<table>
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<tr>
<th>Minute</th>
<th>Action required</th>
<th>Person(s) responsible</th>
<th>Due date</th>
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<tbody>
<tr>
<td>6.3</td>
<td>Obtain information on diversity targets.</td>
<td>Dr Benet Salway</td>
<td>14 March 2017</td>
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<td>Dr Joy Sleeman</td>
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<tr>
<td>7.3</td>
<td>Amend Learning Agreement template</td>
<td>Dr Benet Salway</td>
<td>14 March 2017</td>
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<td>Dr Joy Sleeman</td>
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<tr>
<td>13.2</td>
<td>Raise PGTA contract issue with Faculty Manager</td>
<td>Dr Helen Matthews</td>
<td>Completed</td>
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JOINT FACULTY GRADUATE STUDENTS COMMITTEE

Tuesday, 29 November 2016

M I N U T E S

PRESENT:

Dr Benet Salway  Faculty Graduate Tutor, Social and Historical Sciences (Chair)
Dr Joy Sleeman  Faculty Graduate Tutor, Arts and Humanities

Dr Allen Abramson  Anthropology
Dr Helen Bennion  Geography
Dr Nestor Castaneda  Institute of the Americas
Prof Stephen Colvin  Greek and Latin
Ms Lisa Daniel  Archaeology
Mr Andy Dawson  Information Studies
Dr Cathy Elliott  Political Science
Prof Mairead Hanrahan  School of European Languages, Culture and Society
Dr Arne Hofmann  Joint Faculty Tutor
Ms Manuela Irarrazabal Elliot  Student Academic Representative, Arts and Humanities (PGR)
Dr Helen Matthews  Joint Faculty Deputy Tutor
Prof John Mullan  Dean of Arts and Humanities
Dr Thom Rath  History
Prof Alison Shell  English Language and Literature
Mr Ishaan Sinha  Student Academic Representative, Social & Historical Sciences (PGR)
Ms Antonella Silvestro  Institute of the Americas

In attendance: Mr Ashley Doolan (Secretary to Joint Faculty Graduate Students Committee); Prof Sonu Shamdasani (Programme proposer, MPhil/PhD in Health Humanities) [for Minute 9]; Prof Michael Stewart (Programme proposer, MPhil/PhD in Anthropology (practice based) [for Minute 9].

Apologies for absence were received from: Prof Stephanie Bird; Ms Catherine Chorley (StAR, Arts and Humanities); Prof Mary Fulbrook; Dr Caroline Garaway; Prof Sebastian Gardner; Dr Lee Grieveson; Dr Francois Guesnet; Dr Fiona Leigh; Ms Luisa Nienhaus (StAR, Social and Historical Sciences); Dr Lauge Poulsen; Dr Kate Quinn; Dr Antonio Sennis; Dr Richard Taws; Prof Megan Vaughan, Dr James Wilson; Dr Katarzyna Zechenter.

Key to abbreviations

A&H  Faculty of Arts and Humanities
AHRC  Arts and Humanities Research Council
ESRC  Economic and Social Research Council
FGT  Faculty Graduate Tutor
Preliminary business

1. INTRODUCTION, WELCOME AND APOLOGIES

1.1. Noted – the Chair’s welcome to all new and returning members.

2. TERMS OF REFERENCE

2.1. Received – the updated Terms of Reference for the 2016-17 academic year. [JFGSC.2016.01.01]

2.2. Approved – the updated Terms of Reference, noting that only minor changes had been made.

3. MINUTES OF THE PREVIOUS MEETING

3.1. Approved – the minutes of the 10 May 2016 meeting of the JFGSC without amendment. [JFGSC.2016.01.M]

4. MATTERS ARISING FROM THE MINUTES

4.1. Minute 27 – it was noted that the Chair had circulated a reminder to all colleagues on the importance of observing correct data protection practices.

4.2. Minute 28 – it was noted that the UCLU paper on Promoting Active Mental Health had been presented at Research Degrees Committee.

4.3. Minute 30 – it was noted that the Chair had circulated information on the “Dilemma Game” to colleagues. Further guidance on research integrity is being developed by the Research Integrity Working Party.
5. **DEPARTMENTAL PRES RESULTS**

5.1. *Received* – a reminder that Departments were expected to send formal responses to the PRES results to the Secretary by 16 December 2016.

5.2. *Noted* – that the next round of the PRES will take place during 2017. Colleagues were reminded that this covered all students enrolled on an MPhil or PhD programme.

5.3. *Noted* – that colleagues might benefit from improving the response rate and providing clear guidance on what the questions in the PRES mean in the UCL context.

6. **JOINT FACULTY DOCTORAL STRATEGY 2016-21**

6.1. *Received* – the Joint Faculty Strategy for Doctoral Education 2016-2021, submitted to the UCL Doctoral School on 10 October 2016. [JFGSC.2016.01.02]

6.2. *Noted* – the following points of interest from the strategy document:

- The submission rate metric is stipulated by RCUK and is not the same as completion or graduation. The expectation is that submission should occur within four years. Currently neither A&H nor SHS meet the required 75% submission rate.
- That both A&H and SHS are not meeting the preferred level of diversity within the research student population.
- That Departments should look at their current points allocations to training and skills in the Research Student’s Log.

6.3. *Resolved* – that further information on the desired target for diversity should be obtained as well as the data from the other Faculties.

**ACTION:** Dr Benet Salway/Dr Joy Sleeman

7. **LEARNING AGREEMENTS**

7.1. *Received* – a draft learning agreement to be used following an unsuccessful attempt to upgrade from MPhil to PhD. This was produced in response to an update to the Upgrade Guidelines. [JFGSC.2016.01.03]

7.2. *Noted* – the following comments on the draft:

- “Learning Agreement” has a negative context for any student that has previously studied on a taught programme at UCL.
- That the current draft was only applicable to cases where the student had failed the upgrade.
• That the motivation behind the introduction of the learning agreement was to provide protection, both for the student and the supervisory team, in cases where there might be dispute.

7.3. **Resolved** – that the Faculty Graduate Tutors would amend the template based on the committee’s comments.

**ACTION:** Dr Benet Salway/Dr Joy Sleeman

8. **POSTGRADUATE RECRUITMENT TARGETS 2017-18**

8.1. **Received** – a verbal report on graduate recruitment targets for 2017-18.

8.2. **Noted** – that for PGR students, departments should maintain current recruitment levels unless they have the capacity to increase. This was reflected in the Doctoral Strategy.

8.3. **Noted** – the following points on PGT recruitment targets:

- Overall, the Joint Faculty failed to meet its recruitment targets for 2016-17 by 10%. This has had a direct impact on departmental budgets.
- For 2017-18, departments have been encouraged to set realistic targets. These will be submitted on Friday 2 December 2016.
- PGT recruitment roughly swings up and down by 6% each year. The larger departments have a disproportionate effect on this.

8.4. **Noted** – that since centralising the admissions process, overall response rates have moderately improved.

9. **NEW PROGRAMME PROPOSALS**

9.1. **Considered** – the following programme proposals.

- **Programme Proposal – MPhil/PhD in Health Humanities**
  [JFGSC.2016.01.04]
  The rationale for this programme is to fill an existing gap in provision, both in relation to the History of Medicine and in relation to students progressing from two existing masters programmes in this discipline. The supervisory staff are already in place so there is no extra teaching cost.
  **APPROVED:** the PIQ for the MPhil/PhD in Health Humanities.

- **Programme Proposal – MPhil/PhD in Anthropology (practice based)**
  [JFGSC.2016.01.05]
  The rationale for this programme is to provide a natural progression from the practice based Masters programme currently running. Some questions were raised in relation to the nature of the project and when it would be fully confirmed. There were also some questions raised about the possibility of transferring to the standard PhD in Anthropology.
  **APPROVED:** the PIQ for the MPhil/PhD in Anthropology (practice based) with minor amendments.
10. **PGR STUDY SPACE SURVEY**

10.1. *Received* – the results of the PGR Study Space Survey for departments in both A&H and SHS. The following points were raised on consideration of the report:

- That some departments had noticed pressures on PGR space coming from the need to allocate space to postdoctoral researchers.
- That it would be useful to have data on the space provided to PGR students in competitor institutions.
- That shared space for PGRs is crucial for cohort building.

10.2. *Noted* – that FGTs could use the results to advocate for more space for PGRs in their departments e.g. arguing for a commitment to be added to departmental plans.

11. **DOCTORAL TRAINING PARTNERSHIPS**

11.1. *Received* – a report on initial and successful applications to the LAHP over the three year period, 2013-14 – 2015-16.

11.2. *Noted* – that the bidding process was under way for the next AHRC sponsored doctoral training partnership.

11.3. *Received* – a report on the new UBEL DTP, an ESRC sponsored doctoral training partnership.

11.4. *Noted* – that the UBEL DTP would cover a minimum of 41 studentships across the partnership.

12. **MATTERS RAISED BY STUDENT ACADEMIC REPRESENTATIVES**

12.1 *Received* – a verbal report from the PGR Faculty StAR for A&H on the following matters:

- **Conference Funding for PGR students.**
  Students feel that there is no consistent advice from Departments on the availability of conference funding. This follows the devolution of this budget to Departments from the Doctoral School.
  The funding granted to departments from the Doctoral School is £97 per student.
  It was noted that there is currently no Faculty guidance on how this money should be allocated in departments.

- **PGTA wages**
  The StAR reported that there was a perception that different departments were paying different rates for PGTA work.
  It was clarified that there were standard rates of pay for PGTAs and that what might differ is the number of hours being allocated for planning and preparation.

- **Departmental PGR STAR Recruitment**
  The StAR reported her surprise that there were so few PGR StARs at
departmental level.
It was noted that practice differs between departments. Some departments have
dedicated SSCCs for graduate students whereas others will simply have a
graduate position on e.g. the teaching committee.

13. MATTERS RAISED BY DEPARTMENTAL GRADUATE TUTORS AND ADMINISTRATORS

13.1 Received – notification that there had been some issues with setting up contracts
for PGTAs.

13.2 Resolved – that this would be raised with the Joint Faculty Manager.

ACTION: Dr Helen Matthews

14. FACULTY GRADUATE TUTORS’ REPORT

14.1 Noted – that there was not sufficient time to complete the report.

Addendum: the following points of note should be acknowledged in relation to this item:

- Colleagues are asked to encourage PGR students in their departments to apply
  for the Academic Content Developer position (closing date 7 December 2016).
- There is no news as yet regarding the continuation of the Wolfson scholarships.

14. OCTAGON SMALL GRANTS FUND

14.1 Received – a verbal report confirming that £7421.43 had been allocated in the
first funding round for 2016-17.

Other matters for approval or information

15 ANY OTHER BUSINESS

15.1. Noted – that there was no other business to raise.

16 DATE OF NEXT MEETING

16.1 The next meeting of the Joint Faculty Graduate Students Committee would take
place on 14 March 2017 at 3:00pm.