

DOCTORAL COLLEGE BOARD OF STUDIES
MEETING 10 HELD ON 24 FEBRUARY 2021
UNCONFIRMED MINUTES

Attendance List

Name of Member		Meeting 8 07/10/2021	Meeting 9 02/12/2021	Meeting 10 24/02/2022
Staff members	Professor Stephen Cottrell(Chair) (SC)	✓	✓	✓
	Dr Hans Frankort	N/M	N/M	✓
	Professor Panicos Kyriacou (PK)	A	A	N/M
	Professor Alfredo Pinelli (AP)	N/M	N/M	✓
	Professor Leanne Aitken(LA)	✓	✓	A
	Professor Andrew Choo (AC)	N/A	N/A	N/A
	Professor Bobby Banerjee(BB)	✓	A	A
	Dr Giacinta Cestone (GC)	A	A	A
	Professor Pam Parker (PP)	✓	✓	A
	Dr Dimitrina Dimitrova (DD)	N/A	N/A	A*
	Professor Panos Koutrakos (PKo)	✓	✓	A
	Dr Madeline Cruice (MC)	✓	✓	✓
	Dr Jessica Hancock (JH)	N/M	N/M	N/M
	Professor Miguel Mera (MM)	✓	✓	A
	Dr Ernesto Priego (EP)	✓	A	
	Dr Emmeline Taylor (ET)	✓	✓	A**
	Dr Thomas Davies (TD)	✓	✓	✓
	Mr Marcus Cerny (MC)	N/M	✓	✓
Student Members	Ruqaiyah Javaid (RJ)	✓	✓	A
	Soheil Ahmadi (SA)	N/A	N/A	N/A
	Mariam Siddiqui (MS)	✓	A	✓

In attendance:

Lucia Garrido ***on behalf of Emmeline Taylor*

Carlos J De Luna Lopez (CDL)

Rafe Smallman (RS)

Mandy Instrell (MI)

Beth Guilding (BG)

Attendance key:

✓	Present
A	Apologies received
A*	Prior notification of late arrival
N/A	No apologies received
N/M	Period when not a member

UNRESERVED BUSINESS

Part One – Preliminary Items

1 Apologies and welcome

Apologies were **received** and **noted**. The Board welcomed Alfredo Pinelli, Hans Frankort, Rafe Smallman, and Beth Guilding, and welcomed Lucia Garrido deputising for Emmeline Taylor.

2 Paper A: Minutes

The minutes of the meeting on 02 December 2021 were **approved**.

3 Paper B: Matters Arising

Item 6 has been completed

Item 14 will be covered in the Chair's report.

4 Chair's Action

The Chair presented **Paper C** which provides a summary of requests that had required Chair's Action since the last Board of Studies. The majority of these are exceptional extensions and it is recognised that the number reflect the impact of the COVID-19 pandemic over the past two years. The nomination of examiners approval pertains to an exception in the University's policy on the use of external examiners, which states that an external examiner can only be used once per annum – for DPsych it was agreed that this be increased to twice per annum.

Part Two – Reports and consultations

5 Chair's Report

The Chair introduced Beth Guilding as Researcher Training and Development Coordinator. The Chair announced that Carlos de Luna will be leaving City in April. The Chair and Board wished Carlos well and thanked him for his hard work.

The Assistant Registrar (Research Degrees) role will be move from Student & Academic Services into the Doctoral College team following Carlos' departure.

We are reaching the end of the final phase of testing the examinations workflows that form phase 3 of the Research Manager project. As things stand, the deployment of this phase is on track to be completed in April. The Chair asked the Board to note one risk to deployment which is the process by which external examiners receive notifications of tasks and log into the system. Information Assurance have confirmed that external examiners can only access the system using City credentials. Recognising that external examiners are unlikely to regularly check a City account for notifications of tasks, we have asked the suppliers to programme the system so that notifications can go to their preferred email address. In the event that configuring and testing this process delays deployment, we do still have the workaround in place that we have been using since May 2021 as a fallback while this is done.

Discussions are ongoing at senior level to increase City's engagement in DTPs and DTCs. EPSRC has just awarded some funds to provision a DTP within SMCSE. The Chair has been working with Raj Roy and AP on the strategy to deliver these studentships.

6 Paper D: Professional and Practitioner Doctorates at City

The Board approved further steps to be taken as proposed, with minor amendments to the Paper.

Action: Chair.

7 Student Voice

MS **reported** that there have been queries around an increase of emails from the Research Manager system and regarding training on the system's use.

Action: MS to email the Doctoral College with these queries for investigation.

8 Senate reports and consultations

The Board **received** and noted the briefing report and minutes from the meeting of Senate on 15 December 2021 and the email received on same (**Paper E**).

9 Programme committees

The Board **noted** the minutes from the School of Mathematics, Computer Sciences and Engineering PGR Committee meeting on 4 November 2021 (**Paper FA**) and from the School of Health Sciences PGR Committee meeting held on 25 November 2021 (**Paper FB**).

During the review of the minutes from the School of Arts and Social Sciences PGR Committee meeting held on 8 December 2021 (**Paper FC**), LG raised the concern that many PGRs reported financial hardship during the pandemic, and in cases this was exacerbated by the need to adapt projects. The fee-free extensions granted by the University have not always been sufficient to ease the financial burden. The Chair confirmed that the Doctoral College recognised the hardships experienced by researchers during the pandemic and understood the issues faced. The Chair advised that the Doctoral College had diverted conference funding for 2019/2020 to the main hardship fund to be ringfenced for PGRs. Unspent monies from this were returned to the Doctoral College in 2020/2021 and made available as hardship funding to all doctoral researchers under a scheme delivered in March 2021. UKRI-funded doctoral researchers whose funding was due to end on or before 30 September 2021 were invited to apply for fee and bursary extensions in January 2021; and School-funded

doctoral researchers in their final year were invited to apply for bursary extensions in July 2020. Doctoral researchers were also made aware of the general University hardship fund. It was **noted** that a summary of awards made would be helpful to the Board.

Action: Doctoral College to prepare a summary document.

Part Three – Items for approval

- 10 Paper G: Senate Regulation 22 –Higher Doctorates**
The Board **approved** an update to this Regulation with minor changes.
- 11 Paper H: Guidance on Higher Doctorates**
The Board **approved** with minor changes the proposed guidance.
- 12 Paper I: Senate Regulation 23 –Masters Degrees by Research**
The Board **approved** an update to this Regulation.
- 13 Paper J: Senate Regulation 24 –Doctoral Programmes**
The Board **approved** an update to this Regulation.
- 14 Paper K: Guidance on Word Counts**
The Board **approved** the proposed guidance.
- 15 Paper L: Annual Progress Review Policy**
The Board **approved** an update to this Policy with minor changes.
- 16 Paper M: Transfer from MPhil to PhD**
The Board **requested** changes to this Policy before approval.

Part Four – Items for information

- 17 Doctoral Researcher Development Programme**
BG provided an update on the DRDP. She has now met with most STRs/PDs, ADRs, Deans, PGR representatives, professional services, and many PGRs. Several themes have arisen during these meetings which are informing the structure and content of the DRDP. New initiatives emerging include strengthening the relationship with City alumni for the proposed provision of a mentoring scheme for City PGRs, and the proposed delivery of balloon debates as part of the Festival of Research, and a more cohesive promotion of events and delivery via Research Manager.

Currently most sessions of the DRDP available via Research Manager are oversubscribed with long waiting lists, so a key area is increasing our provision and strengthening the offering of the DRDP.
- 18 Equality and Diversity Initiatives**
MC is gaining more oversight on applications and admissions and a key expectation is that EDI alignment within this process will be strengthened and improved. SC noted that specific EDI training for PGRs would shortly be made available as part of the DRDP.
- 19 Any other business**



COVID-19 fee-free extensions: The Board **agreed** that now local (i.e. England) restrictions have been lifted in their entirety, only researchers whose start date is prior to 01 April 2022 can apply for a COVID-19 fee-free extension.

20 Date, time and venue of Next Meeting[s]

Mtg. 11 | Thursday 26th May 2022 | Microsoft Teams | 14.00 - 16.00.The

Chair concluded unreserved business.

Mandy Instrell, Doctoral College Administrator
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