GOSICH/IGH
STAFF STUDENT CONSULTATIVE COMMITTEE

Meeting to be held on
Monday, 20ᵗʰ February 2017 at 1.00pm in ICH Levinsky Room

Final Minutes

Present:

Dr C Thorne	Postgraduate Tutor (Chair)
Dr A Stoker	Postgraduate Tutor
Mrs L Soar	Research Degrees Administrator (Secretary)
Mrs Stella Fusco	Senior Research Degrees Administrator
Mr F Tommasini	3ʳᵈ Year Full-time Research Student
Ms Y Lu	2ⁿᵈ Year Full-time Research Student
Ms L Kischkel	2ⁿᵈ Year Full-time Research Student
Ms D Lee	2ⁿᵈ Year Part-time Research Student
Ms H Fan	1ˢᵗ year Full-time Research Student
Mr J Lambert	1ˢᵗ Year Part-time Research Student (representing)
Ms B Pimpel	Postgraduate Society
Dr H Mitchison	Postgraduate Tutor
Dr K Gustafsson	Postgraduate Tutor
Ms J Yargawa	IGH 3ʳᵈ Year Full-time Research Student

Apologies:

Mary Fewtrell, Alexandra Bonthrone, Yvonne Majani, Wendy Knowles, Amna Mahmood

PRELIMINARY BUSINESS

	Item	Document
1	Welcome: To all members of the committee and welcoming new members. Discussions relating to the new Agenda format, not ideal for PGR more relevant to Teaching. AS queried where it came from, LS to follow up and report. LS Suggested UCLU on behalf of Academic Services Secretariat	

	● Resignations and Appointments:
	    o To note the resignation of Kathleen Birley (1st year part-time)
	    o Jonathan Lambert has volunteered to cover the 1st year part-time)	

2	**Minutes of the previous meeting (12 December 2016)** Minutes approved	**A**
3	**Matters Arising from the minutes** Item 4 – Integrity training will be compulsory for new starters from September 2016 – corrected item Item 11 – SLMS conference Fund, there are two applications during your PhD two applications up to £500 or one application £1000 maximum is now the upper limit. All action points completed, can be closed.	

STANDING ITEMS FOR DISCUSSION AT ALL MEETINGS

	Item	
4	**Careers Events** ● Inaugural Alumni Event – Friday 12th May Networking event, 17.30-21.00hrs Dr Xand van Tulleken to be held at the Cruciform Lecture Theatre 1 – Gower Street – Bloomsbury Campus **Action:** LS to send details through to everyone	

ITEMS TO BE DISCUSSED AT LEAST ONCE DURING THE ACADEMIC YEAR

		Item

5	**Cohort Building**
	● ICH Postgraduate Society:
	    a) Academic Events – pub talk was really good another one schedule for end of March
	
	    b) Social Events – BBQ to be organised and will be published soon for this event
	
	● 3MT Competition Speed event completed, was a success
	
	This event was planned to provide support to students in preparation for competing in the 3MT Institute Heat. KG/JL reported the event went well and at a very good standard.
	AS commented that the turnout appeared low.
	JL surveyed GGM students and reported that students did not feel there was enough time; suggestion was made that perhaps we should inform students that they do not have to have a full	

	thesis, just to be able to talk about their project. Encourage students who have not entered to support both the Speed event and the Institute heat to be held on 2nd March 2017. We hope to have a good audience this year to attend the Institute heat and the Director's office is publicising it in the weekly bulletin. Suggestion that the winner of the 3MT should be involved at the Induction period. **Action:** Encourage Supervisors to attend the event **Action:** All users email to go out from the Director's office encouraging to all to attend. **Action:** LS sending out reminders about the 3MT competition on a weekly basis ● Hugh Kearns Workshop *"Turbocharge Your Writing"* – Monday 10th April 2017 – Kennedy Lecture theatre, register through the Skills Development website – specifically for Students. AS reported - There will also be another talk, sponsored by Athena Swan. Details to follow. Impostor Syndrome - LS to check out.	
6	**Student Surveys:** ● New to UCL – to be discussed fully next time ● PRES Is launched now, email has been sent to students individually to participate in the survey, we hope to raise our percentage, last time our score was in 30%+, we need to improve on this. UCL target is for a response rate of at least 50%. There was a mix up about the PRES and the National Student Survey; committee member commented that an email was circulated from UCLU informing them not to participate. Confirmation that it was nothing to do with the PRES survey. **Action: AS** to check with the Doctoral School for a response to this. **Action: CT** message to relay is to encourage all students to complete the PRES survey.	
7	**The effectiveness of the SSCC and support for StARs:** ● Review of SSCC initiatives and proposals New structure in place, SF commented on the structure, document was submitted to the committee. Main changes: 1 StAR to represent each cohort/year within their Academic Programme (minimum of 3 StARs per Programme); at least 2 people from the Postgraduate Society to become StARs/ members of the SSCC and at least one representative to attend each Committee meeting. Changes will take effect from 2017 academic year. IGH will have their own SSCC from the 2017 academic year.	

	Structure approved by the Committee. ● Resources for current StARs Training resources available for StARs, **http://www.ucl.ac.uk/ssees/current-students/student-handbook/student-representation** **http://uclu.org/sites/uclu.org/files/u4460/documents/stars_certificate_guidance_note_1617.pdf** **http://uclu.org/sites/uclu.org/files/u4460/documents/star_opportunity_profile_2016-17_0.pdf** AS commented that training was more geared to UG. JL commented that he recently attended the course and confirmed that it was aimed more to UG/PGT but suggested that there was a Q&A where you could raise your concerns, which were addressed. ● Departmental support	
8	StARs appointment process for PGR students: ● Follow up on Proposal for the restructuring of the student SSCC membership with effect from 2017/18 (see also point 7 above)	**B**
9	Oral reports from representatives: ● 1st Year full-time 11 students responded, students commented that they were not aware of whom to contact with specific queries – SF confirmed that all students are informed about who to contact at all levels, Supervisor, PG Tutor, Mentor etc. Project proposal was not completed, ethics was not in place – SF explained the processes carried out and confirmed that the student has to address this with the Supervisor, PG tutors will also discuss this with the students More events for students - AS suggested we organise more programme led events ● 1st Year part-time Survey carried out, 9 responses, majority was happy with their research. Only 1 student unhappy with the research progress so far and unhappy with the availability of supervisor. All aware of the doctoral skills development programme and happy with training received. 1 responded unhappy with work space All enjoying their student experience One student suggested a supervisor and student day. ● 2nd Year full-time Positive results One query regarding process for how projects are reviewed, as the student's project was out of date on a technical point. SF explained the process for reviewing projects and the issue of re-	

submission of projects to the PhD portfolio several years in a row without appropriate updates was discussed. AS suggested we need to tighten up on the process. SF to update the project proposal form accordingly, whereby potential supervisors have to confirm that a resubmitted project is up to date.

A student also noted that the plagiarism rules need to be clarified. SF to follow up on this and update the text online.
Action: SF – update proposal form & text on plagiarism rules online

- 2nd Year part-time
  7 responses
  Feedback from a student not knowing the upgrade process. Details are online with all the relevant information. Upgrade workshops run every May. SF suggested the representative reports back and inform the student that the information is available on Moodle as well. Lecturecast upgrade session is also available. Discussion relating to students engaging with Moodle to find out all the relevant information they need.

- 3rd Year full-time
  13 responses
  Overall feedback was positive
  Students are taking up the opportunities to attend conferences and workshops and received financial assistance with that.
  75% of the students surveyed know who to contact relating to their degree.
  All satisfied with their supervisors
  80% are confident they will complete their degree in time

- 3rd Year part-time
  2 responses
  100% understand the requirements and deadlines for formal monitoring of progress
  100% satisfied overall

- IGH Students
  Students meet on a regular basis just to touch base and support each other.
  Forum formed

- GGM survey carried out by JL
- 15 responses
  1 student would like teaching opportunities
  Students happy with the support they receive from their supervisors
  6 students reported that they did not find the research log or doctoral skills training required helpful
  Majority of the students would also like more social activities rather than academic activities

CONCLUDING BUSINESS

	Item	
10	Any Other Business	
11	Dates of Next Meeting: Monday 12 June 2017 - 1pm, ICH, Lower Ground Floor Seminar Room	

Lorna Soar - SSCC Secretary
Research Degrees Administrator
GOS Institute of Child Health
Telephone: 020 7905 2248 (direct line) email: l.soar@ucl.ac.uk

Minutes due: before 28th April 2017 to UCLU

IGH Report Prepared for the SSCC

Meeting Date: 20th February 2017
Presented by: Judith Yargawa (Abbie Bentley is currently in India for fieldwork)

Summary of areas covered:
A. The IGH PhD Forum

- Abbie and I started a formalised group for PhD students to meet so that we can be in regular contact, support each other, update one another about our work, and also to raise any issues in a safe environment.
- The group is also an avenue for us to receive feedback from PhD students and to also convey any information from the department and SSCC to PhD students, since response rates for previous surveys have been low.
- We held the first forum this month and some PhD students currently overseas connected via skype. We will be having the meetings once every six weeks.

B. Issues Raised during the IGH PhD Forum

- **Questions about conference funds**: How much is available to access? What happens if one's department or one's supervisor doesn't have discretionary funding to match the Faculty's funds?

- **Representation needed in ICH and SLMS career events**: Previous events tend to be clinical or biomedical, hence not very relevant to IGH students. It will be good to have representation from global health organisations.

C. SSCC Survey Conducted

Three students responded in total (all in 3rd or 4th year, no response from 1st or 2nd year students. The survey was sent quite recently, hence more responses expected later). Positive aspects highlighted in the survey:

- **Feedback from supervisors**: Everyone said feedback from supervisors is extremely helpful; all the respondents gave the highest score possible for supervision. They have also met with the postgraduate tutor.

- **Working space**: Everyone has a suitable working space.

- **Training and opportunities**
  o Everyone has a personal development plan.
  o They have received training to develop research skills and they are also confident in managing a research project.
  o They have also received advice on career options.

- **Understanding general requirements:**
  o Everyone understands the requirements and deadlines for formal monitoring.
  o Everyone understands the required standard for the thesis.

7

- o Everyone thinks they will finish the degree within UCL's expected timeline.
- o Everyone knows where to obtain information on general things and understand aspects such as ethics, funding, etc.

Issues raised in the survey:
- **Activities they would like to see in IGH**
  - o A collaborative project by PhD students or opportunities for PhD students to organise events (we are already discussing this aspect in the PhD Forum).
  - o More seminars for PhD students to present their work.
  - o A workshop where PhD students can learn more about the journal publication process for first-time authors in the field of global health.

- **How the department can support them**: Have small funds that IGH PhD students can access to attend conferences since access to the SLMS conference funds has only three rounds per year.

- **Areas in the survey where the respondents had zero experiences**
  - o Ever communicated work to non-research audiences (that is, public engagement)
  - o Taking part in a placement or internship (*but this may not be very relevant to IGH students*)

- **Areas where only one or two people out of the three respondents had experiences**
  - o Having a senior mentor (*the current list has only ICH senior mentors; it will be good to also have IGH ones*)
  - o Receiving training to develop transferrable skills
  - o Get enough financial support to present work at conferences (only one out of the three respondents has received financial support for conferences. Thus accessing conference funds could be an issue. However, it could also be that the other two individuals are still analysing data and may not have applied yet).
  - o One person has also not submitted a paper for journal publication.

Summary of Action Points for 2016/17

Date of Meeting	Item	Action	By Whom	Status
20/2/17	1	**New Agenda/Minutes format** Format submitted by UCLU on behalf of Academic Services Secretariat	AS/LS	C
20/2/17	4	**Careers events** **Action:** LS to send details through to everyone	LS	
20/2/17	5	**Cohort Building: - 3MT event** **Action:** Encourage Supervisors to attend the event	CT	C
		Action: All users email to go out from the Director's office encouraging to all to attend.	SF	C
		Action: LS sending out reminders out on a weekly basis	LS	C
20/2/17	6	**Student Surveys** **Action: AS** to check with the Doctoral School for a response to this.	AS	O
		Action: CT message to relay is to encourage all students to complete the PRES survey.	CT	O
20/2/17	9	**2nd Year Oral Report** **Action:** SF – update proposal form & text on plagiarism rules online	AS/SF	C

Action:
O = On-going
C = completed