GOS ICH
STAFF STUDENT CONSULTATIVE COMMITTEE
Meeting to be held on

Tuesday, 13ᵗʰ March 2018 at 12.00noon
in Lower Ground Floor Seminar Room (30 Guilford Street)

Minutes

Present:

Dr Claire Thorne, Departmental Graduate Tutor, Co-Chair
Lorna Soar, Research Degrees Administrator (Secretary)
Stella Fusco, Senior Research Degrees Administrator
Dr Frederique Liegeois (Postgraduate Tutor, Developmental Neurosciences)
Professor Mary Fewtrell (Postgraduate Tutor, Population, Policy & Practice)

Student Representation:
Saba Manshaei, RSR – DBC, Year 1
Elsa Irving, RSR – DBC, Year 3
Hanne Stotesbury, RSR – DN, Year 2
Birgit Pimpel, RSR – DN, Year 3
Haya Alrashidi, RSR – GGM, Year 1
Lizzy Rivers, RSR – III, Year 2
Alina Petris, RSR – III, Year 3
Sarah Dib, RSR – PPP, Year 1
Emma Butcher, RSR – PPP, Year 2
Leonardo Bevilacqua, RSR – PPP, Year 3

Apologies:

Melanie Koelbel, RSR – DN, Year 1
Andy Stoker, Postgraduate Tutor, Developmental Biology & Cancer
Kenth Gustafsson, Postgraduate Tutor, Infection, Immunity, Inflammation
Hannah Mitchison, Postgraduate Tutor, Genetics and Genomic Medicine
Matthew Wilson, RSR – GGM, Year 3
Elisabeth Robinson, RSR – III, Year 1

PRELIMINARY BUSINESS

	Item
1	Welcome

	Leonardo Bevilacqua, stepping in as RSR – PPP, Year 3
2	Minutes of the previous meeting 12th December 2017 Received the minutes of the previous meeting of 12th December and approved as a correct record.
3	Matters Arising from the minutes See action points -
4	Election of replacement lead Research Student Representative Volunteers to take over from Yi Lu • Emma Butcher volunteered to take up the Lead Research Student Representative post. EB will liaise with Yi and take this position forward. CT thanked EB for putting her name forward for this role. • Future SSCC meetings will now be co-chaired by EB & CT.

ITEMS TO BE DISCUSSED AT LEAST ONCE DURING THE ACADEMIC YEAR

	Item

5	Cohort Building
	• ICH Postgraduate Society report:
	   a) Academic Events – events meeting taking place this week
	   b) Social Events – Summer Bar-B-Q to be scheduled, planning on using all social events to encourage students to join the PG Society
	   c) Next meeting for Mid-Year Induction for New PhD Students, 10th April, CT suggested it would be a good opportunity for the PG Society to join the talk to discuss their activities and to recruit new members at the event & Mentors to discuss with their new students.

6	Student feedback (recent/ongoing events and activities, any other issues) • 3MT competition Feedback – programme heats was a good idea, it is easier to encourage students within your own programme to participate and less intimidating to present within programme heats CT congratulated everyone who organised the event, Faculty are keen promote the 3MT event at the Open Day, in November, thoughts about arranging for students to present their 3MT presentation were invited. Discussions about the Taught Programmes to join up with Research activities and perhaps have a joint event. CT has discussed this with Helen Bedford – Departmental Postgraduate Tutor (Education), looking to liaise further. Suggestion was made that perhaps we could invite Taught Students to some events. PG Admin team sent out an email to invite Taught Students to the 3MT event.
7	Student feedback on future event planning • Film Licence – should we open this up to others in the Faculty? This issue was raised at the Faculty RDC meeting in relation to opening the proposed student film event up to everyone, as a free event in the Institute. It was confirmed that the licence (arranged with Serife) allows film screenings to take place in the Kennedy Lecture Theatre – there is therefore plenty of space to open up to other students within the Faculty. Details of film events should be sent to SF and LS to send out to other departments within the Faculty. Institute is showing a film 'Hidden Figures' (15/3/18) this week to celebrate International Women's Day which is open to everyone.

8	Student Support
	• Student Blog
	Raised from the Faculty RDC – looking to put together a blog which will be public facing. The committee discussed whether this was a good idea, how it might work and how we can promote this. We have a member of the Education Administration Team who does our Marketing and is currently promoting a blog in the Director's Bulletin, and it was decided to approach them to ask for advice. Examples of possible content include reports/blogs from students on a range of issues, including student travels/personal/ research work related (e.g. a blog from a student returning from North America after a Bogue Fellowship). There was some discussion around whether a potential blog should be interactive (which needs more thought). In terms of the purpose, the blog would be used as a marketing tool, e.g. something on our website to let people know what our PhD students are doing.
	CT suggested that a small working group should be convened to take things forward. However, in the first instance, we need to understand whether the student blog is feasible.
	Editorial check to ensure there are not sensitive items discussed in the blog.
	Action: SF to speak to a member of the EAT team check feasibility and how to take this forward and perhaps invite Rachel Murray to the next SSCC meeting to discuss what she can do.
9	*"You said, we did"* (sample document by the Department of History) – Proposal for an annual review and record of changes which have been made via the UCL GOS ICH SSCC minutes, on the basis of student feedback received throughout the academic year. This was discussed by the Committee who were in favour of this initiative. It was agreed that a document will be received and reviewed at the SSCC Meeting held in Term 3.
	Discussed at RDC CT showed the slides – the document was circulated prior to the meeting.
	A draft document will be submitted to the June meeting to incorporate the plan of the example distributed. Formal record of the plan and put this on the ICH Intranet, use it as a recruitment tool on what we have achieved during the year.
10	Teaching PGR
	http://www.ucl.ac.uk/iehc/staff-intranet/education/
	Teaching opportunities for PGR – CT briefly presented PRES results 2017 on this specific area and then shared information from the Institute of Epidemiology and Health Care on their teaching policy (see attachment and link above).
	AP - Raised the issue that students were not aware that they should be paid for Teaching
	Student feedback on teaching opportunities (summary):
	• there isn't clear formal information about the secondary/and/or tertiary supervision of MSc summer projects – formalise that this is a teaching-related activity – use as experience of teaching (Formalise the process)
	• students wishing to take up teaching activities must participate in the introductory Arena One scheme run by CALT
	• some lab-based PhD students do look after/supervise other students, but there is uncertainty around how this should be recognised formally
	• opportunities for teaching among PhD students frequently depend on their supervisors' teaching and networks – for some there are a lot of opportunities available, but not for others
	• students reinforced the desire to have teaching experience on their CVs
	FL – suggested that this is a discussion Supervisors should have with their students, networking opportunities to discuss with their colleagues who teach.

	EI - Suggested points for supervising should be on the on Doctoral Skills programme, if they are not already there. **Action: Suggestion for AS** to raise that at SLMS Faculty/RDC level. Formalise & clarify teaching-related activity. **Action: CT** will touch on this at the Supervisors Briefing & will speak to Helen Bedford.
11	Discussion of defining expectations and responsibilities of student and supervisor (i.e. in early part of PhD) – some findings from student surveys were shared (see attachment) Student feedback – suggestion to ensure all Supervisors are updated on the requirements in the Code of Practice, especially ones who have been here a long time (i.e. not just new supervisors) Although this started as a discussion about expectations and responsibilities at the start of a PhD, the students felt that expectations around the end of a PhD required more discussion - in particular – when writing up should start and the expectations of the supervisor and student with respect to when submission would occur. The registration period for a full-time PhD is 3 years, and most studentships last for 3 years only with no further funding after 36 months. There seems to be a lot of variability in terms of how this is handled: for some students/supervisors, the expectation is that the PhD should be submitted shortly after the 36 month mark (i.e. with a short CRS period only); for others, the expectation is that the writing up period only starts during the CRS – in some cases there may be additional funding to extend the stipend or even to employ the student as a research assistant temporarily, but in others, the student has no stipend to support them and this can be a real problem, as they need to be applying for jobs and London is a very expensive place to live. It was suggested that a conversation around expectations should be held between student and supervisor relatively early on – but it is unclear exactly when this should happen and how it should be monitored by the PGR team. **EI** – suggested that this could be linked to e-log questions to be asked. AP – suggested a role for the annual monitoring questionnaire with respect to CRS The student reps also commented that the metric of submission rates within 4 years is not a particularly useful timescale for them and that a submission rate around 3 years would be more informative.
12	IQR CT thanked those students who had been interviewed by the Panel and reported back that the Panel had been impressed with student and staff. When we receive the full report it will be shared and next steps discussed.
13	Other reports from Department or Faculty • UCL Grand Challenges Doctoral Students' Small Grants Scheme - http://www.ucl.ac.uk/grand-challenges/funding-opportunities-for-UCL-researchers/gc-doctoral-students-sg (NB last year's information) • Space survey – please see attachment for the findings that were shared with the Committee **LR** – raised the issue that for III students, hot-desking will be ongoing after the

	move to the new building – the attitude is that PhD students are at the bottom of the ladder. Permanent staff will be allocated full-time space.

CONCLUDING BUSINESS

	Item
14	Any Other Business
15	Dates of Next Meeting: 12th June 2018 - Lower Ground Seminar Room (30 Guildford Street) – Emma & CT will co-chair the meeting

Summary of Action Points:

Date of Meeting	Item	Action	By Whom	Status
12/12/2017	4	Circulate PRES results to RSRs	CT	C
12/12/2017	4	Send out reminder to Supervisors emphasising importance of supporting students with the completion of the mandatory e-log	CT/SF	O
12/12/2017	4	Obtain feedback from cohorts on how understanding of the expectation of completing the e-log could be improved	RSRs	O
12/12/2017	4	Draft preliminary questionnaire for comments. Set up questionnaire using SurveyMonkey or RedCap	Lead RSR	O
12/12/2017	5	Discuss reduction of duplication for inductions with AS (FGT)	CT	O
12/12/2017	15	Extend the duration of future SSCC meetings to 1.5 hours, ie 12.00-1.30pm	LS	C
13/3/18	5	Cohort Building – PG Society to speak about activities at mid-year induction session on 10th April.	CT	C
13/3/18	7	PG Society Reps to send details of upcoming film screenings to SF/LS so that these can be circulated to other Departments within the Faculty.	RSRs	O
13/3/18	8	Student Blog SF to speak to a member of the EAT team to check feasibility and how to take this forward and invite Rachel Murray to the next SSCC meeting if appropriate.	SF	O
13/3/18	9	Draft of proposed document for ICH SSCC (Research) to be submitted to June meeting for discussion and approval. Approved version to be uploaded onto ICH intranet, and to be used as a recruitment tool on what has been achieved during the year.	SF/LS	O
13/3/18	10	Suggestion for AS to raise that at SLMS Faculty/RDC level. Formalise & clarify teaching-related activity.	AS	O
13/3/18	10	Teaching PGR Supervisors Briefing & speak to Helen Bedford	CT	O

13/3/18	11	To look at our current systems (forms, timings etc) to determine how we might facilitate earlier discussion around PhD timescale / CRS / funding.	SF&CT	O
13/3/18	11	CT - to raise at the Writing up a Thesis workshop	CT	O
13/3/18	11	Lead RSR/RSRs to develop feedback for discussion with CT/SF regarding feedback on progress for students. Replaces task for RSR/lead RSR from December meeting	RSR/Lead RSR	O
13/3/18	12	IQR Report will be circulated to RSRs when it is received.	CT&SF	O

Action:

C = Complete
O = Ongoing