

**Department of Paediatrics
Management Committee Meeting
Thursday 15th October 2015 12.30
Paediatrics Seminar Room
Level 2, Children's Hospital**

- 1. Apologies for absence**
- 2. Director of Graduate Studies Report and Graduate Studies Committee items**
- 3. Minutes of meeting 21st April 2015**
- 4. Matters arising and Action Points from meeting 21st April (not covered elsewhere)**
- 5. University Research Lecturers and Honorary Senior Clinical Lecturers**
- 6. Financial Report** *[Paper 1]*
- 7. Open Access update**
- 8. Athena SWAN Update**
- 9. Academic Mentoring**
- 10. Any Other Business**

Present: Prof. Georg Hollander (GH)
Alex Holmes (AH)
Dr. Rebeccah Slater (RS)
Prof. Irene Roberts (IR)
Prof. Andrew Pollard (AP)
Dr. Matthew Snape (MS)
Megan Whiteley (MW) Graduate Studies Administrator
Selena Jin (SJ) Student Representative
Sabrina Harris (Minutes)

- 1. Apologies:**
 - Prof. Peter Sullivan (PS)
 - Prof. Philip Goulder (PG)
 - Dr. Andita Roy (AR)
 - Dr. Dominic Kelly (DK)
- 2. Director of Graduate Studies Report and Graduate Studies Committee items**
 - (i) AP provided an update on plagiarism in theses, these are now put through 'TurnItIn' software to pick up on issues. 2-3 out of 20 were reported with issues. These are mainly where direct quotes are used,

- but are not properly referenced. These issues should be highlighted to all who are currently writing up their theses.
- (ii) AP explained to the group that appropriate dress (i.e. gowns) is now required for all formal oral examinations. External examiners are also expected to dress formally when attending exams.
 - (iii) AP reported that the Department currently has 23 DPhil students, which is the highest number enrolled at one time.
 - (iv) RS asked the group if it is acceptable to suggest project ideas to her students as she is concerned they may all then have similar projects. AP explained this is ok and that most projects change in the first 6 months.
 - (v) AP explained that it would be useful to be able to look through the Paediatric applications for DPhils before the WIMM as we need to ensure we have the highest standard of students.
 - (vi) GH asked Selena if there were any issues from the students which needed to be discussed, and how she ensures she has feedback for the group. Selena explained that she emails the student group before the meetings to check on issues. Currently, there has been no feedback of any issues which need discussion. The idea of social events for the students was raised, and MS suggested that it might be a good idea for the ACF's to be invited to any future social events.
 - (vii) AP raised an issue regarding the governance of medical and psychological issues for the student body. Recently there had been an issue with a student who was being supervised by a DGS in another department. AP explained that we need to be mindful of this especially with the issue of distance for some of our students.
 - (viii) AP explained that new students must attend the transferable skills course and attend as this reflects badly on the Department if non-attendance is noted.

3. Minutes of meeting 21st April 2015

Minutes of the meeting 21st April 2015 were accepted as a true and accurate account.

4. Matters arising and Action Points from meeting 21st April (not covered elsewhere)

- (i) DPhil Student plans: GH would hope to have 5 fellowships on offer in the future as opposed to the current 2 offered by the Department. AP queried what would happen if students were put forward for the Clarendon Award and were then unsuccessful as deadlines play an important role. GH explained that it may be possible to put forward the 2 best students, but to make it clear that funding if the student is unsuccessful is not guaranteed. GH suggested meeting with the Clinical/NHS side to discuss studentships in the future with the possibility to offer a 50/50 post.
- (ii) Fellowships and promoting careers. AH explained that he and Sarah Jones have been gathering information on this from other institutes and that this would be feedback at a later date.

ACTION POINT:

- AP, GH, AH to meet to discuss DPhil student plans moving forward – number of departmental places on offer – GH would hope to have 5 – GH to also discuss with Karen the possibility for a place offered from

- the NHS/partnership with NHS.
- GH to approach Penny Hambridge to ask for advice on how to apply for funds
- GH to discuss with Development Team – Foundation Trust

5. University Research Lecturers and Honorary Senior Clinical Lecturers

- (i) AH explained that nobody has been put forward for this presently. AP suggested asking Nicky for suggestions.

6. Financial Report

- (i) AH explained to the group that currently the Department is experiencing double the deficit which was budgeted for. However, this is due mainly to (a) salary inflation and (b) coding differences within CORE and Oracle.
- (ii) AH explained that the Department research income is better than budgeted for, although overheads are still to be accounted for, but we are also due to have an overcharge for the Medawar returned to us.
- (iii) AH explained that overall the Department is roughly where it was expected to be financially at this point once those specific discrepancies are accounted for.

7. Open Access update

- (i) The group were reminded of the importance of uploading all new publications to Simplectic to ensure these are available for REF activity. AP explained that information about using Open Access and the process for uploading is not overly helpful. AP suggested that it may be helpful to have a joint meeting with the Open Access team to ensure that the Department are complying with what is expected.

ACTION POINT:

- AP, AH, GH to meet with open access team to discuss what is required.

8. Athena SWAN Update

Silver award has now been made to the Department. GH expressed great thanks to Mary Deadman and Sarah Jones who put an enormous amount of work and effort into the application. Reapplication will be required in 3 years time. IR will be taking over the reigns as the Athena Swan Representative for the Department for the future application.

ACTION POINT:

- Athena Swan Logo needs to be on all departmental correspondence.

9. Academic Mentoring

GH explained that a further REF will be due in 4 years time. Before that we need to identify those who could be mentored into Early Career Researcher positions in time for the next census. GH suggested that a meeting needs to be held in the New Year in order to discuss who we can identify and how we can promote and create positions in the Department and also in collaboration with other Departments which are then returnable in future REF's. AP suggested that before a meeting takes place it would be useful to have clear information from the Division on what is and isn't returnable as the criteria year on year

has changed. GH suggested to ask Richard Cornall for advice. The group agree that eligibility is the key point for discussion and for clarification.

ACTION POINT:

- GH to seek advice from Richard Cornall on what is/is not referable. A separate meeting in the New Year will also be needed to discuss this point – how can we attract and create positions which are referable (also in collaborative efforts) - need to be clear what the Division definition is.

10. Any Other Business

None