

Graduate Board
16 November 2022

MINUTES	
Venue:	Online via Teams
Author:	Miss Lauren Hollingworth, Registry Officer, PGR Provision and Graduation
Present:	Professor Monty Adkins (Chair); Dr Rachel Birds; Ms Lydia Blundell; Mrs Emi Chiu; Dr Sarah Falcus; Dr Lindsay Harding; Professor Jonathan Hinks; Ms Gabriella Holt; Dr Dawn Leeming; Mrs Joanne Ryan; Professor Abhijit Sharma; Mrs Hannah Spencer-Cheung; Dr Daniel White
In attendance:	Mrs Anju Ramesh; Mrs Cathie Raw; Ms Tracy Wood
Apologies:	Ms Millie Avery (SU Pressident); Ms Claire Aydogan; Dr Rowan Bailey; Professor Andrew Ball; Mrs Tracy Barker; Dr Dougie Clarke; Mr Jonathan Croall; Ms Sarah Elkady (SU Education Officer); Ms Jane Gardner-Florence; Mrs Heather Kerrick; Professor Jane Owen-Lynch; Professor Alistair Sambell; Mr Jason Smith; Ms Clare Taylor; Ms Kirsty Taylor; Ms Amanda Westwell; Miss Katie Wright

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>It was noted that there was a name change for the Registry PGR team from PGR and Events to PGR and Graduation.</p>	
3.	<p>MINUTES</p> <p>Resolved: The minutes of the meeting held on 7 September 2022 were accepted as a true record.</p> <p style="text-align: right;">GB 2022 09 07 M</p>	
4.	<p>MATTERS ARISING</p> <p>4.1 Membership, Terms of Reference, Annual Cycle of Business (minute 2.0) It was confirmed that the Membership has been updated to reflect the departmental name change from R and E to RIKE for the Pro-Vice Chancellor – Andrew Ball</p> <p>4.2 Chair's Action It was reported that the following Chair's action had been taken since the meeting held on 7 September 2022:</p> <ul style="list-style-type: none"> - Monty had approved the DL applications for Human and Health Sciences and Business School and would approve any others as they came in. 	
5.	<p>CHAIR'S BUSINESS</p>	

5.1 RIKE Restructure

As of 1 November 2022, the Researcher Environment Team no longer come under RIKE; they are now part of the Graduate School. The Graduate School is no longer part of RIKE. It is a separate entity based on level 4 of Oastler Building. They are hoping to have their own viva room set up soon.

TO CONSIDER:

6. There were no items to consider.

TO NOTE:

7. 7.1 Arrangements for Viva Examination

The following was noted:

- The examination arrangement approvals form has been updated with a new section for PGRs to complete. It gives them the chance to express their preferred viva format; face to face, hybrid or remote. It also gives them a chance to raise any concerns they may have over their proposed examiners. The form is currently being piloted and it is going well so far.
- AS raised that academics in the Business School weren't necessarily aware they could have discussions with PGRs prior to the approval of examiners.
- RB suggested Registry provide more guidance for both academics and PGRs.

CR

7.2 Annual Cycle of Business

The following was noted:

- Many PGR quality processes have now been aligned with taught processes, for example validations
- It has been agreed that schools will complete a pro forma and return it to the Graduate School so School research provision can be evaluated. We can also look at what data Schools may need in the future.
- The Graduate School are hoping to report back to Graduate Board on the Annual Evaluation in March 2023.
- MA agreed it makes sense for all the data needs to be lined up, to avoid duplication.

7.3 Mental Health Charter Update

CT unable to attend. MA to follow up outside meeting.

MA

7.4 School Research and Enterprise and PGR Forum Minutes

The following Schools' minutes were received and noted.

7.4.1 MINUTES FROM AS

- School Research and Enterprise Committee – 21 July 2022
- School PGR Forum – 5 July 2022
- Reviewing research centres to align with REF.
- Looking to enhance the culture and community in the school.
- EPIGEUM training is ongoing.
- Currently analysing REF results.
- Have set up an Exit Strategy with a checklist to ensure when PGRs leave, they dispose of chemicals appropriately and return their keys. The form has to be signed

	<p>off. MA and RB think it is a good idea, but the name may need rethinking as exit strategy is a term used for the process when a course is no longer able to continue. SCE would like to have something similar in place. LH to share form with other DOGEs.</p> <ul style="list-style-type: none"> - Bursaries have increased by 10%. <p style="text-align: right;">GB 2022 11 16 P1 GB 2022 11 16 P2</p> <p>7.5.2 MINUTES FROM AH</p> <ul style="list-style-type: none"> - School Research Ethics & Integrity Committee – 1 June 2022 - Mentioned the development of the new institute, but nothing directly impacting PGR <p style="text-align: right;">GB 2022 11 16 P3</p> <p>7.5.3 MINUTES FROM BS</p> <ul style="list-style-type: none"> - School PGR Forum – 16 May 2022 - Key objective is to ensure everyone who is required to do so, has done the relevant internal examiner/ supervision training - Looking at their facilities for PGRs and what space they have. Actively considering hybrid facilities and what software they will require. <p style="text-align: right;">GB 2022 11 16 P4</p> <p>7.5.4 MINUTES FROM CE</p> <ul style="list-style-type: none"> - No minutes to present - Key objective is to ensure everyone who is required to do so, has done the relevant internal examiner/ supervision training <p>7.5.5 MINUTES FROM EPD</p> <ul style="list-style-type: none"> - School Research and Enterprise Committee – 13 September 2022 - School of Education and Professional Development EdD Course Committee – 21 October 2022 - No school REP's present - MA thanked Kate Lavender for giving a succinct overview of the Graduate School Strategic Priorities at her School R&E Committee and noted this as good practice for future School R&E meetings. <p style="text-align: right;">GB 2022 11 16 P5 GB 2022 11 16 P6</p> <p>7.5.6 MINUTES FROM HHS</p> <ul style="list-style-type: none"> - School Research and Enterprise Committee – 28 June 2022 - School PGR Committee – 11 July 2022 - PGRs finding shift to hybrid working difficult. They are not sure why they need to be on campus if meetings are on Teams. Need additional facilities to make it work e.g. cubicles. MA to raise at LifeCycle meeting. RB raised that the Strategic Teaching and Learning Team are already assessing space. MA to check with Andy Raistrick. <p style="text-align: right;">GB 2022 11 16 P7 GB 2022 11 16 P8</p> <p>7.6 GRADUATE COUNCIL MINUTES</p> <ul style="list-style-type: none"> - No minutes to present - Recent meeting had taken place – MA to follow up. <p>7.7 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE</p> <ul style="list-style-type: none"> - No minutes were available to the committee. 	<p>LH</p> <p>MA</p> <p>MA</p>
OTHER BUSINESS:		
8.	<p>Any Other Business</p> <p>8.1 Impact of Cost-of-Living Crisis</p>	

