Process of Paperwork from Partner Institute to Panel (actum 6)

Mr Leyland confirmed that the flowchart had been produced and disseminated.

(v) Training Materials in Relation to Online Vivas (actum 7)

The Chair confirmed that the materials had been sent to Dr Blazek.

(vi) Online Applications System (actum 8)

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The Chair confirmed that he had contacted IT Services re this.

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

Dr Walsh informed members that PGR regulations are being updated to reflect the new school-based structure. Dr Walsh added that the regulations and codes of practice between Liverpool Hope and the partner institutions have been amended so there is now one set of regulations and codes of practice.

The Chair requested an update on the new PGR communications system. Mr Leyland informed members that all PGR forms now go to one email address (pgr@hope.ac.uk). The Chair asked where emails relating to changes to supervisory teams go. Ms Marshall replied that there is ongoing uncertainty on this matter. Mr Leyland undertook to discuss this with Ms Marshall.

ACTION: Mr Leyland and Ms Marshall to discuss destination of emails relating to changes to supervisory teams.

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

Ms Marshall informed members that the 2019/20 Annual Monitoring process had not examined the full academic year, due to the pandemic. Ms Marshall added that the process had examined the academic year up to the end of March 2020. Ms Marshall informed members that in light of the University's move away from a faculty-based structure, the Annual Monitoring reports had been received by a university-wide panel.

6. ARE Reports

(i) Maryvale Institute

Members had received the ARE report for Maryvale Institute. Dr Briliute informed members that 19 students are currently registered for Liverpool Hope PhDs at Maryvale. Dr Briliute drew members' attention to the re-examination failure and subsequent withdrawal of one PhD candidate. Dr Briliute informed members that Maryvale's two week residential school was transferred online due to the pandemic.

(ii) Newman University

Members had received the ARE report for Newman University. Dr Blazek informed members that the pandemic had resulted in a number of students interrupting during the 2019/20 academic year but that those students are now resuming their studies. Dr Blazek drew members' attention to the numbers of students currently undertaking Liverpool Hope provision (3 MPhil, 19 EdD, 19 PhD) and the number of completions during the year (two). Dr Blazek added that supervisor training had proceeded successfully during the 2019/20 year and arrangements are currently being made to conduct the 2020/21 training over Zoom.

(iii) St Mary's University

Members had received the ARE report for St Mary's University. Dr Marwood drew members' attention to the numbers of students currently undertaking Liverpool Hope provision (8 MPhil, 7 EdD, 14 PhD) and the number of completions during the year (four). The Chair asked Dr Marwood to seek further information from Ms Tapia on ethical clearances and training for supervisors of research students.

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ACTION: Dr Marwood to seek information from Ms Tapia, as above.

(iv) Liverpool Hope University

The Chair informed members that Liverpool Hope's ARE report is currently being compiled and will be presented by 19th October for consideration at the meeting of Research Committee on 28th October.

(v) EdD

Members had received the ARE report for Liverpool Hope's EdD provision. Dr Hodgson drew members' attention to the numbers of students currently undertaking EdDs (33 at Hope Park (with a further eight starting in October 2020), 26 at St Mary's and 21 at Newman) and the number of completions during the year (one).

7. Student Matters

The Chair welcomed Ms Smillie to the meeting in her capacity as PGR Student Representative. Mr Leyland informed members that PGR student study space will continue to be available for students if lockdown is reintroduced.

8. 2020/21 Arrangements for the Training of Students and Supervisors

The Chair informed members that Ms Anton is currently in the process of updating the training programme.

9. Update on PGR Admissions Process

The Chair informed members that substantial changes have been made to the PGR online applications system following the University's move to a school-based structure.

10. Learnings from 2020/21 Academic Appeals process

The Chair informed members that a number of students at Creative Campus experienced disruption to their studies due to staffing changes and assured members that the University is working to address this.

11. AOB

Dr Blazek asked whether the online application system could be extended to include Newman University. The Chair agreed to look into this proposition and work with the ITS to explore the possibilities. Dr Blazek asked whether supervisor training sessions for Newman could be conducted online. The Chair responded that this is something that can be explored.