Graduate Board
17 November 2021

MINUTES

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

PRELIMINARY ITEMS		Action
1.	**DECLARATIONS OF INTEREST** There were no declarations of interest.	
2.	**MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS** It was noted that the amendments to the membership, noted at the last meeting, were covered under 4.1 Chair's Action.	
3.	**MINUTES** **Resolved**: The minutes of the meeting held on 1 September 2021 were accepted as a true record. GB_2021_09_01_M	

4.	**MATTERS ARISING**
	
	4.1 Chair's Action
	It was noted that the following Chair's Action was taken after the meeting on 1 September 2021.
	
	4.1.1a Membership for 2021/22:
	  I. Amended to reflect the merger between the School of Art, Design and Architecture, and the School of Music, Humanities and Media;
	  II. Amended to reflect the addition of Graduate School Manager (in attendance).
	
	4.1.1b Covid-19 Impact Statements:
	  I. Word count on the application form and guidance amended to 750;	

II. Application form amended to include a link to the PGR regulations;
III. Guidance updated to refer to Masters as well as Doctorates.

4.1.1c Research Applicant Approval Form
I. Will now require sign off by the Associate Dean for Research/Deputy rather than PGR Admin staff;
II. Unit of assessment added.

It was noted in response to a question regarding whether Associate Deans were required to sign off each RAAF, that as they were responsible for Research within each of their Schools and the associated finance, that as a senior member of staff they should have oversight of the process as a whole. It was agreed that sign off of the RAAF could be delegated to the DoGE in EPD only.

It was agreed that the Dean of the Graduate School would write some guidance notes for those members of staff who would be responsible for signing off the form.

MA

4.2 PGR Framework for Partnerships (minute 4.4)
It was noted that a circular had been sent to members reminding them, that should they wish to go through the Partnerships process they would need to follow the framework. It was also noted that the circular distinguished between partnerships and cotutelles. This information had also been added to the PGR induction material.

4.3 Follow up to PGR Board – next steps (minute 5.1)
It was noted that a summary of the original report written by the Business Analyst had been approved by the Digital Strategy Working Group and SPIBB and will go forward to the next Schools and Services SLT meeting on 2 December 2021. It was noted that it was the intention to move forward with the processes and consult with Tribal in the New Year.

4.4 PGR Admissions Related Polices (minute 6.2)
It was noted that the following amendments had been made to the PGR Admissions related policies:
- Admissions Policy – wording added to the entry requirements for Doctoral students for qualifications that are unclassified.
- Admissions Policy – information added to the PGR regulations concerning APL.

4.5 PGR Annual Lifecycle Meeting – Membership and Terms of Reference (minute 6.3)
It was noted that the membership list had been updated to include an SU representative.

4.6 PGR Student Framework (minute 6.4)
It was noted that arrangements were in place to validate PGR programmes prior to Easter 2022. A validation event would take place after Graduation in January 2022. The Chair thanked the DoGEs for pulling the required documentation together.

4.7 PGR Academic Administration Timetable (minute 6.8)
It was noted that the following amendments had been made to the PGR Academic Administration Timetable:

	1. Re-registration - October starters added 2. Enrolment – dates/information added	
5	**CHAIR'S BUSINESS** **5.1 E-Thesis Submission Policy** It was reported that the University would continue with E-thesis submission on a permanent basis. **5.2 Continuation of Remote Vivas** It was reported that remote vivas would continue, however, it was acknowledged that there would be instances where a face-to-face viva may have to take place. In the first instance, the request would have to be made by the student but this would not come into place until April 2022 and until then vivas would remain fully online. **5.3 HEA Course for PGRs** It was noted that this was the first time the course was being run. It would start in January 2022 and run for 10 weeks. The School of Education and Professional Development will deliver the programme. To date there had been a very positive response. It was confirmed that the Graduate School would pay the School of EPD to deliver the course and who would also pay for the final accreditation of the students. The first eight weeks would revolve around pedagogical practice; the last two weeks would focus on the application. Affiliate fellowship costs £150, and full Fellowship costs £225. It was noted that going forward this would be included in the Graduate School's planning round documentation so as to secure resources for future delivery, however, it was noted that this would be covered by the Graduate School wherever possible if this was not the case **5.4 Matters Arising from PGR Annual Lifecyle Meeting** It was noted that the minutes of the PGR Annual Lifecyle meeting had been circulated to members. The Chair commented that it had been an extremely positive meeting, and that suggestions out of the meeting had already been circulated to DoGEs concerning how some areas could be addressed. GB_2021_11_17_P1	
TO CONSIDER:		
6	**6.1 PGR Attendance for Student Visa Holders** 6.1.1 The Committee received a verbal update by the Head of the International Team. It was noted that currently there were students on student visas in the UK studying remotely, and this was not allowed. It was reported that as part of their visa requirements, students have to have an element of contact i.e. a weekly swipe or face-to-face contact. It was confirmed that sponsored PGRs should be coming onto campus every week. It was noted that the Brightspace Module did not count. It was requested that this message be communicated to all supervisors. It	

	was noted that information relating to visas is on the International website and it was agreed that the Graduate School website should link to this information from their A to Z pages.	TB
	6.1.2 It was noted that there were plans to revise the current policy and make it less onerous for the student, at the same time as ensuring that the University remained compliant. It was noted by members that the policy should not disadvantage students or be out of step with other institutions.	
	6.2 Research External Examiners Equality and Diversity Survey Report	
	6.2.1 The Committee received a verbal update by the Assistant Registrar – PGR Provision and Events. It was agreed by members that the survey should be carried out on an annual basis to monitor progress. It was noted that this was a sector wide issue and was on the radar of many institutions.	
	6.2.2 It was agreed that supporting guidance for supervisors regarding international external examiners would be drafted.	MA/CR
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	6.3 Interview and Reference Forms and Guidance	
	6.3.1 The Committee considered and approved the following documentation: - PGR Interview Form - PGR Reference Request Form - Interviewing Guidance for Potential PGR Supervisors	
	6.3.2 It was noted that these documents had come out of the working group that had been working on admissions related issues identified by the QAA Gap. It was noted that the documentation had all been previously discussed at Lifecycle and would be posted on the PGR Staff Hub. Members were requested to advise their supervisors to refer to this resource.	LM
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	6.4 PGR Admissions Gap Analysis 6.4.1 The Committee received a verbal update from the Project Manager who had been assigned to review the PGR Admissions Gap Analysis. It was noted that there was one piece of work outstanding, which was the full mapping of all responsibilities, which would be taken to PGR Lifecycle in due course.	JD
	6.4.2 It was reported that the work of the working group had now come to an end. It was noted that the Graduate School would pick up any further work in this regard. It was noted that the completed version of the Gap Analysis would be circulated in due course. The Chair thanked the Project Manager and those on the working group.	JD

TO NOTE:		
7	**7.1 Researcher Environment Update** 7.1.1 Staffing It was noted that the Research Environment Officer was involved with research related surveys such as PRES, CEDARS and other surveys. They were also leading on the management of events such as 3MT in liaison with the PGR conference committee Researcher Developer, Dr Carol Ōsborne who was working on training and development, Brightspace, and TAPP. It was noted that a Researcher Environment Administrator was expected to start before the end of the year. Interim support was in in place; however, members were advised to expect a reduced service until January. 7.1.2 Institutional Survey It was noted that plans for an institutional survey would take place in Spring 2022, and the question set would be circulated to members as appropriate. It was noted that discussions were already underway with the Library and Digital Skills team. In addition, it was noted that the HR Excellence in Research resubmission was due in January 2022, and would be managed through URCOG. 7.1.3 PGR Inductions It was noted that inductions for PGRs would remain online. The next induction session was noted as Monday 17 January. Members were advised to contact the Research Environment Team if they have any updates to make to the Huddersfield Essentials Induction module PGR area. **7.2 School Research and Enterprise and PGR Forum Minutes** **7.2.1 MINUTES FROM AS** **-** School Research and Enterprise Committee – 20 July 2021 GB_2021_11_17_P4 **7.2.2 MINUTES FROM AH** **-** School PGR Forum – 20 October 2021 - School PGR Programme Committee – 3 November 2021 GB_2021_11_17_P5 GB_2021_11_17_P6 **7.2.3 MINUTES FROM BS** **-** School PGR Forum Minutes – 13 October 2021 GB_2021_11_17_P7 **7.2.4 MINUTES FROM CE** **-** School Research and Enterprise Committee – 19 May 2021 GB_2021_11_17_P8 **7.2.5 MINUTES FROM EPD** - No minutes to present	AS	

	7.2.6 MINUTES FROM HHS - School Research and Enterprise Committee – 21 June 2021 - School Research Integrity Ethics Committee – 12 July 2021 GB_2021_11_17_P9 GB_2021_11_17_P10 **7.3 GRADUATE COUNCIL MINUTES** - 8 June 2021 GB_2021_11_17_P11 **7.4 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE** - 28 September 2021 GB_2021_11_17_P12	
OTHER BUSINESS:		
8	**Any Other Business** 8.1 It was noted concerning the HEA Course for PGRs, that it was Graduate School policy to provide opportunities for PGRs to undertake these qualifications. It was noted that the HEA was an important development opportunity for the PGR but it did not necessarily guarantee employment with the university; it does however equip PGRs with experience. 8.2 The Chair thanked Judith Davison on behalf of all members for the work she had done on behalf of the committee, and that it was very much appreciated.	
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 Tuesday 25 January 2022 at 9.00am, location to be confirmed.	