

LONDON'S GLOBAL UNIVERSITY



Key to abbreviations:

CALT	Centre for the Advancement of Learning and Teaching
FGT	Faculty Graduate Tutor
IQR	Internal Quality Review
NIMR	National Institute for Medical Research
RAS	Registry and Academic Services
RDC	Research Degrees Committee

1 **TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP 2011-12**

Received

- 1.1 At APPENDIX RDC 1/01 (11-12) - RDC's membership and terms of reference for the 2011-2012 session.

Reported

- 1.2 The Chair welcomed the new members to RDC: Professor Kaila Srail, the new FGT in the Faculty of Life Sciences (and interim FGT in the Faculty of Brain Sciences) and Mr Neil Chowdhury, the new Medical and Postgraduate Students' Officer, UCL Union.

2 **MINUTES**

Approved

- 2.1 The Minutes of the meeting of RDC held on 14 June 2011 [*RDC Minutes 33-45, 2010-11*], issued previously, were confirmed by RDC and signed by the Chair.

3 **MATTERS ARISING FROM THE MINUTES**

3A **Faculty Approval of Supervisors**

[*RDC Minute 35A, 14 June 2011*]

Noted

- 3A.1 In June 2009 the Graduate School requested Faculties to maintain a list of approved research degree supervisors. It was also noted, as a result of requirements in the report of the Post Institute wa70.00ultME

4 INTERNAL QUALITY REVIEW 2009-10

Received

- 4.1 At APPENDIX RDC 1/02 (11-12) the summary of good practice identified in IQR reports in 2009-10 and at APPENDIX RDC 1/03 (11-12) the summary of recommendations noted in IQR reports in 2009-10, with particular reference to PGR students.

Reported

- 4.2 It was reported that it could be difficult to get Master's students to participate in SSCC or other departmental committees, particularly if they were only at UCL for a year. It was noted that the UCL Student Union had trained student volunteers to be student representatives on UCL and departmental/divisional committees. It was suggested that if it was available it would be useful for FGTs to receive a list of StARs (Student Academic Representatives).

Action: RDC Secretary to contact UCLU

5 PATTERN OF RE-ENROLMENT OF RESEARCH DEGREE STUDENTS

Received

- 5.1 A report at APPENDIX RDC 1/04 (11-12) and an oral report from the Director of Student Services.

Reported

- 5.2 It was essential for all students, both taught and research, to re-enrol by 31st October deadline, including students who had started at different times during the academic year. This should be done on-line through Portico. It was noted that there were 900 postgraduate students who had not re-enrolled at 6 October 2011. The Director of Student Services agreed to arrange for a list of research degree students who had not re-enrolled to be sent to FGTs.

Action: David Ashton/Helen Notter

6 REPORT ON RESEARCH DEGREE ADMINISTRATION

Received

- 6.1 A report on research degree administration at APPENDIX RDC 1/05 (11-12)

Reported

- 6.2

7 **REPORT FROM THE WORKING GROUP ON THESIS COMMITTEES**

[RDC Minute 6, 18 November 2011]

Noted

- 7.1 At the RDC meeting on 18 November 2010 it was agreed that a working group of RDC should be established to review current practices for managing the progress of MPhil/PhD students and consider the use of thesis committees.

Received

9D **Enhancements to the Research Student Log - Vitae Researcher Development Framework**

Reported

9D.1 The Chair reported that the self-assessment tool of the UCL Research Student Log has been considerably enhanced for the 2011/12 academic session. In line with the new Vitae Researcher Development Framework, the tool enables research students to build an initial profile of professional skills and attributes, and to guide subsequent development planning and the selection of appropriate development activities offered within departments, by the Graduate School's Skills Development Programme, and elsewhere.

Links:

Research Student Log: <https://researchlog.grad.ucl.ac.uk/>

Vitae Researcher Development Framework:

<http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html>”

10 **ENGAGEMENT MONITORING**

[RDC Minute 28, 21 March 2011]

Noted

10.1 At the RDC meeting on 21 March 2011, the Director of Student Services noted that it was essential for UCL to comply with the requirements of the UK Border Agency for UCL as a highly trusted sponsor. A memorandum was sent to Faculty Tutors and Faculty Graduate Tutors on 23 September 2011 outlining the monitoring requirements for all students and the procedure for 2011-2012. A copy was attached for information at APPENDIX RDC 1/08 (11-12).

Reported

10.2 The Director of Student Services reported that Engagement Monitoring needed to be done in Portico. It was important for UCL to retain its Licence from the Home Office for recruiting overseas students. A report from RAS on the completion of engagement monitoring would be made to RDC at the meeting in March 2012.

11 **NEXT MEETING**

To note

11.1 RDC meetings in 2011-2012 session were scheduled as follows:

- Wednesday 7 March 2012 at 10am in the South Wing Council Room
- Monday 11 June 2012 at 10am in the South Wing Council Room.

Karen Wishart
Academic Support
Registry and Academic Services
16/11/11