

Graduate Board

10 May 2023

MINUTES

Venue:	Online via Teams
Author:	Ms Amanda Westwell, Registry Officer, PGR Provision and Graduation
Present:	Professor Monty Adkins (Chair); Ms Claire Aydogan; Miss Lydia Blundell; Mrs Emi Chiu (Part); Dr Dougie Clarke; (SU Education Officer); (SU PGR Representation); Dr Sarah Falcus; Professor Jonathan Hinks; Ms Gabriella Holt (Researcher); Dr Kate Lavender; Dr Dawn Leeming; Mrs Joanne Ryan; Professor Abhijit Sharma; Mrs Hannah Spencer-Cheung; Ms Kirsty Taylor (Part); Ms Tracy Wood; Miss Katie Wright
In attendance:	Mrs Fran Hinewright; Mr Jason Smith
Apologies:	Professor Andrew Ball; Ms Claire Barber; Dr Rachel Birds; Mr Jonathan Croall; Ms Jane Gardner-Florence; Mrs Heather Kerrick; Mr Matt Mills; Professor Jane Owen-Lynch; Professor Alistair Sambell; Ms Clare Taylor; Dr Daniel White

PRELIMINARY ITEMS		Action
1.	<p>DECLARATIONS OF INTEREST</p> <p>It was noted that there were no declarations of interest.</p>	
2.	<p>MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS</p> <p>The Committee approved the Membership, Terms of Reference and Annual Cycle of Business for the next academic year subject to the following changes:</p> <p>I. Membership – add Dr to Kate Lavender</p> <p style="text-align: right;">GB_2023_05_10_P1 GB_2023_05_10_P1a GB_2023_05_10_P2</p>	AW
3.	<p>MINUTES</p> <p>Resolved: The minutes of the meeting held on 14 March 2023 were accepted as a true record.</p> <p style="text-align: right;">GB_2023_03_14_M</p>	
4.	<p>MATTERS ARISING</p> <p>4.1 Admissions Deadlines and CAS Issuing (minute 4.3)</p> <p>The Chair reported the following updates with regards to the action points noted below in relation the Digital Marketing campaign. It was noted that the second point would be covered under agenda item 7.2.</p> <p>I. The Graduate School and the IO would agree and publish a single side of admission deadlines for everyone.</p> <p>II. The IO would set up an agreed set of processes and share them via a Teams site.</p>	

	<p>III. The Director of Registry would pick up some of the regulatory issues with the IO outside of the meeting.</p> <p>It was reported that the admissions deadlines were being finalised and would be circulated once they were complete. It was noted that from September all applicable students will be issued with a CAS for 4 years and 6 months. Details would also be included at the supervisor training events. It is intention to get 85% of supervisors trained by the end of June 2023.</p> <p>It was reported that the Digital Marketing campaign had received a good response, and 62 applications had been received for a July start date.</p> <p>4.2 Chair's Action It was reported by the Chair that the validation paperwork for the following Schools: Business School, School of Computing and Engineering, School of Human and Health Sciences and the School of Education and Professional Development was complete with a couple of exceptions that were being followed up by the Dean of the Graduate School.</p>	<p>MA</p> <p>MA</p>
<p>5.</p>	<p>CHAIR'S BUSINESS</p> <p>5.1 Thesis titles at Graduation It was reported by the Chair that it had been agreed that the thesis titles for Doctoral students would be read out by the Dean of the school concerned at graduation.</p>	
<p>TO CONSIDER:</p>		
<p>6.</p>	<p>6.1 Amendments to the Regulations Governing Research Degrees for the 2023/24 academic year The Committee considered and approved the proposed changes to the following tracked changed documents, the details of which were summarised in the cover papers, subject to the following amendments:</p> <ul style="list-style-type: none"> - PGR Student Regulations - Paper - PGR Student Regulations 23/24 – tracked changes - Research Award Regulations - Paper - Research Award Regulations 23/24 – tracked changes <p>1. Throughout both documents change Master's by Research to Master by Research.</p> <p style="text-align: right;">GB_2023_03_14_P3 GB_2023_03_14_P3a GB_2023_03_14_P4 GB_2023_03_14_P4a</p>	<p>FH</p>
<p>TO NOTE:</p>		
<p>7.</p>	<p>7.1 Support for Pregnant Students and New Parents Policy The Committee received and noted the updated policy for Pregnant Students and New Parents. The Chair highlighted that at the bottom of page 2. it stated that 'Any PGR stipend, bursary or scholarship arrangements detail how pregnancy, and an interruption of studies will be handled,' and this should be reflected in offer letters and/or point to the policy now that this had been clarified.</p> <p style="text-align: right;">GB_2023_05_10_P5</p> <p>7.2 Academic Administration Timetable 2023/24 The academic administration timetable for 2023/24 was tabled at the meeting.</p>	

Tabled at the meeting

7.3 International Office Teams Site

The committee received a brief demonstration of the new International Office Teams SharePoint site. It was noted that this had been developed following an audit by UNIAC in advance of the audit by the UKVI, at which it had been requested that a central resource should be made available to everyone.

It was noted that the global role out would take place in June, when all Schools and Service would gain access. It was requested that any feedback should be forwarded onto Joanne Ryan.

7.4 Mental Health Charter Update

The following updates were provided in advance of the meeting.

7.4.1 It was noted that the University Health and Wellbeing Plan was signed off by SLT at the end of January. An action plan is in the process of being developed to action the identified priorities.

GB_2023_05_10_P6

7.4.2 It was noted that the University Mental Health Charter Self-Assessment Report; the SU student-led report and an evidence pack had been submitted to Student Minds on 31 March 2023. This was now being reviewed by the assessment team prior to their two-day onsite assessment visit on 25 and 26 May 2023.

7.5 PGR Culture and Development Update

The following updates were noted:

- The themed months were continuing.
- The Graduate School will be opening Level 5 and Level 7 CMI training for PGRs for entry in September 2023 once the POD team had confirmed the number of places available.
- There will be a 'soft' launch in the Summer of the careers package developed by Dave Stanbury (with Gabriella Holt and Sally Crossland) with a view to all postgraduate researchers starting to use this from October 2023.

7.6 School Research and Enterprise and PGR Forum Minutes

The following Schools' minutes were received and noted.

7.6.1 MINUTES FROM AS

It was noted that no minutes were available to the committee.

7.6.2 MINUTES FROM AH

- School Research Ethics and Integrity Committee – 19 October 2022

GB_2023_05_10_P7

7.6.3 MINUTES FROM BS

- PGR Rolling Log 15 February 2023

GB_2023_05_10_P8

7.6.4 MINUTES FROM CE

It was noted that no minutes were available to the committee.

7.6.5 MINUTES FROM EPD

It was noted that no minutes were available to the committee.

7.6.6 MINUTES FROM HHS

- PGR Committee – 24 January 2023

GB_2023_05_10_P9

7.7 GRADUATE COUNCIL MINUTES

- 26 October 2022

	<p>- 23 February 2023</p> <p style="text-align: right;">GB_2023_05_10_P10 GB_2023_05_10_P11</p> <p>It was noted that the Dean of the Graduate School was picking up EPSRC conditions and access to funds with the School of Applied Sciences outside of the meetings.</p> <p>7.8 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE</p> <p>It was noted that no minutes were available to the committee.</p>	
OTHER BUSINESS:		
8.	<p>Any Other Business</p> <p>It was noted there was no other business.</p>	
9.	<p>Availability of Agenda, Papers and Minutes</p> <p>No papers will be excluded from the public record.</p>	
10.	<p>Dates of Next Meetings</p> <p>The next meeting would be held in September, the exact date to be confirmed, via teams.</p>	