	THE GLASGOW SCHOOL OF ART	**Periodic Review: Postgraduate Research Action Plan, Timetable and Progress**

Conditions:

	Condition	Action Plan	By Whom	By When	Progress	Completed
1	The Review Panel agreed further examination of the financial model for PGRs was required, including investigating how the successful Schools could benefit proportionately from involvement in PGR.	To review and revise PGR fees allocation model on the principle that core PGR fees are allocated proportionately to Schools in which students are registered and PhD students are based, while making appropriate provision for central costs and use of the PGR grant from SFC.

Confirm institutional approach to meeting financial commitments relating to membership of Scottish Graduate School for Arts and Humanities. | HoRE

Deputy Director Finance and Resources

Deputy Director Academic

HoS | Fully implemented by 2019/20 session. | Standard PGR fees income now allocated to Schools according to location of primary supervisor, and subject to adjustments for institutional overheads as per UG/PGT fees income. Retrospective adjustments to account for cross-school co-supervision may be made towards end of financial year. Alternative arrangements in place for grant funded studentships where GSA is a co-funder. | Completed |
| 2 | The Review Panel recommended the Research and Enterprise department must produce an EIA for the PGR offer. | Undertake equality impact assessment for the PGR programme and make recommendations for related enhancements. | HoDS

HoRE | Sept 2019 | EIA completed. Approval received from GSA Equalities lead, RDSC and REC. Now published on GSA website. | Completed |
| 3 | The Review Panel agreed that further clarity is required on the procedure for GTA offers as well as criteria and approach to feedback to applicants and generation of teaching opportunities. Along with this provision of the timeline for offers further defined. The Panel also requested fuller detail on how Schools demonstrate a need for GTAs. | Review and revise GTA policy, procedures and guidance in order to build on existing success and enhance the benefits for students and Schools, while allowing for appropriate budgetary planning and control. | HoDS

RDSC

HoS | April 2019 | Proposed enhancements to GTA programme were approved by RDSC and REC, subsequent to PR. New GTA policy and procedures have now been implemented, with this year's positions appointed following scheduled recruitment process in response to vacancies identified by participating academic departments. | Completed |

Recommendations:

All recommendations to be completed by December 2019.

	Recommendation	Action Plan	By Whom	By When	Progress	Completed
1	To establish if 'PhD Coordinator' is the right term to reflect the PhD ambitions for the School and for GSA strategy.	Undertake review of PhD Coordinator role and responsibilities through relevant committees, benchmarked against good practice in other institutions.	HoDS RDSC	Oct 2019	Following review of terminology and role profile at RDSC in May 2019, there was unanimous agreement to retain existing title and responsibilities for PhD Coordinator posts.	Completed
2	To give greater clarity on the process for de-registration and exit points, including conversion to MPhil, MRes or MSc. What can be learned from SGSAH process recommendations, for protocol and progression?	Review process of de-registration and early exit, and propose revisions and enhancements to relevant committees. Undertake necessary steps to implement changes for the start of 2019/20 academic session.	HoDS RDSC	Dec 2019	Following Periodic Review proposed revisions to the Annual Review process were discussed and subsequently approved at RDSC in November 2018 and January 2019 and submitted to REC for note on 6 February 2019. New paperwork / forms are being developed over the course of this academic year following approved revisions to Annual Progress Review process. These will include recommendations for withdrawal or transfer to a lesser award. Following confirmation to revisions to updated GU Calendar, further exit points at point of final viva may be introduced.	Annual Review revisions completed New documentation for Annual Progress Review will be in place by next academic session or earlier, to reflect changes already approved at appropriate committees (RDSC/REC) in academic year 2018-19.

3	To provide a specific budget to allow for community building events	Allocate suitable budget, as central costs, to be managed by HoDS.	HoRE	Annual budget setting deadline	Dedicated community building budget established for 2019/20, and finance tracking procedures in place.	Completed
4	To monitor administration support for PGR and SGSAH and the R&E administration office.	Ongoing monitoring of workloads and work practices pertaining to PGR administration, including through workload planning and CRD. Identify improvements to efficiency and reliability of PGR admin, in conjunction with other relevant support departments and functions.	HoRE HoDS Research Administratoin Manager Finance Academic Registry PhD Coordinators	Ongoing. Complete improvements to inter-departmental exchange of fees and enrolment data by Oct 2019	Administrative support within R&E currently working well; cross-GSA requirements subject to ongoing monitored and review, including in relation to capacity requirements for planned PGR cohort growth. Academic Registry, R&E and SoFA PhD Coordinator continue to improve processes to ensure PGR student data is accurate, consistent and up to date, but there remains scope for further improvements in relation to cross-departmental communication at a broader GSA level.	Completed
5	To enhance and develop the current in-house delivery of 'Careers beyond Academia'.	Increase formal provision of PGR-focus careers guidance within the programme, augmented by extra-curricular opportunities. Contribute to sectoral initiatives via SGSAH and promote effectively to GSA PGRs.	HoDS Enterprise Studio IS PhD Coordinator	Semester 3, 2019	GSA Enterprise Studio team now contributing to Research Degrees Training Programme, and additional 'pop-up' events planned in response to demand for support in specific areas. Head of Learning and Teaching has contributed an additional session on relevant topics in current session. Membership of Doctoral Training Partnership 2 of the Scottish Graduate School for Arts and Humanities includes a role for Dr McHattie as GSA Lead (and Co-Lead for the SGSAH network) looking at non-academic post-doc career progression (among other activities) as Deputy Co-Lead Knowledge Exchange Hub for Creative Economies (see: https://www.sgsah.ac.uk/about/news/headline_563133_en.html). Libby Anson and Lesley Black contribute to core PGR Induction as part of the Research Degrees Training Programme and Libby Anson has delivered training sessions on presentation skills for as a PGR Pop-Up Training session this semester.	Completed

| 6 | To give further clarification of expectations in terms of studio space and efficient use of space that is allocated more detail on what expectations of students are in respect of space/lockable space/studio access (support from Subcommittees to do this) | (i) Continue to improve clarity of information provided to new applicants in order to better manage expectations.

(ii) Ensure that Schools are able to include planning for PGR resources and facilities as part of ongoing Estates planning procedures. | HoDS

HoS | (i) April 2019

(ii) For 2019/20, ongoing in subsequent years. | (i) Improvements have already been introduced in relation to clarity about current arrangements. At applicant stage, steps have already been taken to ensure that all relevant information explicitly states that studio provision is not default. This is reiterated at interview (which includes proposed Primary Supervisor) and in offer letters, and acknowledgement is a condition of acceptance of the offer. This has also been discussed at ATG and is noted on our website and at Open Evenings.

(ii) In terms of future provision, space and facilities for PGR need to be appropriately included in Estates planning processes and Schools recruitment plans, particularly given recent relocations throughout GSA. | Completed (with enhancements ongoing) |
| 7 | To further investigate establishment of GSA fees award or Scholarships for PGT masters also in order to increase competitiveness and attractiveness | Ensure that aspiration to introduce PGR fees awards and scholarships are considered as part of institutional budget-setting and fundraising planning. Seek opportunities to secure relevant grant funding. | HoDS

HoRE

Deputy Director of Planning and Resources

Director of Development | In advance of 2019/20 session and annually. | GSA awarded one internal PGR Scholarship commencing 2019/20, with the support of Development and Scholarships Committee. Two studentships have also been awarded for students from lower income countries with GCRF-related projects, via GSA's ODA grant from SFC. At present, remaining institutional support for studentships occurs through our co-funding of SGSAH studentships. This is a significant cost, which will increase in proportion to the number of studentships awarded. Scope for additional studentships is thus limited at present, but we will continue to investigate opportunities via other funding mechanisms, and through sponsorship. Shortlisted application for Carnegie Trust studentship unfortunately unsuccessful this year. Future development of regular PGR-specific fees-only award (or fee waiver), as one scholarship provided by GSA itself, remains an ambition. | Completed |

8	To provide more detailed funding information and publish a designated page on Canvas and make better use of SGSAH CDF	Enhance the provision of funding information.	R&E	March 2019	Improved funding information is now present on website and on Canvas within the MPhil/PHD course pages. Information on any new sources of funding are circulated as they appear via email, Canvas and directly from SGSAH. Existing curated list for students on Research Professional promoted more actively. Most recently updated September 2019. We will continue to explore opportunities to enhance access to relevant information.	Completed
9	To produce a diagram detailing the PGR structures, roles and relationships.	Produce diagram	R&E	Oct 2019	Diagram completed, for inclusion in forthcoming / updated Research Degrees Guidance.	Completed
10	To provide clarity on GSAs approach to UKVI detailing the regulatory dimension and comparing GSA to other sectors. To ensure that timetables for feedback to students are reliable and more aligned to UKVI monitoring.	Review PGR monitoring process and alignment with supervisory and review schedules. Identify and propose potential efficiency improvements, and seek approval via appropriate channels.	R&E Relevant approval channels	Aug 2019	Comparative review by Head of Doctoral Studies confirms that GSA procedures are in line with sectoral norms.	Completed

Response to Further Feedback from University of Glasgow Academic Standards Committee:

Following consideration of the GSA PGR PR at University of Glasgow Academic Standards Committee on 24 May 2019, it was requested that progress towards the following additional objectives should be monitored.

	Feedback	Action Plan	By Whom	By When	Progress	Completed
1	It was noted under point 2.4 of the report that training and development available for PhD supervision had been found to be not fit for purpose; what actions will be taken in response, and how will progress be monitored? *and*	Training and development for supervisors is now a core requirement of SGSAH membership, and for all new SGSAH supervisors from Sept 2019; GSA to participate. GSA-specific supervisor training to be developed and scheduled in 2019/20.	HoDs (with PhD Supervisors)	Sept 19 March 2020 Semester 1	Took place in Sept 2019 with GSA (HoDS) contributing to delivery of cross-HEI training. New and comprehensive supervisor training sessions scheduled for 17th March 2020, to be delivered by HoDS and PhD Coordinators. Drop-in 'surgery' sessions for existing and prospective supervisors potentially to be scheduled if required in semester 2. Additional training for supervisors of SGSAH funded students took place via SGSAH in Sept 2019 (with HoDS). Additional sessions for for GSA supervisors who were unable to attend SGSAH events will be held in Dec 2019. Information on supporting student scholarships will be circulated to supervisors in Semester 1 and PhD Coordinators will offer guidance and support for supervisors new to the role. (The actions above complement the PG Cert in Supervision which the Dept of L&T continues to offer as a CPD opportunity for all academic staff, and which new and prospective supervisors are encouraged to consider undertaking.)	Completed Completed Completed
2	Point 3.5 recorded the intention to introduce supervisory training sessions for all new supervisors; what actions will be taken in response, and how will progress be monitored?					

3	Point 3.4 referred to a new Code of Practice for Supervisors that was 'in the pipeline'; how will progress towards completion of the new Code be monitored?	New and clearer guidance for supervisors to be completed and promoted during 2019/20.	HoDS	2020/21	Revised guidance currently under development, contingent on confirmation of changes to GU Calendar. The Code of Practice for Supervisors will be embedded within a fully revised version of the existing Research Degrees Guidance, to be completed by end of academic year 2020/2021. Any major revisions to regulations or process will be submitted to RDSC and REC for approval, hence timescale for revisions.	In progress
					Guidance for supervisors has commenced this academic year via scheduled Supervisor Training sessions, info on SGSAH processes, peer review, drop-in sessions and forthcoming revised Annual Review documentation (as above).	Completed