

## Graduate Board

31 March 2021

### MINUTES

<b>Venue:</b>	Online via Zoom
<b>Author:</b>	Ms Amanda Westwell
<b>Present:</b>	Professor Monty Adkins (Chair); Ms Claire Aydogan; Dr Rowan Bailey; Ms Tracey Barker; Ms Lydia Blundell; Mrs Emi Chiu; Mr Jonathan Croall; Dr Dougie Clarke; Dr Lisa Colton; Mrs Judith Davison; Mr Martin Gill; Dr Jonathan Hinks; Dr Helen Jones; Dr Dawn Leeming; Miss Lindsay McLoughlin; Mr Adetayo Opakunle (SU); Mrs Cathie Raw; Mrs Joanne Ryan; Ms Chinyere Sam-Okerenta; Dr Anna Seabourne; Ms Rebecca Saunders; Professor Abhijit Sharma; Mr Jason Smith; Ms Laura Thompson; Dr Tracy Turner; Ms Tracy Wood; Miss Katie Wright
<b>In attendance:</b>	Ms Amanda Westwell
<b>Apologies:</b>	Professor Andrew Ball; Ms Charlotte Bartley; Dr Rachel Birds; Ms Tanya Horan; Mrs Heather Kerrick; Mr Matt Mills; Professor Jane Owen-Lynch; Ms Annette Rhodes; Professor Alistair Sambell; Ms Lindsay Smith; Ms Kirsty Taylor

PRELIMINARY ITEMS		Action
1.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest.</p>	
2.	<p><b>MEMBERSHIP</b></p> <p>The Chair welcomed Rebecca Saunders from Media and Journalism to the meeting. Rebecca had recently joined the University and been chosen as the early career researcher representative to the committee.</p>	
3.	<p><b>MINUTES</b></p> <p><b>Resolved:</b> The minutes of the meeting held on 2 February 2021 were accepted as a true record.</p> <p style="text-align: right;"><a href="#">GB 2020 02 02 M</a></p>	
4.	<p><b>MATTERS ARISING</b></p> <p><b>4.1 Self-Plagiarism – Guidance and Regulations update (minute 4.2):</b> It was confirmed that the existing skills audit had been shared with Dave Stanbury in Careers and not Disability Support, as suggested on the agenda.</p> <p><b>4.2 PRES – Research Culture Focus Groups (minute 4.3):</b> It was confirmed that action points out of the PRES had been followed up in consultation with the DoGEs at PGR Lifecycle.</p> <p>The PRES will go ahead; it will be 'light touch' in that there will be no actions, instead it will be an information gathering exercise, and AS had started to formulate some of the questions.</p>	

	<p><b>4.3 Internal examiner and supervisor training (minute 4.5):</b>  It was reported that a compulsory quiz was in the process of being developed as a means of drawing attendee engagement with training materials prior to the event, and would be tested the week after Easter.</p> <p>It was confirmed that issues with staff access to the Researcher Environment Module on BrightSpace were in progress following a meeting with Jon Adamson. Up to date user lists were being collated, and an update was planned to take place over Easter. If Staff found they no longer had access as a result of the update, members were asked to report any issues directly to AS.</p> <p>New training dates will be released when they are available.</p> <p>It was confirmed that all DoGE's and PGR Admin staff have received an updated list to check that their supervisors' training/refreshers are up-to-date. HR have yet to confirm which new starters already have a Doctorate; once confirmed the list will be re-circulated.</p> <p><b>4.4 New procedures – Recognition of Prior Learning (minute 4.5):</b>  It was not confirmed whether the information relating to recognition of prior learning for potential applicants had been added to the main application pages and course finder. CR agreed to follow this up outside of the meeting.</p> <p><b>4.5 Any Other Business (minute 4.7):</b>  It was confirmed that a student's request to change their mode of study had been exceptionally approved by the Deputy Vice Chancellor.</p> <p><b>4.6 VC Waivers (minute 5.2):</b>  It was noted that the information on 'funding your study' page had been amended in light of the changes to VC waivers and bursaries.</p> <p><b>4.7 Distance Learning Provision Approval Framework (minute 6.2):</b>  It was noted that the Distance Learning Provision Approval Framework had been presented at URC and approved. MA thanked both RB and JH for attending in his absence.</p>	<p>CR</p>
<p>5.</p>	<p><b>CHAIR'S BUSINESS</b></p> <p><b>5.1 Graduate School Strategy:</b>  The Chair introduced the Graduate School Strategy map which set out the Aims and KPI's of the Graduate School for the next five years.</p> <p>It was noted that the Graduate School Strategy map had been discussed at various forums and feedback had been given. It had also been approved by SLT Deans.</p> <p>It was acknowledged that the KPI's were challenging, but would be achievable in light of other projects that were currently running, and that it was useful to have a document with which to share with other stakeholders. The Chair asked members, if they deemed it appropriate, to share the aspirations of the Graduate School amongst colleagues.</p> <p style="text-align: right;"><a href="#">GB 2021 03 31 P1</a></p>	

## 5.2 Validation Framework:

The Committee considered and approved the proposal for the management of requests for the validation of PGR Provision.

It was noted that this provided a framework for the approval of PGR provision, where currently one does not exist. It will enable the creation of programme specification documentation for PGR's which will codify what the students are doing. It is a mechanism for approving any new research courses. The document was developed in line with the recent institutional mapping to the revised UK Quality Code.

[GB 2021 03 31 P2](#)

## 5.2 PGR Roles and Responsibilities

The Chair presented a paper which had been prepared by Alexandra Walker, Business Analyst, to specifically look at PGR functions and processes.

The document highlighted the various functions and processes and the person ultimately responsible for ensuring the correct completion of a Process/Function activity. The document aims to make responsibilities clearer within the institution, the purpose of which is to inform and identify key stakeholders involved.

The Chair invited comments, which were noted as follows:

- I. Under PGR Processes and Functions, it was raised whether Annual Re-registration should come under the remit of Registry;
- II. Add 'Examinations' to Quality Assurance for PGR Data; and
- III. Under 'Data Owners' add 'Research Environment'

It was noted that the comments need to be presented to the PGR Board which is chaired by the Director of Registry. The Chair thanked members for their comments which would be fed back to Alexandra.

[GB 2021 03 31 P18](#)

## TO CONSIDER:

### 6. 6.1 Five Year Rolling Plan of Start Dates and Application Deadline Dates for PGRs:

The Committee **approved** the proposed five year rolling plan of start dates and application deadline dates for Postgraduate Research students, subject to the following:

1. The use of start/intake dates and, alongside this, the deadline dates for applications to be reviewed by the DoGE CE prior to publication
2. The Researcher Environment team and Central Services to also be included in the circulation list under 'next steps 4.1'

It was agreed that the Chair would email JD once the School had reviewed any potential implication of the dates and then approve on Chair's Action.

It was agreed that the document would continue to be discussed and reviewed at PGR Lifecycle on an ongoing basis, and that exceptional circumstances that fell outside of the dates would be dealt with as they arose.

[GB 2021 03 31 P3](#)

### **6.2 A Review of the PEF; Research Applicant Approval Form:**

The Committee **approved** the new version of the PEF; the Research Applicant Approval Form, which had been redesigned and standardised following consultation with the Student Recruitment Team, the International Office, PGR Administrators and the Admissions working group, subject to but not limited to the following amendments:

1. Under Section 2, Course Details; limit the number of options available under 'type of research' but leave in 'other';
2. Under Section 6, Special Terms and Conditions; the text in the second check box should be re-phrased;
3. Under Section 6, Special Terms and Conditions; add a drop-down box of what text would appear in the offer letter;
4. Under Section 8, Declaration; the text in the last check box may need altering to make it future proof, along with the text in the second to last check box with regards to distance learning
5. Other recommendations; MA to consolidate the various permutations of text for teaching to a shorter standardised text

It was agreed that the 'interview notes' under Section 3 would be left as they were because of the parallel work that had been conducted into 'Interviews and References' which had been presented at the last meeting.

[GB 2021 03 31 P4](#)

### **6.3 An Update to the Virtual Viva Protocol:**

The Committee **approved** an update to the Virtual Viva Protocol.

There were no comments.

[GB 2021 03 31 P5](#)

### **6.4 Research Degree Examination Improvements:**

The Committee was invited to note the main pieces of feedback received for the 2019/20 academic year, and the resultant action that has taken place to address the feedback, to enhance the examination experience for all stakeholders.

[GB 2021 03 31 P6](#)

### **6.5 PGR Casework Report 2019/20:**

The Committee was invited to note the annual report for the 2019/20 academic year in relation to postgraduate researcher (PGR) casework which is managed by the PGR Provision and Events team in Registry. It was hoped that this report could be replicated each academic year.

[GB 2021 03 31 P7](#)

	<p><b>6.6 Consumer Protection Law Working Group – PGR Disclaimer:</b></p> <p>The Committee <b>approved</b> the PGR Disclaimer.</p> <p>It was agreed that any caveats or follow up issues were noted on the Course Finder portal, such as hidden fees.</p> <p>It was agreed that JC would send a link to CR of ‘hidden costs’ for information.</p> <p><b>6.7 Amendment to the Regulations Governing Research Degrees for the 2021/22 Academic Year:</b></p> <p>This was not covered at the meeting, however, an update was circulated to members after the meeting by CR.</p> <p style="text-align: right;"><a href="#">GB 2021 03 31 Post meeting update</a></p>	<p>CR</p> <p>JC</p>
<b>TO NOTE:</b>		
<p><b>7.</b></p>	<p><b>7.1 School Research and Enterprise and PGR Forum Minutes</b></p> <p>Recent minutes from the school meetings were noted by members. It was noted that where there were no minutes to report, it was due to unconfirmed minutes waiting approval before being presented to this committee for consideration</p> <p><b>7.1.1 MINUTES FROM AS</b> No minutes to report.</p> <p><b>7.1.2 MINUTES FROM ADA</b> - School PGR Forum – 3 February 2021 <a href="#">GB 2021 03 31 P9</a></p> <p><b>7.1.3 MINUTES FROM BS</b> No minutes to report.</p> <p><b>7.1.4 MINUTES FROM CE</b> - School Research and Enterprise Committee – 17 February 2021 <a href="#">GB 2021 03 31 P10</a></p> <p><b>7.1.5 MINUTES FROM EPD</b> - School Research and Enterprise Committee – 12 October 2020 <a href="#">GB 2021 03 31 P11</a></p> <p>- School Research Integrity &amp; Ethics Committee – 12 October 2020 <a href="#">GB 2021 03 31 P12</a></p> <p><b>7.1.6 MINUTES FROM HHS</b> - School Research and Enterprise Committee – 9 December 2020 <a href="#">GB 2021 03 31 P13</a></p> <p><b>7.1.7 MINUTES FROM MHM</b> - School Research Committee – 4 November and 2 December 2020 <a href="#">GB 2021 03 31 P14</a> <a href="#">GB 2021 03 31 P15</a></p> <p><b>7.2 Graduate Council Minutes</b></p>	

	<p>- 23 February 2021</p> <p style="text-align: right;"><a href="#">GB 2021 03 31 P16</a></p> <p><b>7.3 University Equality, Diversity and Inclusivity Enhancement Committee</b></p> <p>- 13 January 2021</p> <p style="text-align: right;"><a href="#">GB 2021 03 31 P17</a></p>	
<b>OTHER BUSINESS:</b>		
<b>8.</b>	<p><b>Any Other Business</b></p> <p>8.1 The PGR Student Representative thanked the Chair for being given the opportunity to engage in discussions at a senior level and for being able to showcase what PGR's have been doing at Huddersfield.</p> <p>8.2 AS reminded members of upcoming closing dates for the following:</p> <ul style="list-style-type: none"> <li>• Supervisor of the year</li> <li>• 3 minute thesis</li> <li>• PRES</li> </ul>	
<b>9.</b>	<p><b>Availability of Agenda, Papers and Minutes</b></p> <p>With the exception of the PGR Disclaimer, no papers will be excluded from the public record.</p>	
<b>10.</b>	<p><b>Dates of Next Meetings</b></p> <p>The next meeting will be held virtually on Tuesday 18 May 2021 at 9.00am.</p>	