Graduate Board
24 January 2023

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

PRELIMINARY ITEMS	**Action**
1. **DECLARATIONS OF INTEREST** It was noted that there were no declarations of interest.	
2. **MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS** It was noted that there were no items for discussion.	
3. **MINUTES** **Resolved**: The minutes of the meeting held on 16 November 2022 were accepted as a true record. GB_2022_11_16_M	
4. **MATTERS ARISING** **4.1 Membership, Terms of Reference, Annual Cycle of Business (minute 2.0)** It was reported that the Membership List had been amended to reflect the name change of the PGR Provision and Graduation Team. **4.2 Arrangements for Viva Examination (minute 7.1)** It was confirmed that clarifications requested by schools had been noted and would be picked up with other procedural updates by the Registry Team. **4.3 School Research and Enterprise and PGR Forum Minutes (minute 7.4.1 AS)** It was confirmed that the 'exit strategy' checklist (to be renamed) had been shared with other schools. **4.4 School Research and Enterprise and PGR Forum Minutes (minute 7.5.6 HHS)**	CR

	It was reported that some PGR space would remain on the Queensgate Campus, as well as on the new Health Innovation campus. It was requested that this be passed onto PGR representatives for further dissemination.	GH
	4.5 Student Visa Compliance for PGR's (minute 8.2) It was reported that UNIAC had written a report to review compliance, and PGRs were being reviewed in line with this. The Assistant Registrar and the Graduate School Manager are working with the Senior Computing Officer to develop a report.	CR/TW
	4.6 Changes to the graduation ceremonies for PhD students (minute 8.3) It was reported that there had been some complaints from academic staff about how doctoral students are presented at graduation. It was confirmed that the VCO did not want to revert to the previous arrangements of hood bearing at ceremonies. It was also noted that the change of arrangements had been made in line with students wishes, as some found the experience stressful.	
	4.7 Chair's Action It was reported that there had been no Chair's action following the last meeting on 16 November 2022. It was noted that a validation update would be provided at the next meeting in March.	MA
5.	**CHAIR'S BUSINESS** **5.1 Admissions Deadlines and CAS Issuing** It was reported that the Graduate School along with schools were planning a digital marketing campaign, as recruitment figures were short of where they should be. The Chair shared a paper of the discussions that had taken place with the international office (IO) regarding Admissions Deadlines and CAS Issuing. The first half of the paper referred to admissions deadlines. The second half of the paper covered the issuing of CASs and how the process could be made more efficient for the IO as well as the PGR. It was proposed that the IO would issue a CAS for 4 years and 6 months rather than the current 4 years, which would give a PGR 4 years and 10 months in total to complete. It was confirmed that the visa is always for the duration of the CAS plus four months. The committee approved in principle, the move to a 4 year and 6 month CAS.	
	5.1.1 It was reported that the Graduate School and the IO would agree and publish a single side of admission deadlines for everyone.	GS/IO
	5.1.2 In support of the change it was reported that the IO would set up an agreed set of processes and share them via a Teams site.	IO
	5.1.3 It was noted that the Director of Registry would pick up some of the regulatory issues with the IO outside of the meeting.	RB/IO
	5.1.4 It was noted that there should be no implications for Data Futures.	
	5.1.5 It was noted by the Research Representative that enough time should be allowed for a student to complete a taught Masters and still have enough time to apply for a scholarship, without the two overlapping.	

TO CONSIDER:		
6.	**6.1 PGR Annual Lifecycle Minutes** It was reported that items of note were the current recruitment figures; currently this was below target, and a Digital Marketing Campaign was being planned and the RDP allocation. GB_2023_01_24_P2 **6.2 Supervisor of the Year Award** It was reported that the 3 Minute thesis would not be running this year, however, the Supervisor of the Year would still go ahead and a call for nominations would be made in April.	
TO NOTE:		
7.	**7.1 Summary of PGR Regulation Changes** It was reported that a summary of the regulation changes for the 22/23 academic year were available on the staff hub. GB_2023_01_24_Link **7.2 PGR Culture and Development Update** It was noted that this item used to be the Researcher Environment update. It was reported that: • The second round of HEA courses had started; they would last for 10 weeks and lead to Fellowship of the HEA • The PGR Conference would take place in March; it was noted that 45 submissions had been received to date. • Open access to the 'Brilliant Club' was still available – applications should be made via the Graduate School. • A reminder that the Frazzled Café is still running. **7.3 Mental Health Charter Update** Consultation with staff and students across the university, including the Graduate School, had informed a university internal self-assessment report, assessing current strengths and areas for development against the University Mental Health Charter's principles of good practice. This self-assessment process had, in turn, informed the development of a University Health and Wellbeing Strategic Plan, which is being submitted to SLT this week. **7.4 School Research and Enterprise and PGR Forum Minutes** The following Schools' minutes were received and noted. **7.4.1 MINUTES FROM AS** - Research and Enterprise Committee – 27 September 2022. GB_2023_01_24_P3 **7.4.2 MINUTES FROM AH** - No minutes were available to the committee. **7.4.3 MINUTES FROM BS** - PGR Student Forum (Rolling Log) – 7 November 2022 GB_2023_01_24_P4 **7.4.4 MINUTES FROM CE** - Research Strategy Group – 12 December 2022 GB_2023_01_24_P5	

	7.4.5 MINUTES FROM EPD
	- School Research Integrity and Ethics Committee – 1 December 2022
	- School Research and Enterprise Committee – 1 December 2022
	
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	                            GB_2023_01_24_P7
	
	7.4.6 MINUTES FROM HHS
	- PGR Committee – 26 September 2022
	- Research Ethics and Integrity Committee – 3 October 2022
	
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	                            GB_2023_01_24_P9
	
	7.6 GRADUATE COUNCIL MINUTES
	- No minutes were available to the committee.
	
	7.7 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE
	- No minutes were available to the committee.	

OTHER BUSINESS:		
8.	**Any Other Business** 8.1 It was noted that this would be the last meeting that the Assistant Registrar for PGR Provision and Graduation would attend before leaving the University in March, and the Chair expressed his thanks to them for all of their advice and help and wished them every success in their future role.	
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 14 March 2023 at 9.00am, via teams.	