

Graduate Board
25 November 2019

MINUTES

Venue:	McClelland Suite SB7
Author:	Heather Lee
Present:	Professor Nigel King; Mrs Cathie Raw; Dr Jonathan Hinks; Dr Rowan Bailey; Dr Warren Gillibrand; Dr Kate Lavender; Dr Tracy Turner; Mr Martin Gill; Dr Anna Seabourne; Mr Emmanuel Haruna; Mr Matt Mills; Dr Dougie Clarke; Dr Julia Meaton; Mrs Chinyere Sam-Okerenta; Ms Annette Rhodes; Mrs Emi Chiu; Ms Lydia Blundell.
In attendance:	
Apologies:	Professor Andrew Ball; Professor Dave Taylor; Professor Jane Owen-Lynch; Dr Helen Jones; Ms Heather Kerrick; Ms Laura Thompson; Ms Tanya Horan; Mr Jonathan Croall; Dr Rachel Birds; Dr Dawn Leeming; Ms Tracy Wood; Mrs Joanne Ryan; Professor Liz Towns-Andrews.

		Action
1.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
2.	<p>Minutes</p> <p>Resolved: the minutes of the meeting held on 26 September 2019 were accepted as a correct record.</p>	
3.	<p>Matters Arising</p> <p>3a. PRES Presentation: NK to ensure that the PRES presentation is available to members on Box</p> <p>3b. PRES focus groups NK will be arranging focus groups with help from R&E staff in the New Year. NK groups will focus on central provision. Schools should look at local issues. Centrally NK will be looking at research culture and professional networking, which needs a central, strategic lead.</p> <p>3c. Dean's tenure NK is currently reviewing the Dean of Graduate School job description. A call for interest will go out in the New Year. Re issue in matters arising, AB is sympathetic to equality issues, but SLT strongly feel this role needs to be professorial level.</p> <p>The Board discussed grade versus suitability for the role and agreed that attributes of the person in the role were more important than the grade or title.</p>	<p style="text-align: right;">NK</p> <p style="text-align: right;">NK / AS</p>

	<p>LB reported that the issue had been raised at the EDI committee, and that committee was informed that there are not certain roles in the University that require post holders to hold a certain grade. The Graduate Board discussed that practice did not reflect this assertion and referred the question back to EDI committee for clarification.</p> <p>3d. Pregnant students policy It was agreed that maternity leave allowance would be clarified in the student regulations.</p> <p>NK will draft a standard text for students in receipt of UoH fee waiver / bursary.</p> <p>It was acknowledged that different funders have different arrangements for parental leave.</p>	<p>LB</p> <p>HL</p> <p>NK</p>
<p>4.</p>	<p>Chair's Business</p> <p>4a. Academic integrity module The Board agreed to use the Epigeum Concise module for academic integrity training. The module has a test at the end and so we can monitor who has completed the training.</p> <p>The Board will review the UKRIO module in summer when it is launched to discuss whether to adopt that or to create a bespoke UoH module.</p> <p>TT reported that there is a revised Concordat and we need to do more training. The UKRIO module should be compliant with new Concordat.</p> <p>The Board agreed to:</p> <ul style="list-style-type: none"> - Make Epigeum completion compulsory from January 2019 for all new starters – it should be a requirement of progression. - The module should be flagged to students at induction. - Students should be asked to attach their certificate of completion to their research support plan (RSP). - It was confirmed that the RSP does need to be reviewed in school by someone external to the supervisory team in all cases – schools need to ensure they are complying with this regulation. <p>4b. VC fee waiver NK reported that:</p> <ul style="list-style-type: none"> - There will be a cap on VC fee waiver numbers from now on. - For the bursary scheme, schools are obliged to commit to at least 4 partial bursaries of at least 3k p.a. each. - Fee waivers and bursaries will be competitive. - Schools need to consider how they will use their funding opportunities; they should be aligned to research specialisms. - They will be available to any of our graduates, whether home or EU. 	<p>DGEs</p> <p>DGEs</p>

	<ul style="list-style-type: none"> - We will need a common, transparent recruitment procedure across schools. - We need to consider how these opportunities will be marketed. <p>NK reported that AB wants regular updates on admissions and enrolments. He is concerned that we should keep to a strategic KPI of at least 1,000 FTE. NK has been asked to share figures with SLT on PGR recruitment one month after each intake.</p> <p>It was agreed that there should be discussion at PGR Lifecycle about how to increase numbers and the role of fee waivers and bursaries in that.</p>	
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TO CONSIDER:		
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5.	<p>PGR Admissions Policies</p> <p>The Board agreed that Admissions Policies were needed to make us compliant with the UK Quality Code and welcomed their development. However, the Board agreed that in their current iteration, the policies were light on PGR-specific detail. They also needed wider consultation, including with the Dean of the Graduate School and the International Office.</p> <p>The Board agreed that we would need to engage with the Admissions Team to develop policies that informed practice in schools.</p> <p>NK, HL and CR will meet to take this forward.</p>	NK, HL, CR
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6.	<p>Progression Review Board: End of Year Report</p> <p>The Board acknowledged the value of Progression Review, particularly in the absence of adequate management systems for PGR. The Board and schools are now able to monitor student progression and can be proactive about managing student cases. We are now seeing loops closed and things improving in schools – there is active engagement with PGR Progress Review Boards.</p> <p>This report and the student completion data (see item 7 below) were discussed by the SLT and they discussed the need to flip failure rates, so that more people were failed at progression than at the end of their course.</p>	
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7.	<p>PGR Completion Rates</p> <p>The Board discussed these under item 6.</p>	
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Other Business		
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8.	Any Other Business	
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<p>8.1</p>	<p>The Board received proposed revised ToR for UTLC, Graduate Board and URC. The Board noted the following in response:</p> <ul style="list-style-type: none"> • Quorum needs to read “7”, not “5”; • Re Point 12, Graduate Board is not an informal committee and so should not be grouped with URG. It is a board for the Graduate School and can make decisions; it is the University body responsible for PGR; • URC also receives advice from Graduate Board on matters relating to PGR – this should be reflected in URC ToR; • NK confirmed that Andrew Ball had agreed that we should instigate a Deputy Dean role. NK said the role should have additional workload and should take a lead in operational working group activity. AB had said that this person would be a DGE but would not necessarily have to be a professor. The Board queried how this would work in terms of succession planning for the DGE role. • The Board acknowledged the new ToR had not yet been to URC or UTLC. 	
<p>8.2</p>	<p>It was noted that ADA and CE still need to provide representatives for Graduate Council.</p>	
<p>8.3</p>	<p>The issue of GDPR for PGRs was raised. NK commented that if students followed the proper ethical procedures, they should be GDPR compliant.</p>	
<p>9.</p>	<p>Availability of Agenda, Papers and Minutes</p>	
<p>9.1</p>	<p>No papers will be excluded from the public record.</p>	
<p>10.</p>	<p>16 January 2020 DATE 9am – 12pm McClelland Suite, SB7</p>	