

Graduate Board

15 March 2022

MINUTES

Venue:	Online via Teams
Author:	Ms Bethany Ridley-Duff, Researcher Development Administrator, Research, Innovation and Knowledge Exchange
Present:	Professor Monty Adkins (Chair); Dr Rachel Birds; Mrs Emi Chiu; Dr Dougie Clarke; Mr Jonathan Croall; Mr Martin Gill; Professor Jonathan Hinks; Dr Helen Jones; Dr Dawn Leeming; Mr Matt Mills (part); Ms Chinyere Sam-Okerenta; Dr Anna Seabourne; Professor Abhijit Sharma; Miss Natalie Steward (SU); Ms Kirsty Taylor; Ms Tracy Wood; Miss Katie Wright
In attendance:	Dr Sarah Falcus; Mrs Cathie Raw; Ms Bethany Ridley-Duff; Mrs Hannah Spencer-Cheung; Ms Rosemary Wood
Apologies:	Mrs Claire Aydogan; Dr Rowan Bailey; Professor Andrew Ball; Mrs Tracy Barker; Ms Charlotte Bartley; Ms Lydia Blundell; Professor Lisa Colton; Mis Jane Gardner-Florence; Professor Nicholas Lancaster; Mrs Heather Kerrick; Miss Lindsay McLoughlin; Professor Jane Owen-Lynch; Mrs Joanne Ryan; Professor Alistair Sambell; Mr Jason Smith; Dr Daniel White

PRELIMINARY ITEMS		Action
1.	DECLARATIONS OF INTEREST There were no declarations of interest.	
2.	MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS Nothing was raised.	
3.	MINUTES Resolved: The minutes of the meeting held on 25 January 2022 were accepted as a true record. GB_2022_01_25_M	

<p>4.</p>	<p>MATTERS ARISING</p> <p>4.1 Research External Examiners Equality and Diversity Survey Report (minute 4.3)</p> <p>The Chair noted this should be reviewed on a bi-annual basis and the means of monitoring have been agreed.</p> <p>4.2 Enrolment and application deadline dates for the 2022/23 academic year (minute 6.1)</p> <p>The Chair reported that all dates have been checked against the course finder, and that a few other dates have been added. Attendees were encouraged to check internal deadline dates, to be certain that all are correct.</p> <p>It was also noted that enrolment dates until 2025 can be found on the PGR Staff Hub.</p> <p>4.3 Dual Award Cotutelle Request – HBS – EGADE (minute 8.1)</p> <p>It was reported that clarifications have been sought, and that minor comments have been addressed and sent to another committee. Actions from EGADE are still awaited. The EGADE co-tutelle will not be moving forwards due to issues over timeline completion</p> <p>The Director of Registry also noted that ECPOG has considered and approved the EGADE.</p>	
<p>5.</p>	<p>CHAIR'S BUSINESS</p> <p>5.1 Actions Arising from the Graduate School Planning Round for 2022/23</p> <p>The Chair reported his intentions to create a document adapted from the Planning Round, which will outline the Graduate School objectives for the coming academic year. Responsibilities will be assigned to actions soon, and the document will be shared with members for feedback.</p> <p>Regarding the alumni section, it was noted that the Careers service will soon be offering a resource that will be useful to alumni, and that Graduate School may want to liaise with the Careers service going forwards.</p> <p>The Director of Registry raised concerns around the objective to reduce PGR complaints. They felt it should be specified which level of complaint needed reducing, so as not to foster a culture of ignoring grievances in general. It was clarified that the document pertained to stage 2 complaints, and that the reduction of complaints will be grounded in making improvements to research culture.</p> <p>In addition, it was noted that many complaints arise due to misunderstandings. Thus, while it is important to respect the right of PGRs to complain, it is also necessary to empower staff in Schools to stand against vexatious complaints.</p>	

TO CONSIDER:

<p>6.</p>	<p>6.1 Amendments to the Regulations Governing Research Degrees for the 2022/23 academic year</p> <p>All amendments will be discussed at the next Graduate Board in May, but many are already under consideration:</p> <ul style="list-style-type: none">a) Regulations for thesis formats will be changed and clarified.b) Sponsored students will only need to swipe in monthly (as opposed to weekly), and home students will not have to swipe in at all. SkillsForge will be used to monitor engagement instead.c) The rules regarding what constitutes fitness to take an exam will be clarified. PGRs must be made aware that, for an appeal to succeed, they must alert the University of any issues at the time of the exam.d) PGRs will be required to complete their ethical approval by PM2, and systems will be put in place to flag up if it has not been completed. <p>It was also noted that PGRs on fee waivers should be paid if their teaching exceeds six hours per week. The Chair requested that this issue be discussed and followed up outside of the meeting.</p> <p>6.2 PGR Casework Report for 2021/2022</p> <p>The report indicated that interruptions and extensions have been far higher than usual, likely due to COVID-19. As many PGRs interrupt due to health and wellbeing reasons, a preventative approach of early intervention was suggested to reduce the figures, ideally down to pre-COVID levels.</p> <p>The DoGE of HHS noted that the high number of interruptions may have been due to staff and PGRs needing to support the NHS during COVID.</p> <p>The Head of Researcher Environment suggested creating resources for PGRs returning from an interruption, designed to ease them back into their degree. It was agreed that the Researcher Environment Team would lead on this.</p> <p>The Director of Registry emphasised the value of creating records of casework, noting that, as the data collection matures, we will have the necessary longitudinal data to track changes in a wider context.</p> <p>6.3 Annual PGR Planning Round</p> <p>The Chair reported that this section should not be here.</p>	<p>CR</p> <p>CR</p>
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TO NOTE:		
<p>7.</p>	<p>7.1 Researcher Environment Update</p> <p>7.1.1 3MT and Supervisor of the Year</p> <p>It was noted that the dates for both events had now been set, and that the final would be held online on 22/06/2022. 3MT will be launched shortly, and members were asked to encourage participation across all Schools.</p> <p>It was reported that the survey for Supervisor of the Year had been altered to encourage higher-quality nominations, and had now been distributed.</p>	<p>AS</p>

The Chair requested that the survey also be circulated to alumni who graduated in 2021, as they may also wish to nominate their supervisors.

7.1.2 Huddersfield Institutional Survey of Researchers

It was reported that this survey will be launched in late April/early May, and that it will run for a month.

7.1.3 Thesis drafting template workshops

It was reported that the Researcher Environment team will be running two workshops orientated around the revised thesis drafting template, as many PGRs lack skills with Microsoft Word. There will be three versions of the template available.

7.1.4 Falling Walls

It was noted that the Researcher Environment Team will be running Falling Walls this year. As it is open to ECRs, it will be promoted to alumni as well as current researchers.

7.2 School Research and Enterprise and PGR Forum Minutes

The minutes from the Schools were received and noted.

7.2.1 MINUTES FROM AS

- School Research and Enterprise Committee – 25 November 2021

[GB 2022 03 15 P3](#)

7.2.2 MINUTES FROM AH

- No minutes to present

7.2.3 MINUTES FROM BS

- No minutes to present

It was reported that PGRs have been asking for an improved working space, and that this is being discussed in the School.

7.2.4 MINUTES FROM CE

- School Research and Enterprise Committee – 27 October 2021

[GB 2022 03 15 P4](#)

7.2.5 MINUTES FROM EPD

- No minutes to present

7.2.6 MINUTES FROM HHS

- School PGR Committee – 22 November 2021

[GB 2022 03 15 P5](#)

- School Research and Enterprise Committee – 2 December 2021

[GB 2022 03 15 P6](#)

It was noted that the minutes presented are not from the most recent meetings, so it will be necessary to find out why they are out of date.

7.3 GRADUATE COUNCIL MINUTES

- No minutes to present

7.4 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE

- 25 January 2022

[GB 2022 03 15 P7](#)

The Director of Registry noted the ongoing work surrounding the mental health charter, and recommended this be a standing item going forwards.

	The Chair reported that they were approached by Salford University about jointly running Frazzled Café meetings. It was also noted that PGR wellbeing provision is somewhat lacking, and that it should continued to be monitored at future Graduate Board meetings.	
OTHER BUSINESS:		
8.	Any Other Business It was noted that Chinyere Sam-Okerenta will be stepping down as PGR representative, and the Chair took the opportunity to thank her for her excellent work on Graduate Board and Graduate Council over the last few years.	
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 17 May 2022 at 9.00am, location to be confirmed.	