Graduate Board
11 November 2020

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

PRELIMINARY ITEMS		Action
1.	**DECLARATIONS OF INTEREST** There were no declarations of interest.	
2.	**MEMBERSHIP** It was reported that an early career researcher had not yet been found. Representation would be sought from members of staff who were new to supervision. GB_2020_11_11_P1	MA
3.	**MINUTES** **Resolved**: The minutes of the meeting held on 11 August 2020 were accepted as a correct record. GB_2020_08_11_M	
4.	**MATTERS ARISING** **4.1 PGR Student Fees and Finance (minute 4a):** CR reported that this was still awaiting approval from Finance, and it was agreed that a representative from Finance would be invited to attend PGR Lifecycle. JC reported later in the meeting that Kirsty White was in the process of writing up procedures and approval would be sought from the committee once they had been written up. It was noted that the calculations would have to take into account the Doctoral Loan Scheme. **4.2 Self-Plagiarism – Guidance and Regulations update (minute 4c):**	MA JC

	This item was reported under agenda item 6. **4.3 PRES – Research Culture Focus Groups (minute 4d):** MA reported that this work had been delayed because of Covid-19. AS confirmed the transcriptions of the focus groups had now been written up and would send them to MA for his consideration.	AS/MA
	4.4 Digital Preservation of Thesis (minute 4e): LC reported that the matter had been raised with the Library Team who have agreed to continue to work on this. LC raised the question of how practice-based or alternative-format work would be stored in the Repository with the Library team, and the Library Team have confirmed that this is taken into consideration and will be reviewed as part of ongoing work on alternative-format submissions. MG (CLS) confirmed that there is a current piece of work on this being undertaken. There is no further action at this time.	
	4.5 Internal examiner and supervisor training (minute 5d): MA reported that he has provided training and followed up with individual one to ones. There is also a PowerPoint presentation on the researcher pages of Brightspace. It was agreed that MA and AS would meet to discuss further training.	MA/AS
	AS reported that she was still in discussions with regards to staff access to the Researcher Environment Module on Brightspace. In the meantime staff should contact the IT Support Team if they were having difficulty accessing the module.	AS
	4.6 New procedures – Change of Supervisor (minute 6a): CR reported that the Change of Supervisor Form had been added to the Registry webpages in the supervision area.	
	4.7 New procedures – Recognition of Prior Learning (minute 6a): CR reported that the information relating to Recognition of Prior Learning had been uploaded to the Registry webpages. In terms of where it would be most visible for potential applicants CR would discuss with MA.	CR
	4.8 New procedures – Remote Learning (PGR Student Support Framework)(minute 6b): CR reported that the Remote Learning (PGR Student Support Framework) were approved at URC, and saved on Sharepoint alongside the contingency plans for taught students.	
	4.9 PGR Welcome (minute 6e): LB reported that the work required on the PGR timeline had been completed in time for PGR induction. LB expressed her thanks to AS and CR for their contribution towards this.	
	4.10 Any Other Business (minute 8b): CR reported that the work that had been conducted into thesis word limits had been completed and would be embedded into current procedures and be launched before the end of November.	
5.	**CHAIR'S BUSINESS**	

	5.1 Annual Planning: 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. MA noted that this was an important milestone for the Graduate School to distinguish itself from both Research & Enterprise and Registry. It was noted that some members would be asked to contribute. MA reported that the Planning team would produce the initial data and there would be approximately one month to finalise it. The document would be discussed at PGR Lifecycle, and with the SU. It would also be used to feed into the School's planning rounds. **5.2 Christmas – Students Travelling Home:** MA asked all DoGE's to note the Governments plans to ensure that students can travel home for Christmas. The plan is to finish all face-to-face teaching on 8 December and then online teaching would continue until the end of term. RB confirmed that where PGR's have a need to be on campus, they can continue do so until Christmas.	
TO CONSIDER:		
6.	**6.1 New Guidelines for incorporating published work:** The Committee was asked to consider and approve the launch of new guidelines for postgraduate researchers and staff for incorporating published material into theses. 6.2 Members were asked for their comments, the actions from which are recorded below: 1. It would be useful for training to run alongside this – SA to incorporate into the supervisor/mentoring training 2. CR and MG to discuss inclusion of appropriate central resources 3. CR to build into the Research Skills Audit 4. CR to create a webpage and link it to the Graduate School website and Library website 5. CR to reflect the changes highlighted by the DoGE of Applied Sciences and include definitions for co-authored, co-written etc. To be approved on Chair's Action. GB_2020_11_11_P2	
TO NOTE:		

7.	**7.1 To consider a verbal update at the meeting from the Admissions Working Group**	
	JD provided a verbal update from the Admissions Working Group, the following points were noted;	
	• The three Admissions related policies which were approved by Graduate Board and URC at the end of the last academic year have now been added to the University's policy framework. Work is on-going to translate these into common procedures	
	• Schools have provided details of their admissions processes, examples of good practice, current bottlenecks and suggestions for improvements	
	• A high level workflow has been started which identifies where practice differs between schools and highlights elements of good practice	
	• This work has raised a number of questions about the processes which schools are being asked to clarify/explain in more detail i.e. the different approach taken to interviewing	
	• The next phase of this work is to assign roles and responsibilities to each part of the process and ensure complete documentation	
	• PGR Admin staff have been approached about the idea of 'refresher/updating' sessions	
	• A dedicated PGR Admissions Teams site is being considered which could be used both as a discussion forum but also as a source of information on processes etc. This would be made available to both administrative and academic staff involved in PGR Admissions	
	• PGR applicants are to be included in the CMA 'My Contract' process.	
	• A parallel project led by Laura Thompson, Project Officer, Student Recruitment Team, would be picking up the PEF and associated processes	
	Minutes	
	Recent minutes from the school meetings were noted by members.	
	MINUTES FROM AS	
	7.2 School Research and Enterprise Committee 28 September 2020	
	7.3 School PGR Forum 29 September 2020	
	MINUTES FROM ADA	
	7.4 School Research and Enterprise Committee 23 September 2020	
	MINUTES FROM CE	
	7.5 School Research and Enterprise Committee 21 October 2020	
	MINUTES FROM HHS	
	7.6 PGR Committee 21 September 2020	
	7.7 School Research and Enterprise Committee 22 September 2020	
	It was confirmed that both the minutes from the Schools PGR Forums and Schools Research Committees should come to this committee and minutes from Graduate Council should also be provided.	All Schools/R&E

OTHER BUSINESS:

8.	**Any Other Business**	
	8.1 MA expressed his thanks to Professor Nigel King for the work he had done over the last four years.	
	8.2 The committee considered and approved a request to update the Regulations for Postgraduate Researchers 2020 to change 'Tier 4 Visa' to 'Student Visa' throughout.	CR
	8.3 The committee considered an exceptional request from a School to change a student's mode of study to distance learning. It was confirmed that the request had provisionally been given the okay by the Deputy Vice Chancellor and the PVC for Research. The request and conditions were considered by members and it was agreed subject to a number of amendments it would be approved on Chair's action.	DL/MA
	8.4 It was confirmed by JR that enrolment guidance had changed recently and a standard communication would be sent to MA and all DoGEs for information.	JR
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 2 February 2021 at 9.00am.	