University of **HUDDERSFIELD**
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Graduate Board
1 September 2021

MINUTES	
Venue:	Online via Teams
Author:	Ms Amanda Westwell, Registry Officer, PGR Provision and Events
Present:	Professor Monty Adkins (Chair); Dr Rowan Bailey; Dr Rachel Birds; Ms Lydia Blundell; Dr Dougie Clarke; Mr Jonathan Croall; Mrs Judith Davison; Dr Jonathan Hinks; Dr Helen Jones; Dr Dawn Leeming; Miss Natalie Stewart (SU); Mrs Joanne Ryan; Ms Chinyere Sam-Okerenta; Dr Anna Seabourne; Professor Abhijit Sharma (part); Dr Tracy Turner; Dr Daniel White
In attendance:	Miss Lindsay McLoughlin, Mrs Cathie Raw; Mr Jason Smith, Mrs Tracy Barker, Ms Tracy Wood
Apologies:	Ms Claire Aydogan; Professor Andrew Ball; Ms Charlotte Bartley; Mrs Emi Chiu; Dr Lisa Colton; Mr Martin Gill; Mrs Heather Kerrick; Mr Matt Mills; Professor Jane Owen-Lynch; Professor Alistair Sambell; Miss Alice Sanderson; Ms Kirsty Taylor; Miss Katie Wright

PRELIMINARY ITEMS		Action
1.	**DECLARATIONS OF INTEREST** There were no declarations of interest.	
2.	**MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS** The Chair welcomed Daniel White to the meeting, who had recently taken over the post from Rebecca Saunders as Early Career Researcher to the committee. The Committee **received** confirmation that the revised amendments to the membership, terms of reference and annual cycle of business for the current academic year, had been approved by URC and Senate for implementation. GB_2021_09_01_P1 GB_2021_09_01_P2 GB_2021_09_01_P3 2.1 The following was noted: - The membership list did not reflect the merger between the School of Art, Design and Architecture and the School of Music, Humanities and Media. - In the absence of the Chair, a deputy dean would be appointed from the Directors of Graduate Education on an ad-hoc basis. 2.2 In addition, it was noted, that Tracy Wood had been confirmed as the new Graduate School Manager.	AW/MA
3.	**MINUTES**	

	Resolved: The minutes of the meeting held on 18 May 2021 were accepted as a true record. GB_2021_05_18_M	

4.	**MATTERS ARISING**
	
	4.1 Chair's Action
	It was noted that the following Chair's Action was taken after the meeting on 18 May 2021.
	
	4.1.1a Minor amendments to the Regulations Governing Research Degrees for the Academic Year 2021/22
	      I. 2021/22 PGR Student Regulations
	      II. 2021/22 Research Award Regulations
	      III. 2021/22 Quality Assurance Procedures for Taught and Research Awards: Section N – Examiner criteria
	
	4.1.1b In addition, the following minor amendments were approved on Chair's Action:
	    I. 2021/22 PGR Student Regulations - the inclusion of additional points concerning allegations
	    II. 2021/22 Research Award Regulations – clarification regarding alternative formats
	    III. Update to Section D to include a full list of linked Professional Doctorate awards
	    IV. Terms of Reference – an addition to point 15, to include all school minutes which discuss matters relating to PGR
	    V. Supporting guidance regarding alternative formats
	
	4.1.2 Minor updates to the Guidelines for Alternative Format Research Degrees Theses using Practice as Research – School of Arts and Humanities.
	
	4.2 PGR Roles and Responsibilities (minute 4.4)
	It was noted that the PGR Board, following its review of the amendments reached its conclusions, and made its recommendation to SPIBB and the Digital Strategy Working Group before going to SLT. It was noted that the newly appointed Graduate School Manager will work with School Managers to ensure that the recommendations were implemented in a meaningful way. Progress will be shared via the PGR Staff Hub.
	
	4.3 Chair's Business – PGR Representation (minute 5.1)
	It was noted that the SU's Course Representative Programme Manager attended PGR Lifecycle in June to discuss PGR representation. A plan to address the disparities between Schools, and solidify the mechanism for PGR representation so that PGRs would be aware of changes that had been made as a result of their representation on committees, was underway. The plan would be presented to members of PGR Lifecycle in the coming weeks.
	
	4.4 PGR Framework for Partnerships (minute 6.5)
	It was noted that the following actions had been taken to support the implementation of the PGR Framework for Partnerships:	

	1. A PGR partnership pro-forma had been circulated to Schools in advance of the new academic year. 2. Noted that Associate Supervisors were a separate process to cotutelles and had separate definitions within the regulations. It was confirmed that supervisor arrangements had been added to the PGR induction material. 4.4.1 Members were reminded that should they wish to go through the Partnerships process they would need to follow the framework. A circular would be sent out to remind everyone.	JS
5.	**CHAIR'S BUSINESS** **5.1 Follow up to PGR Board – next steps:** It was reported that the Dean of the Graduate School would take over as Chair of the PGR Board, and in the coming months a summary would be extracted from the original report, which had been written by the Business Analyst, and would be put forward to the Digital Strategy Working Group, SPIBB and Schools SLT (with VCO). It was confirmed that a process review as well as a technical solution, which could take place independently of the process review, was needed. It was reported that overall progress was being made. The Director or Registry confirmed that in the short to medium term the PGR Oversight Group was still being continued and the business case was being progressed through the IT governance structure.	MA

TO CONSIDER:		

6.	**6.1 School PRES Reports** 6.1.1 Members received an update from the Researcher Environment Team. It was noted that the reporting cycle took place every two years, and this year's report had shown some mixed results. It was reported that there had been a 29% response rate. 6.1.2 It was confirmed that individual school reports had been circulated to the appropriate DoGE for consideration. **6.2 PGR Admissions Related Policies** 6.2.1 The Committee noted the amendments to the following PGR Admissions Related Policies. It was noted that a major review took place every three years, whereas a minor review took place annually. - Admissions Policy (Research Degrees) - Admissions Interview Policy (Research Degrees) - Applicant Complaints and Appeals Policy (Research Degrees) GB_2021_09_01_P4 GB_2021_09_01_P4a GB_2021_09_01_P4b GB_2021_09_01_P4c	

	6.2.2 The following amendments were noted: - Admissions Policy - add some wording to the entry requirements for Doctoral students for qualifications that are unclassified. - Admissions Policy – add the information added to the PGR regulations concerning APL.	JD
	6.3 PGR Annual Lifecycle Meeting – Membership and Terms of Reference	
	6.3.1 The Committee approved the Membership and Terms of Reference for the PGR Annual Lifecycle Meeting, subject to the following amendment. - Membership list - add SU representative. GB_2021_09_01_P5	CR
	6.4 PGR Student Framework	
	6.4.1 The arrangements for new and continuing new students from last year i.e. students who were permitted to register with the university but were allowed to study remotely, were confirmed.	
	6.4.2 New and continuing new students will be able to study remotely until either January or April when they will be expected to come onto campus. The arrangements approved by Schools and the Pro-Vice Chancellor (Research and Enterprise) require final sign off. Members were requested therefore to return the associated paperwork to the Assistant Registrar – PGR Provision and Events by Friday 10 September 2021.	DoGEs
	6.4.3 Members were reminded that Schools who wish to continue to allow their full time PGRs to study remotely after April next year would need an approved validated programme in place prior to Easter to allow them to do so. It was noted that the Quality Assurance Team as part of their annual update, would ask Schools to complete the validation request forms.	
	6.5 PGR Covid-19 Impact Statements	
	6.5.1 The Committee considered and approved the proposal for the introduction of PGR Covid-19 Impact Statements, subject to the following amendments: 1. On the application form and guidance, amend the word count to 750. 2. On the application form, add a link to the PGR regulations. 3. On the guidance, timelines should refer to Masters as well as Doctorates. GB_2021_09_01_P6 GB_2021_09_01_P6a GB_2021_09_01_P6b	AW
	6.6 PGR Self-certified End Extensions	
	6.6.1 The Committee considered and approved the proposal for the introduction of PGR Self-certified End extensions. There were no amendments. GB_2021_09_01_P7	

	6.7 PGR Emergency Regulations
	
	6.7.1 The Committee received a verbal update by the Assistant Registrar – PGR Provision ad Events. It was noted that the emergency regulations put in place, which allowed students to interrupt their studies or apply for an end extension, or additional research of up to 3 months without evidence due to the effects of Covid-19 would cease at the beginning of the new term. PGRs would still be allowed to apply for the aforementioned due to the effects of Covid-19, however, evidence would have to be provided.
	
	6.7.2 It was also noted that remote vivas and e-thesis submission would continue.
	
	6.7.3 In addition, it was confirmed that the virtual arrangements for 'right to work' checks will continue up until the 6 April 2022.
	
	6.8 PGR Academic Administration Timetable
	
	6.8.1 The Committee considered and approved the proposed PGR Academic Administration Timetable, subject to the following amendments:
	
	    1. Re-registration – add October starters
	    2. Enrolment – add dates/information
	
	Professor Abhijit Sharma joined the meeting.
		LM

TO NOTE:		

7.	**7.1 Researcher Environment Update**
	
	7.1.1 Staffing – It was noted that a recent restructure had taken place in the Researcher Environment Team and that interim measures were in place to cover a recently vacated post.
	
	7.1.2 Induction – the following changes were noted.
	
	   - The Brightspace Induction module has changed name. A link has been provided here. It is now called Huddersfield Essentials - Induction 2021-2022. It is open to staff and will be opened to PGRs from 10 September 2021.
	   - Ready Steady Research is now publicly available and can be accessed by following this link.
	   - REDI (researcher environment drop-ins) and PGR Catch-ups will take place on Wednesdays throughout September and beyond.
	
	7.1.3 3MT Finalist has been confirmed as follows:	

- Mohammed Farooqui, University of Huddersfield, 'An exploration of the factors favouring positive educational outcomes at GCSE of male Pakistani learners in a Northern Mill City'. Members can sign up to watch and vote using these links.
https://3mt.videoflex.net/
https://www.vitae.ac.uk/events/three-minute-thesis-competition

7.2 School Research and Enterprise and PGR Forum Minutes

Recent minutes from School meetings were noted by members. It was noted that where there were no minutes to report, that was due to unconfirmed minutes waiting approval before being presented to this committee for consideration. There were no comments.

7.2.1 MINUTES FROM AS
- School Research and Enterprise Committee – 24 March 2021
GB_2021_09_01_P9
- School Research and Enterprise Committee – 8 June 2021
GB_2021_09_01_P10

7.2.2 MINUTES FROM ADA
No minutes to note.

7.2.3 MINUTES FROM BS
- School Research and Enterprise Committee – 2 February 2021
GB_2021_09_01_P11

- School Research and Enterprise Committee – 30 March 2021
GB_2021_09_01_P12
- School Research and Enterprise Committee – 13 May 2021
GB_2021_09_01_P13

7.2.4 MINUTES FROM CE
- School Research and Enterprise Committee – 17 February 2021
GB_2021_09_01_P14
- School Progress Review Board – 3 March 2021
GB_2021_09_01_P15

7.2.5 MINUTES FROM EPD
- School Research Integrity and Ethics Committee – 4 February 2021
GB_2021_09_01_P16

7.2.6 MINUTES FROM HHS
- School Research and Enterprise Committee – 22 April 2021
GB_2021_09_01_P17

7.2.7 MINUTES FROM MHM
- School Research Committee – 12 May 2021
GB_2021_09_01_P18
A minor amendment to item 20 on the minutes was noted.

7.3 GRADUATE COUNCIL MINUTES
- No minutes to note.

7.4 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE
- 17 June 2021

		GB_2021_09_01_P19	
OTHER BUSINESS:			
8.	**Any Other Business** 8.1 It was confirmed that remote supervision would continue. 8.2 The PGR newsletter would be circulated next week; any items for inclusion should be sent to the Head of the Researcher Environment.		
9.	**Availability of Agenda, Papers and Minutes** No papers will be excluded from the public record.		
10.	**Dates of Next Meetings** The next meeting will be held on Wednesday 17 November 2021 at 9.00am, location to be confirmed.		