



**GOS ICH**  
**STAFF STUDENT CONSULTATIVE COMMITTEE**  
**Meeting held on**

**Thursday, 15<sup>th</sup> November 2018 at 12.00noon**  
**in Levinsky Room, Ground Floor (30 Guilford Street)**

**Minutes**

**Present:**

Dr Claire Thorne, Departmental Graduate Tutor – Research -Co-Chair  
Lorna Soar, Research Degrees Administrator – (Minutes)  
Stella Fusco, Senior Research Degrees Administrator  
Dr Hannah Mitchison, Postgraduate Tutor, Genetics and Genomic  
Medicine (GGM)  
Dr Andrew Stoker, Postgraduate Tutor, Developmental Biology &  
Cancer (DBC)  
Jane Simmons – Departmental Graduate Tutor - Teaching  
Hoi Voong – Library Assistant  
Dr Jessica Pickles – Academic Programme Representative – DBC  
Dr Heather Bailey – Academic Programme Representative -  
Population, Policy & Practice (PPP)  
Dr Philippa Mills – Equality, Diversity and Inclusion (EDI) Lead  
Dr Patricia Hunter - Academic Programme Representative – Infection,  
Immunity, Inflammation (III)

**Student Representation:**

Emma Butcher, Lead Research Student Representative (RSR) – PPP,  
Year 3 – Chair  
Emeline Rougeaux – RSR, PPP – Year 1  
Sarah Dib, RSR, PPP - Year 2  
Chloe Santos, RSR – DBC, Year 3  
Saba Manshaei, RSR – DBC, Year 2  
Remi Looi Somoye – DBC Year 1  
Lizzy Rivers, RSR – III, Year 3  
Elisabeth Robinson, RSR – III Year 2  
Ivan Doykov – RSR, GGM – Year 1  
Haya Alrashidi, RSR – GGM, Year 2  
Preetha Purushothaman, RSR – GGM, Year 3

**Apologies:** Dr Kenth Gustafsson, Clarissa Sorger, Dr Hywel  
Williams, Dr Frederique Liegeois, Catherine Roberts, Diana Rosenthal,  
John Counsell, Grazia Manzotti, Melanie Koelbel,

## PRELIMINARY BUSINESS

	Item
1	<p>Welcome and introductions</p> <p>EB chaired the meeting and welcomed everyone to the meeting. CT explained that this is a larger group of attendees as we wanted to put faces to names listed.</p> <ul style="list-style-type: none"> <li>- SSCC members <ul style="list-style-type: none"> <li>o PGR team</li> <li>o RSRs including PG Society representation <ul style="list-style-type: none"> <li>▪ Welcome and thanks to new Y1 RSRs</li> </ul> </li> </ul> </li> <li>- In attendance for Term 1 SSCC <ul style="list-style-type: none"> <li>o Academic Programme Representatives</li> <li>o Grazia Manzotti - Departmental Equal Opportunity Liaison Officer – Hoi Voong attended in Grazia's absence</li> <li>o Jane Simmonds – DGT-T and ICH Careers Lead</li> <li>o Philippa Mills – Equality, Diversity and Inclusivity Initiative, Chair</li> <li>o Ivan Doykov (EDI, plus RSR)</li> </ul> </li> </ul> <p>Jane Simmonds explained her roles and will distribute further details of the careers events via Eventbrite. Information on Jane's role can be found via the following link: <a href="https://www.ucl.ac.uk/teaching-learning/case-studies/2018/nov/my-route-principal-teaching-fellow-dr-jane-simmonds">https://www.ucl.ac.uk/teaching-learning/case-studies/2018/nov/my-route-principal-teaching-fellow-dr-jane-simmonds</a></p> <p>SSCC - what we do and Terms of Reference – EB gave presentation of the responsibility and structure of the SSCC (presentation slides to follow) and discussed the ToR – this was circulated prior to the meeting.</p> <p>CT welcomed all the new Reps and thanked them for stepping up to become RSRs.</p> <p>It was raised that in the circulated ToR, only RSRs are mentioned, not APRs.</p> <p>Post-meeting note: apologies that an old version of the ToR was circulated to the SSCC. The current version, available online at <a href="https://www.ucl.ac.uk/child-health/intranet/education/governance-committees/gos-ich-staffstudent-consultative-committee-research-terms">https://www.ucl.ac.uk/child-health/intranet/education/governance-committees/gos-ich-staffstudent-consultative-committee-research-terms</a>, does include APRs.</p> <p><b>Action: APRs to feedback ideas regarding involvement in the SSCC</b>  <b>Action: new APR for GGM to be recruited</b></p>
2	<p>Minutes of the previous meeting 12<sup>th</sup> June 2018</p> <p>Minutes agreed and approved.</p>
3	<p>Matters Arising from the minutes</p> <p>To be addressed via the Agenda</p>
4	<p>Election of lead RSR</p> <p>CT thanked EB for all of her hard work as Lead RSR. No RSR present at the meeting volunteered for taking on the role of Lead RSR. The Lead RSR is a role that needs to be</p>

	<p>filled, so recruitment to this post will continue post meeting. EB explained her role and informed the meeting that training is available for Student Reps.</p> <p><b>Action: Lead RSR to be appointed (CT/EB)</b></p>
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## STANDING ITEMS FOR DISCUSSION AT ALL MEETINGS

	Item
5	<p>Recent developments for attention of research students</p> <ul style="list-style-type: none"> <li>- “You said, we did” document (circulated before the meeting) was discussed with the suggestion that RSR circulate to their cohort EB explained what we have done and how we expect to go forward. With respect to the film license, it was clarified that all students/staff can use this. With respect to the item on</li> </ul> <p>CT suggested there should be some kind of mapping of what sort of teaching is available to students (see later “Teaching by PGR students” point). Student should be paid for teaching and recognised for formal and informal teaching or supervision.</p> <ul style="list-style-type: none"> <li>- Changes to code of practice regarding frequency of supervision – CT discussed that students should meet with their Primary Supervisors a minimum of once a month and that this information has been circulated to all supervisors and students; RSRs to relay this to their cohort students to reinforce the message.</li> <li>- Submission rates and timings – data from ICH (feedback from RDC) – CT discussed issues around the role and expectations of student/supervisors, as well as the new proforma document. The issue of timing of submission of thesis in relation to duration of studentship funding was discussed, and the conflicting expectations that sometimes arise between student and supervisor (which is something the proforma is trying to help address). Continuing Research Status (CRS) should only be for when all the experiments, data collection etc., has been completed (so experiments etc. should be finished by 3 years). During the discussions, CT showed a graph with the timing of submission (full-time students) for the 2012-13 cohort, which showed a substantial proportion submitting just before or at 48 months. HM mentioned that Wellcome will not support supervisors whose students have not submitted on time.</li> </ul> <p>Discussions included the timing of upgrade, in particular, whether the upgrade should usually be completed by the end of the 1<sup>st</sup> year rather than by 18 months. AS commented that SLMS is considering providing students with their upgrade date at the start of registration. CT commented on the misconception by some supervisors/students that substantial results are needed at the time of your upgrade as a factor preventing earlier upgrade.</p> <p>EB suggested that RSRs raise the issue of timing of submission with their student cohorts and ask for their feedback.</p> <ul style="list-style-type: none"> <li>- With respect to the new Proforma for new student/supervisor discussions on roles and responsibilities, it was suggested that this has some useful information for all, and should therefore be made available to all students &amp; supervisor – as additional information on the intranet.</li> </ul>

	<ul style="list-style-type: none"> <li>- Teaching by PGR students – AS is involved in discussions across SLMS about the introduction of a “teaching portal” for staff and students (although this is mainly for PGTA opportunities). There is potentially the opportunity for research students to add their profiles. This portal will be introduced in a year or so, and may include unpaid as well as paid activities.</li> </ul> <p>The discussion covered how teaching/supervision by research students should be recorded/recognised - formally or informally. As discussed previously, SF has been investigating various possibilities, including contacting the e-learning team and ongoing discussions with the elog development committee. CT also commented that research students should not be overburdened by teaching/supervision at the expense of their PhD. PM mentioned the UCL Arena programme (post-meeting comment: Arena One is for PGTA only).</p> <p>EB suggested Angie Wade &amp; Helen etc., should be contacted on this as they are the education leads.</p> <p><b>ACTION – AS to follow-up on any update on the database/website for teaching opportunities and report back</b>  <b>ACTION – SF to continue to explore opportunities for teaching and supervision recording/recognition and feedback to SSCC</b>  <b>ACTION – RSR to tell cohorts about supervisory meetings requirement (minimum of once per month)</b>  <b>ACTION – RSRs to feedback to cohorts on timing of submission and to gather their views to bring to next SSCC meeting</b>  <b>ACTION – CT to discuss teaching/supervision issues with DGT-T and Directors of Education; and to invite the Directors of Education to our next SSCC meeting to get their views (and in relation to the Education Strategy in development).</b></p>
6	<p>Communication of PGR matters within academic programmes and across/beyond ICH</p> <ul style="list-style-type: none"> <li>- Discussion regarding how RSRs, APRs and Tutors interact within programmes and feedback to the SSCC. Suggestion to have a termly meeting at programme-level for RSR, APR and tutors to discuss programme-specific issues and events – APRs to organise this and RSRs can feedback at SSCC meetings (except the first SSCC meeting of the year, which APRs also attend).</li> <li>- Regarding communications across institute, mechanisms other than SSCC are needed and how to disseminate information about and improve engagement in student-led events/workshops e.g. SLACK was discussed. There was the suggestion that SLACK is used more for communication with students. RSRs to circulate information about this to students, cc’ing Tutors (see Open Science article discussion below). The idea of a newsletter for students was discussed, to include links to the blog (see below).</li> <li>- Regarding approaches to seeking feedback from students and developing action plans to address specific issues as appropriate, it was agreed that where relevant, RSRs can carry out surveys.</li> <li>- Interface with Faculty Student Rep was discussed, with this being the responsibility of the Lead rep, who then cascades the information back to the RSRs and SSCC as appropriate</li> <li>- GOS ICH Student blog has now been launched. It was suggested that RSRs circulate the link to students to increase awareness of the blog and the opportunity to contribute. EB to ask about including blog articles / links in bulletins &amp; the</li> </ul>

	<p>Community section of the EDI bulletin, as suggested by PM. AS mentioned that he is trying to secure Faculty funding for a blog prize.</p> <p><b>ACTION – RSR, APR and Tutors interact and arrange programme-level meetings between them (at least termly). APRs to initiate the process.</b></p> <p><b>ACTION – RSR to share student blog link and SLACK sign-up information with cohort. Possibility of a PGR team and student session on SLACK to be explored, if there is interest.</b></p> <p><b>ACTION – EB to explore options for further dissemination of the blog via EDI bulletin</b></p>
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#### ITEMS TO BE DISCUSSED AT LEAST ONCE DURING THE ACADEMIC YEAR

	Item
7	<p>Cohort Building</p> <ul style="list-style-type: none"> <li>• ICH Postgraduate Society report: <ul style="list-style-type: none"> <li>a) Academic Events</li>   <li>b) Social Events</li> </ul> </li> </ul> <p>Ice skating trip, pub talk &amp; quiz, Golden hour (new name) to be continued monthly. The idea of having a fortnightly after-work get-together is under discussion.</p> <p>PG society should be encouraged to use the film license &amp; share ideas and events with the Institute of Epidemiology and Health Care film club</p>
8	<p>Student feedback on recent events</p> <ul style="list-style-type: none"> <li>- Autumn Induction feedback – suggestion there should be more non-work events, social and green champions.</li> <li>- ICH Open Day and poster competition – very high attendance numbers and the largest number of posters entered into the competition for years.</li> <li>- Open Science workshop – successful, EB will circulate the details</li> <li>- Where do you draw the line student workshops feedback – successful and received well.</li> </ul> <p><b>ACTION: EB will circulate the link for the Open Science workshop blog.</b></p>
9	<p>Student feedback on future event planning</p> <p>3MT competition – processes for 2018/19  APRs &amp; Student reps will be arranging this and discuss how it is run etc. As for last year, we will have Programme level heats prior to the ICH final, although Programme heats may be merged across two Programmes where necessary.</p> <p>Programme-level events – February  ICH-wide event – April (post meeting note – 9<sup>th</sup> April)  Faculty event - May possibly (post meeting note – 9<sup>th</sup> May)</p> <p>Encourage more students to get involved, one approach for existing students give an informal 3M talk about their research within their programme, may encourage students to participate.</p>

	Send out guidelines etc. <b>ACTION: RSRs, APRs and tutors to discuss and organise 3MT-programme level events and ICH-wide event, co-ordinated by Lead RSR</b>
10	Student Support <ul style="list-style-type: none"> <li>- Training (mentors) – talk on the website (AS) Slides attached.</li> <li>- Careers workshops update (already covered under Jane’s introduction)</li> </ul>
11	FGT-R – Faculty perspective and update <ul style="list-style-type: none"> <li>- Faculty PGR Away Day – to be followed up. ICH budget agreed to allow RSRs to attend the event</li> </ul>
12	EDI presentation <ul style="list-style-type: none"> <li>– Introduction to EDI initiative at ICH was presented by Dr Philippa Mills <a href="https://www.ucl.ac.uk/child-health/intranet/equality-diversity-inclusion">https://www.ucl.ac.uk/child-health/intranet/equality-diversity-inclusion</a></li> <li>– Student Focus Group of the EDI will interface with SSCC and RSRs (ID is RSR and leads the Student Focus Group), in order to avoid duplication of effort.</li> </ul>

### CONCLUDING BUSINESS

	Item
13	Any Other Business  CT announced LS’s retirement and thanked her for her tremendous contribution to PGR activities and support over the years – she will be very much missed and we wish her all the very best for her retirement.
14	Dates of Next Meeting: 19 <sup>th</sup> March 2019 – 12noon – 14.30 - June Lloyd Room (PUW 4 - Ground Floor)

Summary of Action Points: Date of Meeting	Item	Action	By Whom	Status
15/11/18	1	APRs to feedback ideas regarding involvement in the SSCC	APRs	O
15/11/18	1	New APR for GGM to be recruited	CT/SF/HM	O
15/11/18	4	Lead RSR to be appointed	CT/EB	O
15/11/18	5	AS to follow-up on any update on the database/website for teaching opportunities and report back	AS	O
15/11/18	5	SF to continue to explore opportunities for teaching and supervision recording/recognition and feedback to SSCC	SF	O

15/11/18	5	RSR to tell cohorts about supervisory meetings requirement (minimum of once per month)	RSR	0
15/11/18	5	CT to discuss teaching / supervision issues with DGT-T and Directors of Education; and to invite the Directors of Education to our next SSCC meeting to get their views (and in relation to the Education Strategy in development).	CT	0
15/11/18	6	RSR, APR and Tutors interact and arrange programme-level meetings between them (at least termly). APRs to initiate the process.	RSR, APR & PG Tutors	0
15/11/18	6	RSR to share student blog link and SLACK sign-up information with cohort Possibility of a PGR team and student session on SLACK to be explored, if there is interest.	EB/RSRs	0
15/11/18	6	EB to explore options for further dissemination of the blog via EDI bulletin	EB	0
15/11/18	8	EB will circulate the link to RSRs for the Open Science workshop blog	EB/RSRs	0
15/11/18	9	RSR/APR/tutors to discuss and organise 3MT-programme level events and ICH-wide event, co-ordinated by Lead RSR	RSRs, APRs, tutors	0