

Graduate Board

28 February 2020

MINUTES

Venue:	McClelland Suite SB7
Author:	Lauren Hollingworth
Present:	Professor Nigel King (Chair); Dr Rowan Bailey; Dr Rachel Birds; Ms Lydia Blundell (part); Dr Dougie Clarke; Mrs Judith Davidson; Professor Barry Doyle; Mrs Sheila Furmedge; Mr Martin Gill; Mr Emmanuel Haruna (SU); Dr Jonathan Hinks; Dr Helen Jones; Dr Julia Meaton; Mr Matt Mills (part); Mrs Cathie Raw; Ms Annette Rhodes (part); Mrs Chinyere Sam-Okerenta (Stu Rep); Dr Anna Seabourne; Dr Joanne Stead; Ms Tracy Wood
In attendance:	
Apologies:	Professor Andrew Ball; Ms Charlotte Bartley; Mrs Emi Chiu; Dr Lisa Colton; Mr Jonathan Croall; Ms Heather Kerrick; Dr Dawn Leeming; Professor Jane Owen-Lynch; Mrs Joanne Ryan; Professor Dave Taylor; Professor Liz Towns-Andrews; Dr Tracy Turner

		Action
1.	Declarations of Interest There were no declarations of interest.	
2.	Minutes Resolved: the minutes of the meeting held on 16 January 2020 were accepted as a correct record, with the exception of the corrections noted below. GB-2020-16-01-M <u>Minute 3b PRES focus groups</u> This should read cross-school focus groups only, not and service focus groups. <u>Minute 3e Academic Integrity module:</u> This should read Research Integrity module.	
3.	Matters Arising 3a. PRES Presentation: confirmed that Registry has shared the location of the presentation with Board members. 3b. PRES focus groups: discussed under Chair's Business item 4d 3c. VC Fee Waiver: discussed under Chair's Business item 4b	

	<p>3d. UK Quality Code Gap Analysis: clear definitions are needed for categories. Not currently meeting UK Quality Code. An admissions working group to be set up (RB, DC, TW, JD) An International Office Rep and an extra PGR Admin Rep are required. An additional working group for partnerships will also need to be set up.</p> <p>3e. Regulation changes for 2020: discussed under item 5.</p> <p>3f. PGR Student Fees and Finance: JC to provide change in financial regulations for PGR's. The current system doesn't work as it is based on terms and there is no system for writing off fees. PGR finance regulations to be compared with other Universities.</p> <p>3g. PGR Board Report: anyone who takes on the role of main supervisor is also expected to act as a progression reviewer for other PGR's.</p> <p>3h. PRES Plans: discussed under item 6.</p>	<p>RB, DC, TW, JD</p> <p>JC</p>
<p>4.</p>	<p>Chair's Business</p> <p>4a. Update – Dean's Tenure: no appointment was made following the first round of interviews, the post is currently with HR and will be going out again shortly. NK to sort transition period with AB. Student Union to provide list of top concerns facing PGRs that may be taken into account as part of interview process.</p> <p>4b. VC fee waiver: proposal for revisions to VC fee waiver circulated. NK, AR and CR to finalise wording for web version. The scheme will be rolled out from September starters. New scheme can be offered to anyone who is still at application stage, as long as the changes are clearly communicated to applicants. NK to inform JC on key points.</p> <p>4c. Self-Plagiarism – guidance and regulations: working party to be set up (RB, JH, DC, AS, LB). Sample texts and guidance to be provided for students. To be rolled out for 20/21 academic year.</p> <p>4d. PRES – research culture focus groups: training opportunities and out of hours PGR activities to be arranged. Student focus group has taken place and a staff PGR focus group will be organised.</p> <p>4e. Change to APA 7th referencing: a paper has gone to UTLC. Not appropriate to enforce a set style of referencing on PGR's.</p> <p>4f. Teaching framework: Needs to ensure full compliance. Schools to keep an eye on offer letters.</p>	<p>NK</p> <p>NK, AR, CR</p> <p>RB, JH, DC, AS, LB</p> <p>AS</p>

	4g. Registry staffing changes: CR is now the Assistant Registrar (PGR & Events).	
TO CONSIDER:		
5.	<p>Regulations for Awards- Proposed Changes</p> <p>Further changes will be made (DBA, admissions policy). The changes will be discussed in more detail at the next PGR Lifecycle meeting.</p> <p style="text-align: right;">GB-2020-28-02 P5A GB-2020-28-02 P5B</p>	
6.	<p>PRES Plans</p> <p>These will be looked at as part of the annual evaluation.</p> <p>HHS PRES Plan to follow.</p> <p>PGR Society – AS to share details with other schools.</p> <p style="text-align: right;">EPD PRES Plan GB-2020-28-02 P6A MMH PRES Plan GB-2020-28-02 P6B ADA PRES Plan GB-2020-28-02 P6C AS PRES Plan GB-2020-28-02 P6D HBS PRES Plan GB-2020-28-02 P6E CE PRES Plan GB-2020-28-02 P6F</p>	DC
7.	<p>PGR Representation</p> <p>EH and LB to meet with NK – deferred to next Graduate Board</p>	EH, LB, NK
8.	<p>Membership and Terms of Reference</p> <p>Updated terms have been circulated.</p> <p>All committees to include an early career researcher. Can be set up on a school rotation. Expressions of interest to be requested.</p> <p style="text-align: right;">GB-2020-28-02 P8A</p>	
9.	<p>PGR Student Charter</p> <p>Initiated by Student Union in response to appeals, complaints and other issues.</p> <p>To include what is to be expected of students and supervisors</p> <p>Comments required – to be finalised at May Graduate Board.</p> <p style="text-align: right;">GB-2020-28-02 P9A</p>	

10.	<p>PGR Welcome</p> <p>Defer to next Graduate Board – LB to present.</p>	LB
11.	<p>Proposed New PGR Course Start Dates</p> <p>TW presented paper on new proposed start dates.</p> <p>Dates are for 2021 onwards.</p> <p>Central induction to take place for all September/ October starters in the first week of October.</p> <p>TW and JD to follow up.</p> <p style="text-align: right;">GB-2020-28-02 P11A</p>	TW, JD
TO NOTE:		
12.	<p>Minutes</p> <p>Minutes from the school meetings held between September 2019 and January 2020 were noted by members.</p> <p>MINUTES FROM MHM</p> <ul style="list-style-type: none"> • Research Committee – 6 Nov 2019 GB-2020-28-02 P12A • Research Committee – 11 Dec 2019 GB-2020-28-02 P12B <p>MINUTES FROM CE</p> <ul style="list-style-type: none"> • Research & Enterprise Committee – 9 Oct 2019 GB-2020-28-02 P12C • Research Ethics & Integrity – 5 Nov 2019 GB-2020-28-02 P12D <p>MINUTES FROM SEPD</p> <ul style="list-style-type: none"> • Research Ethics & Integrity – 3 Oct 2019 GB-2020-28-02 P12E • Research Ethics & Integrity – 30 Jan 2020 GB-2020-28-02 P12F <p>MINUTES FROM HHS</p> <ul style="list-style-type: none"> • PGR Committee – 23 Sept 2019 GB-2020-28-02 P12G • PGR Forum – 23 Sept 2019 GB-2020-28-02 P12H • Research & Enterprise Committee - 3 Oct 2019 GB-2020-28-02 P12I • PGR Committee – 11 Nov 2019 GB-2020-28-02 P12J • PGR Forum – 11 Nov 2019 GB-2020-28-02 P12K 	
OTHER BUSINESS:		
13.	<p>Any Other Business</p> <p>13a. Three Minute Thesis: semi-finals are set to take place on 3 June 2020 and the final is set to take place on 17 June</p>	

	<p>2020. The Supervisor of the Year final will take place at the same time.</p> <p>13b. Brightspace: AS needs access to all school areas. CR to arrange.</p> <p>13c. PGR Conference: to take place on 31 March 2020.</p> <p>13d. Dean of Graduate School: colleagues thanked NK for his contribution. NK will attend the next Graduate Board.</p>	CR
14.	<p>Availability of Agenda, Papers and Minutes</p> <p>No papers will be excluded from the public record.</p>	
15.	<p>Dates of Next Meetings</p> <p>The date of the next meeting was confirmed as follows:</p> <p>13 May 2020 at 9.00am in Level 6 Boardroom Student Central</p>	