

Graduate Board

2 February 2021

MINUTES

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

PRELIMINARY ITEMS		Action
1.	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	
2.	<p>MEMBERSHIP</p> <p>It was reported that Rebecca Saunders from Media and Journalism, and who had recently joined the University had been chosen as the early career researcher representative to the committee.</p>	
3.	<p>MINUTES</p> <p>Resolved: The minutes of the meeting held on 11 November 2020 were accepted as a true record.</p> <p style="text-align: right;">GB 2020 11 11 M</p>	
4.	<p>MATTERS ARISING</p> <p>4.1 PGR Student Fees and Finance (minute 4.1): It was confirmed that CR and JC have met and discussed ideas and potential implications to the draft write-off procedure for students, especially for doctoral students. It was confirmed that a representative from Finance had not attended PGR Lifecycle.</p> <p>As JC was not present at the meeting to provide an update on the writing up of the procedure, and to confirm whether it would be applied to procedures and/or whether the Regulations would also need to be updated, it was agreed that MA and CR would take this outside of the meeting and discuss further.</p>	MA/CR

<p>4.2 Self-Plagiarism – Guidance and Regulations update (minute 6.0): It was confirmed that the actions recorded under item 6 had been approved on Chair’s action. CR reported that the guidance had been incorporated into the submission briefing training and onto appropriate webpages.</p> <p>Linking the guidance to the skills audit was discussed; it was noted however that this may be unnecessary depending on future developments. In the meantime it was agreed that AS would share the existing skills audit with DS.</p> <p>4.3 PRES – Research Culture Focus Groups (minute 4.3): It was noted that the transcriptions from the focus groups had been given to MA. It was reported that the focus groups would no longer go ahead as planned, and instead action points out of the PRES would be followed up in consultation with the DoGEs at the next PGR Lifecycle meeting.</p> <p>4.4 Internal examiner and supervisor training (minute 4.5): It was reported that MA and AS had produced videos for both the Supervision Fundamentals for New Supervisors and Supervision at Huddersfield for Experienced Supervisors programmes held on the 25 and 26 January 2021 respectively, to help clear the backlog of supervisor training. It was reported that the events had not been well attended, and the material provided beforehand had not been read by some attendees. MA/AS agreed to explore other avenues to make attendees engage with the material prior to attending the event. It was confirmed that the next available dates would be after the current teaching term so that there would be no conflicts with attendance.</p> <p>It was noted that the Internal Examiner training has still to be booked.</p> <p>It was reported that AS and CR would be working together to resolve the issue with regards to staff access to the Researcher Environment Module on BrightSpace.</p> <p>MA reported that he was working with KT to compile a complete list of staff who would be eligible to supervise, as the only list available currently is a list of staff that have completed the training.</p> <p>4.5 New procedures – Recognition of Prior Learning (minute 4.7): It was noted that the information relating to recognition of prior learning for potential applicants had been located within the ‘applying for a research degree’ on the Graduate School website. It would be added to the main application pages in due course. CR reported that it would also appear on course finder and had sent the information to admissions.</p> <p>4.6 Any Other Business (minute 8.2):</p>	<p>AS</p> <p>MA</p> <p>MA/AS</p> <p>AS/CR</p> <p>KT/TB</p> <p>CR</p> <p>CR</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

	<p>It was noted that the change from 'Tier 4 Visa' to 'Student Visa' throughout the Regulations for Postgraduate Researchers 2020 has been updated; the associated on-line versions were currently been worked on.</p> <p>4.7 Any Other Business (minute 8.3): It was confirmed that a request to change a student's mode of study had not been approved as the student was full time. MA agreed to review the process again and to report to AB and TT.</p> <p>4.8 Any Other Business (minute 8.4): It was noted that recently changed enrolment guidance had been sent of the DoGS and DoGEs for information.</p>	<p>MA</p>
<p>5.</p>	<p>CHAIR'S BUSINESS</p> <p>5.1 Annual Planning Round: MA confirmed that the Graduate School would be involved in the annual planning round for the first time, and confirmed the date would be Wednesday 17 February 2021 at 9.00am. The document due to be submitted on 5 February 2021 had been reviewed by both RB, TT and International. The Graduate School strategy would be produced by Easter. MA noted that the document was a fantastic summary of the work that already been done, as well as the work that had taken place over the last five months.</p> <p>5.2 VC Fee Waivers: It was reported that AB did not want a KPI for PGR numbers. MA reported that AB had agreed not to set a number of VC waivers, instead Schools would be left to decide how many they would award. This had been discussed with Deans and DoGEs and the associated changes had been reflected on their sites.</p> <p>MA also reported that the VC bursary had been removed; stipends would be offered at the Schools' discretion according to their capacity to do so.</p> <p>It was noted that the information currently on the 'funding your study' page would have to be amended, and AR agreed to send the new wording to MA prior to publication.</p>	<p>MA</p> <p>AR/MA</p>
<p>TO CONSIDER:</p>		
<p>6.</p>	<p>6.1 An update from the Admissions Working Group – Interviews and References: The Committee approved the recommendations made by the Admissions working group in relation to interviews and references, subject to the following amendments.</p> <ol style="list-style-type: none"> 1. Amend the criteria for interview to add that the research proposal/personal statements has to meet basic quality criteria. The criteria could then in turn be used as reasons for rejection which are currently very vague. 2. Would it be possible to review the type of written documentation that has to be kept, and give examples. 	

3. It was proposed that the requirements for staff and non-staff PGRs were differentiated, and to use the interview process for staff to explore the types of research degree to be undertaken.
4. It was agreed that VC Scholarships, which are external to this process, and managed by the DoGEs should be added.
5. It was questioned whether there should be a differentiation between informal and formal interviews, linked to point 4.
6. JD agreed to add guidelines of what should be asked at a formal interview, to include the candidate's capacity for undertaking their project in the first place, however, it would be at the Schools' discretion as to whether they used them or not.
7. It was queried, with regards to the applicant's file, whether there would be space to store, for example, alternative formats, and it was noted that the applicant's electronic file would only be used to store written documentation.

[GB 2021 02 02 P1](#)

6.2 Distance Learning Provision Approval Framework

The Committee considered and approved the proposal for the management of requests for the approval of the delivery of PGR provision by Distance Learning (DL), subject to the following amendments.

1. The addition of confirmation that there are adequate resources in place to support PGR Skills for DL students received from the Head of the Researcher Environment team.
2. Reference to the students attending campus for 10 days' per year be amended to refer to the PGR regulations.
3. The addition of a section in the MYMO BrightSpace Module specifically for distance learning research supervisors (move my module online). It was agreed that JS would add a fourth bullet point to cover this point

Following approval of the paper, it was noted that the following would be required to support the implementation of PGR by DL:

1. An additional mode of attendance would require establishing on ASIS and it was confirmed that the interview and application processes would need to be updated to include arrangements for DL students.

Grad board agreed that the regulations would require updating to:

1. Allow FT students to undertake PGR by DL
2. Reflect the differing attendance monitoring requirements for DL students

Finally, it was recommended that the PGR regulations be reviewed in relation to the requirement for students to attend campus for up to 10 days per year.

	<p>MA thanked JS for his work on this.</p> <p style="text-align: right;">GB 2021 02 02 P2</p>	
TO NOTE:		
<p>7.</p>	<p>7.1 School Research and Enterprise and PGR Forum Minutes</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>7.1 School Research and Enterprise and PGR Forum Minutes</p> <p>7.1.1 MINUTES FROM AS No minutes to report.</p> <p>7.1.2 MINUTES FROM ADA - School Research and Enterprise Committee 9 December 2020 - School PGR Forum 14 October 2020</p> <p>MA noted that whilst 10 PGR's per supervisor had been minuted as the norm, Schools should move to 6 PGR's per supervisor. Whilst it was agreed that there are exceptions within different disciplines 10 PGR's was a considerable number.</p> <p>7.1.3 MINUTES FROM BS - School Research and Enterprise Committee 9 December 2020</p> <p>7.1.4 MINUTES FROM CE No minutes to report.</p> <p>7.1.5 MINUTES FROM EPD - School Research and Enterprise Committee 18 May 2020 - School Research Integrity & Ethics Committee 18 May 2020</p> <p>7.1.6 MINUTES FROM HHS - School PGR Forum 18 November 2020 - School PGR Committee 23 November 2020</p> <p>MA noted the incorrect spelling of his surname in one of the sets of minutes. The School was asked to consider whether they should offer some of their masterclasses more widely. AS advised that she would happily promote them in the PGR Skills newsletter.</p> <p>7.1.7 MINUTES FROM MHM No minutes to report.</p> <p>7.2 Graduate Council Minutes - 20 October 2020 - 15 December 2020</p>	<p>GB 2021 02 02 P3 GB 2021 02 02 P4</p> <p>GB 2021 02 02 P5</p> <p>GB 2021 02 02 P6 GB 2021 02 02 P7</p> <p>GB 2021 02 02 P8 GB 2021 02 02 P9</p> <p>GB 2021 02 02 P10 GB 2021 02 02 P11</p>
OTHER BUSINESS:		

8.	Any Other Business There was no other business.	
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 virtually on Wednesday 31 March 2021 at 9.00am.	