

## Graduate Board

17 May 2022

### MINUTES

<b>Venue:</b>	Online via Teams
<b>Author:</b>	Ms Amanda Westwell, Registry Officer, PGR Provision and Graduation
<b>Present:</b>	Dr Dougie Clarke (Chair); Dr Rowan Bailey; Dr Rachel Birds; Ms Lydia Blundell; Mrs Emi Chiu; Dr Sarah Falcus; Ms Jane Gardner-Florence; Dr Jonathan Hinks; Dr Helen Jones; Dr Dawn Leeming; (SU President); Mrs Joanne Ryan; Dr Anna Seabourne; Mrs Hannah Spencer-Cheung; Ms Clare Taylor (part); Ms Kirsty Taylor; Ms Tracy Wood
<b>In attendance:</b>	Mrs Cathie Raw; Mr Jason Smith
<b>Apologies:</b>	Professor Monty Adkins; Ms Claire Aydogan; Professor Andrew Ball; Mrs Tracy Barker; Ms Charlotte Bartley; Mr Jonathan Croall; Mr Martin Gill; Mrs Heather Kerrick; Miss Lindsay McLoughlin; Mr Matt Mills; Professor Jane Owen-Lynch; Professor Alistair Sambell; Professor Abhijit Sharma; Miss Katie Wright

PRELIMINARY ITEMS		Action
1.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest.</p>	
2.	<p><b>MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS</b></p> <p>The Committee <b>approved</b> the proposed amendments to the Membership, Terms of Reference and Annual Cycle of Business for the next academic year subject to the following changes:</p> <ul style="list-style-type: none"> <li>I. Membership – to add an ‘e’ to Clarke for Dr Dougie Clarke</li> <li>II. Membership – to change the prefix for Nick Lancaster to Dr</li> <li>III. Membership – to reflect the departmental name change for the Research and Environment Team</li> </ul> <p style="text-align: right;"> <a href="#">GB 2022 05 17 P1</a>  <a href="#">GB 2022 05 17 P1a</a>  <a href="#">GB 2022 05 17 P2</a> </p> <p>It was noted that periodic updates would be provided on the Race Equality Charter to Senate and all other sub-committees going forward.</p>	AW
3.	<p><b>MINUTES</b></p> <p><b>Resolved:</b> The minutes of the meeting held on 15 March 2022 were accepted as a true record.</p> <p style="text-align: right;"><a href="#">GB 2022 03 15 M</a></p> <p>It was confirmed that for 2022/23, home students no longer have to swipe to confirm their attendance, but overseas students, studying on a student visa will continue to be required to swipe weekly.</p>	

4.	<p><b>MATTERS ARISING</b></p> <p><b>4.1 Chairs Business – Actions Arising from the Graduate School Planning Round for 2022/23 (minute 5.1)</b></p> <p>To note that the Graduate School objectives for the coming academic year with assigned actions will be shared in the next couple of months.</p>	MA
5.	<p><b>CHAIR’S BUSINESS</b></p> <p><b>5.1 MA Enhancement Week</b> It was noted that the MA enhancement week would take place week commencing 23 May 2022.</p> <p><b>5.2 PGR Culture and Development Week</b> It was noted that the PGR Culture and Development Week would take place from the 5 to 9 July 2022.</p> <p><b>5.3 TURING Exchange</b> It was noted that the University has made an application for next year for 24 places (double this year) and that the international office now has a new post that will look after the Confucius Institute and Turing.</p> <p>Deadlines for next year will be set earlier in the year (for Nov) for the next round of the scheme for mobility after March so that all funds can be requested earlier, and the process streamlined.</p>	
<b>TO CONSIDER:</b>		
6.	<p><b>6.1 Amendments to the Regulations Governing Research Degrees for the Academic Year 2022/2</b></p> <p>The Committee considered and <b>approved</b> the proposed changes to the following documents subject to the following amendments:</p> <ul style="list-style-type: none"> <li>- PGR Student Regulations - Paper</li> <li>- PGR Student Regulations 22/23 – tracked changes</li> <li>- Key Facts Document</li> <li>- Equality Analysis</li> <li>- Research Award Regulations - Paper</li> <li>- Research Award Regulations 22/23 – tracked changes</li> <li>- Examiner Criteria (QA Regulations) - Paper</li> <li>- Section N: Changes to Examiner Criteria – tracked changes</li> </ul> <ol style="list-style-type: none"> <li>1. Page 9 of the Research Award Regulations – to clarify for journal format theses that the decision to submit in an alternative format could be made later than the Research Support Plan stage.</li> <li>2. Page 11 of the PGR Student Regulations – an onerous ‘not’ needs to be removed.</li> <li>3. Reference to the Student Doctoral Scheme to be removed.</li> </ol> <p style="text-align: right;"> <a href="#">GB 2022 05 17 P3</a>  <a href="#">GB 2022 05 17 P4</a>  <a href="#">GB 2022 05 17 P5</a>  <a href="#">GB 2022 05 17 P6</a>  <a href="#">GB 2022 05 17 P7</a>  <a href="#">GB 2022 05 17 P8</a> </p>	CR

## 6.2 Amendments to the Guidance for Incorporating a PGR's Published Work in Theses

The Committee considered and **approved** the proposed changes to the guidance for incorporating a PGR's published work in theses, subject to the following amendments.

CR/  
DL

1. It was agreed that the guidance was not applicable to journal format theses and that this should be taken out and written up as a separate document, that would be presented to LifeCycle in September, and approved at Graduate Board.

[GB 2022 05 17 P11](#)

## 6.3 International Office Briefing

The committee received a verbal update from the International Office regarding CAS allocation and the UNIAC audit.

It was reported that the CAS allocation for the remainder of this year would be limited due to the large intake in January, and this would influence the September intake. Offers for September and October as well as extensions would all come out of the remaining pot. It was noted that the ADI in each school had been given the number of available CAS to allocate. An uplift of 450 CAS had been applied for and granted. Discussions are underway regarding a further uplift for the new allocation in November. It was noted that the re-introduction of the post-study work visa had been a huge driver for the increase.

It was noted that UNIAC were currently auditing the processes and systems in place, especially attendance monitoring, which is diverse across schools and does not always follow policy. It was noted that a further increase in the CAS allocation may trigger a Home Office audit.

It was noted by the Director of Registry that PGT regulations had been tightened up and that the Attendance Monitoring Steering Group would be back up and running in September.

## 6.4 Quality Assurance Procedures 2022

The Committee considered and **approved** the changes proposed to the PGR Sections of the Quality Assurance Procedures for Taught Courses and Research Awards the 2022-23 academic year.

The grid below contains the details of where material changes have been made:

Section	Changes
Section I	<ul style="list-style-type: none"><li>• Addition of the definition of Cotutelle (Dual Award)</li></ul>
Section L	Updates to include PGR provision within the AE processes
Section N	Updates to the appointment criteria for examiners for research degrees – <b>Presented in Separate Paper</b>
Section P	Minor updates to PGR validation processes for clarification
Section Q	Minor updates to PGR by DL processes for clarification
Section R	<b>To note:</b> Addition of Approval of Dual Award Cotutelle arrangements (Individual and Multiple Candidate): <b>Approved by Grad Board January 2022</b>

**NEW  
APPENDIX**

PGR Dual Award Cotutelle Flow Chart

[GB 2022 05 17 P19](#)

**TO NOTE:**

**7. 7.1 Researcher Environment Update**

The following was noted:

- The Three Minute Thesis and Supervisor of the Year would take place on 22 June 2022.
- It was confirmed that Falling Walls would take place in mid-September
- The Huddersfield Institutional Survey of Researchers was mid-way through the open period.
- Areas of responsibility were being looked at for Induction and would be taken to LifeCycle in due course.

**7.2 Mental Health Charter Update**

The Project Manager for the University's Mental Health Charter provided an update on the Mental Health Charter, and it was noted that this had been added to the Annual Cycle of Business as a standing item for the next academic year.

**7.3 School Research and Enterprise and PGR Forum Minutes**

The Schools' minutes were received and noted.

**7.3.1 MINUTES FROM AS**

- School Research and Enterprise Committee – 27 January 2022

[GB 2022 05 17 P12](#)

**7.3.2 MINUTES FROM AH**

- PGR Programme Committee – 23 March 2022

[GB 2022 05 17 P13](#)

**7.3.3 MINUTES FROM BS**

- School PGR Student Forum Meeting – 14 March 2022

[GB 2022 05 17 P14](#)

**7.3.4 MINUTES FROM CE**

- No minutes to present

**7.2.5 MINUTES FROM EPD**

- No minutes to present

**7.3.6 MINUTES FROM HHS**

- School PGR Committee – 17 January 2022

[GB 2022 05 17 P15](#)

- School Research and Enterprise Committee – 16 February 2022

[GB 2022 05 17 P16](#)

**7.4 GRADUATE COUNCIL MINUTES**

- 9 March 2022

[GB 2022\\_05\\_17\\_P17](#)

**7.5 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE**

- 15 March 2022

[GB 2022\\_05\\_17\\_P18](#)

**OTHER BUSINESS:**

<b>8.</b>	<b>Any Other Business</b>  8.1 It was reported by the Assistant Registrar for PGR Provision and Graduation that the University would be returning to face-to-face vivas and the necessary preparations were underway. Members would be advised of the exact date in due course.	
<b>9.</b>	<b>Availability of Agenda, Papers and Minutes</b>  No papers will be excluded from the public record.	
<b>10.</b>	<b>Dates of Next Meetings</b>  The next meeting will be held in September on a date to be confirmed, via teams.	