

Graduate Board

7 September 2022

MINUTES

Venue:	Online via Teams
Author:	Ms Amanda Westwell, Registry Officer, PGR Provision and Graduation
Present:	Professor Monty Adkins (Chair); Ms Claire Aydogan; Dr Rowan Bailey; Ms Lydia Blundell; Mrs Rukhsana Browning; Mrs Emi Chiu; Dr Dougie Clarke; Dr Sarah Falcus; Mr Martin Gill; Professor Jonathan Hinks; Ms Gabriella Holt (part); Dr Dawn Leeming; (SU Education Officer); Mrs Joanne Ryan; Dr Anna Seabourne; Professor Abhijit Sharma; Ms Clare Taylor; Ms Kirsty Taylor;
In attendance:	Mrs Diane Evans; Mrs Anju Ramesh; Mrs Cathie Raw; Mr Jason Smith; Miss Katie Wright; Ms Tracy Wood
Apologies:	Professor Andrew Ball; Mrs Tracy Barker; Ms Charlotte Bartley; Dr Rachel Birds; Mr Jonathan Croall; Ms Jane Gardner-Florence; Mrs Heather Kerrick; Mr Matt Mills; Professor Jane Owen-Lynch; Professor Alistair Sambell; Mrs Hannah Spencer-Cheung; Dr Daniel White

PRELIMINARY ITEMS		Action
1.	<p>DECLARATIONS OF INTEREST</p> <p>It was noted that there were no declarations of interest.</p>	
2.	<p>MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS</p> <p>The Committee received the approved Terms of Reference and updated list of members for 2022-23. The following amendment was noted:</p> <p>I. Membership – reflect the departmental name change for Pro-Vice Chancellor – Andrew Ball</p> <p style="text-align: right;">GB 2022 09 07 P1 GB 2022 09 07 P1A</p> <p>The Committee received the approved Annual Cycle of Business for 2022-23.</p> <p style="text-align: right;">GB 2022 09 07 P2</p>	AW
3.	<p>MINUTES</p> <p>Resolved: The minutes of the meeting held on 17 May 2022 were accepted as a true record.</p> <p style="text-align: right;">GB 2022 05 17 M</p>	
4.	<p>MATTERS ARISING</p> <p>4.1 Chair's Action</p> <p>It was reported that the following Chair's action had been taken since the meeting held on 17 May 2022:</p> <ul style="list-style-type: none"> - Confirmation that the emergency regulations have been revoked; and 	

- The inclusion of PGR students in the initial roll out of Turnitin's Draft Coach functionality has been approved

4.2 Chair's Business – Actions Arising from the Graduate School Planning Round for 2022/23 (minute 5.1)

It was noted at the last meeting that the Graduate School's strategic objectives for the coming academic year with assigned actions would be shared in the coming months. It was reported that this has since been superseded as discussions were taking place with RIKE on how QR and RDP funding would be strategically allocated. Discussions will take place this term and more information will be provided to DoGEs once final QR and RDP allocations are known.

4.3 Amendments to the Regulations Governing Research Degrees for the 2022/23 academic year (minute 6.1)

Confirmation was received that the revised regulations had been approved by URC and Senate for implementation for the current academic year and were now available on the website.

4.4 Amendments to the Guidance for Incorporating a PGR's Published Work in Theses (minute 6.2)

Confirmation was received that the guidance previously provided to the committee had been removed and had reverted to its original form. Guidelines to support PGRs with referencing for journal format thesis is included in the guidance for journal format PhD thesis within the School of Human and Health Sciences.

5. CHAIR'S BUSINESS

5.1 Turnitin Testing for PGRs

The Chair requested that DoGEs communicate the addition of [Turnitin Draft Coach](#) to their supervisors. Draft coach (provided by Turnitin) will be launched to all students, including PGRs, although it was noted that this feature would be launched to staff and DoGEs in the first instance. PGRs will be able to submit progression reports, thesis chapters or publications, which will support improved academic writing and has a similarity checker. It was noted that this was a very useful tool and may help some of the issues that currently arise with submissions. In addition, it was noted that the draft Turnitin area on the school Brightspace pages will still be available for use.

MA will query whether academic staff can upload work to this system.

5.2 Reporting of Supervisor Engagement and Training to SLT

It was reported at the end of last term that a paper had been provided to SLT with regards to supervision engagement at supervisor/examiner training. It was agreed that going forward termly updates would be provided to SLT, like other updates currently provided, as it was acknowledged that engagement is a serious part of the training.

It was noted that there will be revisions to the training and how it will be delivered to include both central and school sessions.

5.3 Collaboration Agreement with Frankfurt University of Applied Sciences with respect to the Collaborative Supervision of Master of Science by Research and PhD Students

It was noted that the document had been shared with the committee because it was good example of an established cotutelle agreement.

5.4 PURE

It was noted that in the future PhD students would be listed on PURE rather than EPrints as it provides greater visibility to the PGR. They would not have the same access as staff, and it was agreed that RIKE should speak to Registry to ensure the process is clear.

TO CONSIDER:

6. 6.1 PGR Validation Panel Report

The Committee received and noted the extra-ordinary minutes from the PGR Validation meetings and considered the subsequent matters arising.

It was noted that all research degrees have now been validated, including those Schools who wished to offer Distance Learning and / or PhD by Publication.

The validation panel referred several items to Graduate Board for further consideration and these items will be addressed by the Graduate School and / or PGR LifeCycle.

The Graduate School Manager provided an update on the progress in developing course codes for School's Distance Learning research degrees and has met with both the Quality Assurance and Course Publication teams and gained information from DoGEs on which subjects are available via Distance Learning. More information should be available for Schools in the next few weeks.

[GB 2022 09 07 P4](#)
[GB 2022 09 07 P4A](#)
[GB 2022 09 07 P4B](#)
[GB 2022 09 07 P4C](#)
[GB 2022 09 07 P4D](#)
[GB 2022 09 07 P4E](#)

TO NOTE:

7. 7.1 Researcher Environment Update

The following was noted:

- Induction – Huddersfield Essentials has been revamped to include a checklist (quiz) to track engagement, a report from which will be sent to schools.
- PGR Catch-ups start today. Workshops and group sessions will be themed.
- All researcher development opportunities are to be publicised on Skillsforge.

7.2 Mental Health Charter Update

The following was noted:

- The steering group is now set up and established and working groups have been organised and will look at the framework and principles of the charter and identify what makes good practice. Going forward, the working groups will be looking at the priorities.
- There is a new staff Wellbeing manager with PGR experience.
- There will be two workshops: one in September the other in October:
- **Workshop 1** – 29/9/22 10am - 1pm - Discuss Community & Conditions
 - o MH environment, proactive interventions
 - o Actively and systematically supporting social integration of all students
 - o Take action to tackle causes and effects of social isolation
 - o Provide support for those experiencing loneliness

- Specific interventions to address barriers to MHW – specific groups of students
- **Workshop 2** – 05/10/22: Strategy & Student Voice 1.30pm to 4pm
 - Diverse range of staff and student voice

7.3 Dignity at Study Policy

The committee received and noted the Dignity at Study Policy. Members were asked to draw to the attention of their PGR students' point 3.5 under Responsibilities for Students.

It was noted whether PGRs with staff responsibilities should be added, and it was agreed that this would be followed up outside the meeting with the policy owner.

[GB 2022 09 07 P5](#)

7.4 PGR Academic Administration Timetable

The committee received and noted the PGR Academic Administration Timetable for the current academic year.

[GB 2022 09 07 P6](#)

7.5 School Research and Enterprise and PGR Forum Minutes

The following Schools' minutes were received and noted.

7.5.1 MINUTES FROM AS

- School Research and Enterprise Committee – 14 June 2022
- School PGR Forum – 17 February 2022

[GB 2022 09 07 P7](#)

[GB 2022 09 07 P8](#)

7.5.2 MINUTES FROM AH

- School Research Ethics & Integrity Committee – 1 June 2022

[GB 2022 09 07 P9](#)

7.5.3 MINUTES FROM BS

- No minutes were available to the committee.

7.5.4 MINUTES FROM CE

- School Research and Enterprise Committee – 16 February 2022

[GB 2022 09 07 P10](#)

7.5.5 MINUTES FROM EPD

- School Research and Enterprise Committee – 13 June 2022

[GB 2022 09 07 P11](#)

7.5.6 MINUTES FROM HHS

- School PGR Committee – 11 July 2022

[GB 2022 09 07 P12](#)

7.6 GRADUATE COUNCIL MINUTES

- 13 July 2022

It was noted that the DoGEs from the School of Arts and Humanities had worked tirelessly over the summer because of the restructure and the Chair expressed his thanks to both for all their hard work.

[GB 2022 09 07 P13](#)

7.7 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE

- No minutes were available to the committee.

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OTHER BUSINESS:

8. Any Other Business

- 8.1 It was noted that the Graduate School was in the process of implementing and approving a data management system for PGRs. Tribal had already put together

	<p>some of the required templates which would save some time and provide the functionality needed for data reporting going forward.</p> <p>8.2 It was noted that this was Martin Gill's last meeting, and the Chair expressed his thanks for his contribution to these meetings. It was noted that Martin's replacement would be Steve Patterson – Deputy Director of CLS.</p>	
<p>9.</p>	<p>Availability of Agenda, Papers and Minutes</p> <p>No papers will be excluded from the public record.</p>	
<p>10.</p>	<p>Dates of Next Meetings</p> <p>The next meeting will be held on 16 November at 9.00am, via teams.</p>	