



Research Voice Forum

Minutes

[13.09.2024]

Attendance:

Students:

Georgina Cockburn (C-DaRE)-Chair, Gabriel Marin VanDebroucke (CBiS), Kayden Schmacker (GLEA), Marley Treloar (CPC), Will Pattison (CPASES), Ebenezer Akore Yeboah (CHC), Chibuzor Oguamanam (GLEA), Sana Cheruvalil (CBiS)

Academic Staff:

Igor Morozov, Abiodun Adanikin, Vasile Palade, Hetty Blades, Sheena Gardner, Jason Begley, Luca Morini, Abbie Cox, Steve Coupe, James Malcom, Stephen Spooner, Rory McGovern

Doctoral College Staff:

Katy Morrison, Sam Morgan, Heather Sears

Other Staff:

Blessing Wemere (SU), Aric Purcell (DS), Joanne Marsh (Library)

Apologies: N/A

Open Items from the Previous Minutes:

Item	Issues/Feedback	Minutes	Action	Responsible	Deadline
9.6	Periodic review of the PhD is being finalised	To be discussed during the DRC	N/A	KM	Next RVF



10.5	PGR Lead Review	To be updated in DRC	Update should be added to regular communications to PGRs	HS	Next RVF
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Minutes of current meeting:

Item	Issues	Action	Responsible	Deadline
7.2	CPC- Positive Updates	Clusters of Creative centres would be running regular events	CPC Leads and Reps	Ongoing (likely in next academic year)
7.5	CBiS – Social events plans	Planning with the operations teams, based on feedback from PGRs from survey sent out, to plan social events- some constraints with finances, however, it would still be pushed to go ahead, to enhance the community.	GMV	Ongoing
	CSP- Positive updates	Budget has been allocated for PGRs to bid for events. There was a writing retreat involving CAW. There would be a publication support fund. The centre name has just been recently changed.	JM	Ongoing. However, there is need for this information to be added on communication sent out
8.1.1	Issues with Laptop supplied by DC- Lost Work	Concerns should go to Coventry university IT support.	HS	Closed
8.12.1	Confusions with enrolment for returning PGRs	This would only be for the new starters, the current PGRs do not have to worry about this.	DC	Closed

8.1.2.2	Word Count- PhD thesis: who it applies to?	<p>This is at least 80 thousand words, and this starts from the eye of the abstract to the final door of the conclusions.</p> <p>100 thousand is now the new word count (JM).</p> <p>It is not on the DC Jurisdiction to police this word count, but down to the academics to judge this.</p> <p>PGRs are to comply to the new regulation every time they enrol.</p> <p>The DOS should not enforce the PGRs to get to the 100,000 words count, as that is the maximum, however, the minimum count is discipline specific.</p>	DC	To be left ongoing- discussions to be had in specific disciplines.
8.1.3	NVIVO Issues	<p>There were concerns with saving documents on Citrix. Things saved on one drive can still be recovered, it takes a 90-day period. However, reach out to the DS. There are rumours of another change coming due to the issues to Citrix.</p> <p>Leaving any software idle might lead to loss of work (AA). PGRs should</p>	AP (DS)	Ongoing

		<p>download NVIVO directly on their laptops, that would mitigate the issues.</p> <p>The DS is doing quite well with communications and resolving concerns, especially from the CPS and DC perspective.</p>		
8.1.4	Plans for a cross-centre general club	This has been well publicised across the centres, which is an opportunity for the PGRs to come to the 4 th floor of RC building to engage with the PGR Leads with support.	AA, AC and Health and wellbeing PGR Leads.	Closed
	Change within H&W (Spectrum Life)- particularly on mental health, counselling services which has now gone to an external provider, and has moved to online sessions or phone calls. More information required, especially on direct support and consultation	<p>KM has added a link with more information on spectrum life.</p> <p>However, there are mental health first aiders across the university.</p> <p>The mental health first aiders would only signpost students to the services available, which would still be the online service (JB)</p>	DC- to get more information about the Mental health support to PGRs.	Next RVF
8.3.1	Issues RTS Checks -could it be bypassed?	This is the university criteria, and the checks need to be made in person every year, for each enrolment period. This has been communicated to all international PGR students.	DC	Closed
8.4.1	Teaching Opportunities for PGRs	Had a meeting with TW and reps from CBiS to help roll out Teaching	DC-TW	Ongoing

		<p>opportunities and to communicate with the PGRs (JB), suggests that the reps can reach out to TW.</p> <p>There has been a roll out of only two jobs, which was sent out in the newsletter (HS)</p> <p>There is no harm reaching out to people in teaching to find out if there are any opportunities (SG)</p> <p>PGRs can meet with the body responsible for collaborating with the colleges and Research, they can help with the teaching jobs.</p>		
8.7.1	Changes with DoS Support for online PGRs, those who are not able to attend in-person supports, especially with the differing time zones of some PGRs	There are a lot of anxiety with the PGRs in GLEA. CW has sent out communications on regular support sessions for GLEA PGRs, the DC would be helping out and talking them through various scenarios.	DC	Answered
8.8.1	Practice research thesis	<p>To contact the DoS for more advice and guidance on the expectations from PGRs (SG)</p> <p>Alternative thesis guidance can be found on the portal (HS)</p>	N/A	Answered

		The wordcounts is dependent on the disciplines.		
8.8.2	Consistency in communications to PGRs- newsletter and DC portal	The DC portal is going through a revamp at the moment, due to the changes going in research centres. RCAD is also going through a work overload due to reduced staff members on Maternity leave. PGRs should depend more on the newsletters.	PGR Life Cycle-KM	Ongoing
9.1	NVIVO Issues	Previously discussed	N/A	N/A
9.2	Teaching Jobs for PGRs	Previously discussed. Teaching Opportunities in other organisations outside Coventry University can be explored (KS) Other opportunities outside teaching such as mentoring could be explored as well (GC)	N/A	N/A
10.1	N/A	Uplift in pay for PGR working which is now aligned with Assistant Lecturer/Assistant Teaching Fellow- Upgrade to Grade 6 and pay level increase to £15.25	CW (to give more information)	Next RVF
10.2	N/A	Periodic review is complete -The	PGR Life cycle	Done

		Form that links the RDDA, PRP to make it simpler to complete paperwork for PGRs PRP enrolment phase- Slightly different process in October. Links to folder would be sent out and would be followed with a video to guide PGRs on what to do.		
10.3	N/A	PGR Lead descriptors have been reviewed. DC to meet regularly with PGR Leads to discuss how to be more supportive to PGRs, and more collaborative.	DC	Done
10.4	N/A	Enrolment period has a wider window, and there would likely not be an alternative opening. Contact the PGR leads if any issues pop up during re-enrolment. Research reps to remind students in their centres	DC	N/A
10.5	N/A	RCAD Dates released, 28 th April would be online for PT and online PGRs. 29 th April will be held in Elm Bank, and the celebrations would be on the 30 th . Reps to flag this to their PGR community	HS	N/A

10.6	N/A	For standard PhDs and MReS candidates, welcome is going back to 2 days on campus.	HS	
11.1	N/A	For the agenda to be changed to research centres and no longer institutes	BW- SU	To update before sending out RVF2 Agenda
11.2	PGR Representations in Centres	PGR Leads to recommend reps for their centres, particularly for areas to little or no reps. BW to email PGR Leads	BW and PGR Leads	Ongoing
11.3	RCAD Recording on YouTube- Is this available now? (EA)	To be confirmed, as not certain it has been uploaded.	HS	Next RVF