

## Graduate Board

23 January 2024

### MINUTES

<b>Venue:</b>	Online via Teams
<b>Author:</b>	Ms Amanda Westwell, Registry Officer, (Student Regulations and Casework) PGR Provision
<b>Present:</b>	Dr Rachel Birds (Chair); Ms Claire Aydogan; Ms Claire Barber; Miss Lydia Blundell; (SU Education Officer); Mrs Lindsey Botha; Professor Ann-Louise Caress; Dr Dougie Clarke, Ms Becky Green; Ms Gabriella Holt (Researcher); Professor Artur Jaworski; Mrs Joanne Ryan; Dr Emma Salter; SU PGR Representation; Ms Tracy Wood
<b>In attendance:</b>	Mrs Sarah Elstub; Mrs Fran Hinewright; Mr Jason Smith;
<b>Apologies:</b>	Professor Monty Adkins; Professor Andrew Ball; Mrs Emi Chui; Mr Jonathan Croall; Mrs Heather Kerrick; Dr Kate Lavendar; Mr Matt Mills; Professor Jane Owen-Lynch; Professor Alistair Sambell; Professor Abhijit Sharma; Ms Clare Taylor; Dr Daniel White

PRELIMINARY ITEMS		Action
1.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>It was noted that there were no declarations of interest.</p>	
2.	<p><b>MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS</b></p> <p>2.1 It was noted that Professor Artur Jaworski had replaced Professor Jonathan Hinks as Director of Graduate Education for the School of Computing and Engineering.</p> <p style="text-align: right;">GB_2024_01_23_P1</p>	
3.	<p><b>MINUTES</b></p> <p><b>Resolved:</b> The minutes of the meeting held on 15 November 2024 were accepted as a true record.</p> <p style="text-align: right;">GB_2023_11_15_M</p>	
4.	<p><b>MATTERS ARISING</b></p> <p><b>4.1 Membership, Terms of Reference, Annual Cycle of Business (minute 4.1)</b></p> <p>4.1.1 It was reported that the following amendments had been made to the membership.</p> <ul style="list-style-type: none"> <li>I. Business School to be amended to the School of Business Education and Law, and</li> <li>II. Academic titles to be checked.</li> </ul> <p style="text-align: right;">GB_2023_11_15_P1</p> <p>4.1.2 It was noted at the last meeting that the School's PRES reports would be considered at this meeting, however, due to the emphasis on PGR recruitment and changes to DoGE staffing, which have been a priority, the PRES reports would be presented at a future meeting in this academic cycle.</p> <p><b>4.2 PhD Cotutelle Proposals (minute 5.1)</b></p>	

	<p>4.2.1 It was reported that the following amendments required to all pro-formas had been made.</p> <ol style="list-style-type: none"> <li>1. If students are already registered, indicate how long they have been registered for;</li> <li>2. Target Market – explain how students are being recruited;</li> <li>3. International office commentary – confirm that existing students have met the requirements. Confirmation that the International Office has been consulted with and which staff member;</li> <li>4. Dortmund – explain what the rationale is for treating students as part-time but treating them as full time.</li> </ol> <p>It was noted that a phrase regarding external supervisor arrangements would be added for clarification at a later stage when the regulations are due to be updated.</p> <p><b>4.3 Chair' Action</b></p> <p>4.2.1 It was reported that a new programme title had been approved for Computing and Engineering – PhD Civil Engineering (full time, part time and distance learning).</p>	JS
5.	<p><b>CHAIR'S BUSINESS</b></p> <p><b>5.1 Careers Tool</b></p> <p>It was noted that the Careers tool had been developed by Dave Stanbury, Deputy Head of Careers and Employability. There are a series of questions for researchers which will help signpost them to the right support and guidance. It was noted that a separate communication would go out to students, including a video of how to use the tool. It was envisaged that a soft launch would take place in April.</p>	
<b>TO CONSIDER:</b>		
6.	<p><b>6.1 PGR Teaching Framework</b></p> <p>6.1.1 The Committee considered the proposed updated PGR Teaching Framework.</p> <p>6.1.2 It was noted that the main changes to the framework were as follows:</p> <ol style="list-style-type: none"> <li>1. To include preparation time in PGR hours and to make clear that certain types of demonstration do not need preparation time.</li> <li>2. To ensure these hours are clearly recorded and to report holistically on them at the Annual PGR Lifecycle meeting.</li> <li>3. Updated to refer to LTHE 1 and 2, not TAPP.</li> <li>4. To ensure that it is clear what is required for LTHE 1 and 2; for invigilation it is not required.</li> <li>5. To ensure that there is oversight of PGR responsibilities.</li> <li>6. To provide a clearer expectation of responsibilities, and that PGRs need to be trained to undertake duties and should not be asked to undertake duties they feel unprepared for.</li> <li>7. To provide clearer mentoring responsibilities.</li> <li>8. To provide clearer guidance that staff need to be present when there are specific health and safety requirements connected to an activity.</li> </ol> <p>6.1.2 Members discussed the Framework, in particular point 5, Allocation of Hours. The main points were noted as follows:</p> <ul style="list-style-type: none"> <li>• PGRs on a university scholarship or bursary were, in effect, undertaking their 6 hours for free.</li> <li>• It was debated whether PGRs are being treated fairly and equally in relation to the allocation of teaching duties.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Unpaid hours contribute to the maximum number of hours a PGR is permitted to work; this was especially relevant for International Students.</li> <li>• It was not clear whether for those PGRs who worked beyond 6 hours, whether they were paid automatically, or whether they had to ask to be paid.</li> <li>• PGR rights should be better communicated.</li> <li>• In some schools a pro-rata approach was taken, however, some level of gradation should be applied.</li> <li>• In the main it was noted that PGRs support the proposed framework.</li> </ul> <p>6.1.3 It was noted by the DoGE (AS) that the updated Framework would address many of the points raised as the mechanism for ensuring a fair allocation would be overseen by the DoGE in each school.</p> <p>6.1.4 The committee agreed, subject to the following amendment, to approve the updated Framework:</p> <ol style="list-style-type: none"> <li>I. For international students it would be made clearer what work is counted towards the maximum hours they are permitted to work.</li> </ol> <p style="text-align: right;">GB_2024_01_23_P2</p>	JR (IO)
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**TO NOTE:**

7.	<p><b>7.1 Mental Health Charter Update</b> It was noted that there was no update at this present time.</p> <p><b>7.2 PGR Culture and Development Update</b> The following updates were noted:</p> <ul style="list-style-type: none"> <li>- PGRs would be contributing to the Global Week in February</li> <li>- Themed months as per last year – Level up your research - February</li> </ul> <p><b>7.3 School Research and Enterprise and PGR Forum Minutes</b> The following Schools’ minutes were received and noted.</p> <p><b>7.3.1 MINUTES FROM AS</b> - No minutes currently available.</p> <p><b>7.3.2 MINUTES FROM AH</b> - No minutes currently available.</p> <p><b>7.3.3 MINUTES FROM BS</b> - No minutes currently available.</p> <p><b>7.3.4 MINUTES FROM CE</b> - No minutes currently available.</p> <p><b>7.3.5 MINUTES FROM EPD</b> - No minutes currently available.</p> <p><b>7.3.6 MINUTES FROM HHS</b> - PGR Committee – 14 June 2023 - Research Ethics &amp; Integrity Committee – 11 October 2023</p> <p style="text-align: right;">GB_2024_01_23_P3 GB_2024_01_23_P4</p>	
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	<p>It was noted there were no comments with regards to the school minutes.</p> <p><b>7.4 GRADUATE COUNCIL MINUTES</b> - No minutes currently available.</p> <p><b>7.5 UNIVERSITY EQUALITY, DIVERSITY, AND INCLUSIVITY ENHANCEMENT COMMITTEE</b> - 13 November 2023</p> <p style="text-align: right;">GB_2024_01_23_P5</p>	
<b>OTHER BUSINESS:</b>		
<b>8.</b>	<p><b>Any Other Business</b></p> <p>8.1 It was noted that there was no other business to discuss.</p>	
<b>9.</b>	<p><b>Availability of Agenda, Papers, and Minutes</b></p> <p>It was noted that 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 on 12 March 2024 on Teams.</p>	