University of HUDDERSFIELD
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Graduate Board
25 January 2022

MINUTES	
Venue:	Online via Teams
Author:	Ms Amanda Westwell, Registry Officer, PGR Provision and Events
Present:	Professor Monty Adkins (Chair); Mrs Claire Aydogan; Dr Rowan Bailey; Ms Charlotte Bartley; Dr Rachel Birds; Ms Lydia Blundell; Dr Dougie Clarke; Mr Martin Gill; Professor Jonathan Hinks; Dr Helen Jones; Dr Dawn Leeming; Ms Chinyere Sam-Okerenta; Dr Anna Seabourne; Professor Abhijit Sharma; Miss Natalie Steward (SU); Ms Kirsty Taylor; Ms Tracy Wood (part);
In attendance:	Mrs Cathie Raw; Mr Jason Smith, Mrs Hannah Spencer-Cheung;
Apologies:	Professor Andrew Ball; Mrs Tracy Barker; Mrs Emi Chiu; Professor Lisa Colton; Mr Jonathan Croall; Mis Jane Gardner-Florence; Professor Nicholas Lancaster; Mrs Heather Kerrick; Miss Lindsay McLoughlin; Mr Matt Mills; Professor Jane Owen-Lynch; Ms Bethany Ridley-Duff; Mrs Joanne Ryan; Professor Alistair Sambell; Dr Daniel White; Ms Rosemary Wood; Miss Katie Wright

PRELIMINARY ITEMS		Action
1.	**DECLARATIONS OF INTEREST** There were no declarations of interest.	
2.	**MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS** It was noted that Dr Tracy Turner – Director of Research and Enterprise had retired. In the meantime Ms Kirsty Taylor – Head of Research Intelligence, has assumed many of her responsibilities.	
3.	**MINUTES** **Resolved**: The minutes of the meeting held on 17 November 2021 were accepted as a true record. GB_2021_11_17_M	
4.	**MATTERS ARISING** **4.1 Chair's Action (minute 4.1.1c) Research Applicant Approval Form** It was reported that the Dean of the Graduate School had spoken to DoGEs and Associate Deans for Research regarding the RAAF, and specifically the Unit of Assessment, and the importance of the form being signed off by senior members of staff, so that they understand the financial importance of it. It was also confirmed that guidance notes for those members of staff who would be responsible for signing off the RAAF were available on the PGR Staff Hub.	

	4.2 PGR Attendance for Student Visa Holders (minute 6.1) It was reported that the update provided at the last Graduate Board meeting had been communicated to all DoGE's, and subsequently disseminated to all supervisors. It was also reported that the Graduate School had linked their A-to-Z pages to the associated information on the International website. **4.3 Research External Examiners Equality and Diversity Survey Report (minute 6.2)** It was reported that the appointment paperwork for external examiners would will be reviewed to ensure that guidance is clear for supervisors. In addition, it was noted at the last meeting, that it was agreed that external examiners would be surveyed on an annual basis, however, post meeting it was agreed that it should be every two years. **4.4 Interview and Reference Forms and Guidance (minute 6.3)** It was reported that a new Admissions sub-area had been created on the PGR Staff Hub and the interview and reference forms and guidance had been uploaded to it. DoGEs were requested to signpost their supervisors to it. **4.5 PGR Admissions Gap Analysis (minute 6.4)** It was reported that the full mapping of responsibilities would be taken to PGR Lifecycle in due course, and that the completed version of the Gap Analysis would be circulated. It was noted that these outstanding actions would be picked up by the Graduate School.	CR
4	**CHAIR'S BUSINESS** **5.1 Hood Bearers at Graduation Update** It was reported by the Chair, that following discussions with the Vice Chancellor's Office, the University would move away from performing 'Hood Bearing' at the graduation ceremonies. As the University repositions itself to become a more research-intensive institution, this falls in line with other like-minded institutions. It was confirmed that the PhD name and supervisors would be announced; the graduation booklet would remain unchanged. **5.2 UKRI Update** It was reported by the Chair that the University had been awarded £250,000 to improve its research culture. The Graduate School was given £30,000 to spend by the end of March, July at the very latest. It was reported that some mental health wellbeing provision would be implemented jointly with the University of Salford. In addition, Inkpath, would be considered as a replacement for Skillsforge to record training, which was more app based. Also, PGRs who teach, will be allowed to complete staff training, albeit a smaller bespoke package, and this was being developed by the Head of POD. Members were asked if they were aware of anything that would improve the research culture, to email their ideas to the Dean of the Graduate School.	
TO CONSIDER:		

5	**6.1 Enrolment and application deadline dates for the 2022/23 academic year**	DoGEs
	Members were reminded of the internal deadline dates that had been set for applications and enrolments for 2022 (21/22 and 22/23), and were requested to check the dates against those on course finder.	
	It was noted by the Head of Research Intelligence, that for funded students, the start dates must be the first of the month. It was agreed that this would be followed up outside of the meeting.	CB/KT/MA/TW
	6.2 Proposed Regulatory Changes 2022/23 The proposed regulatory changes for 2022/23 were noted as follows: a) Sponsored students – to reduce the frequency of swiping by international students b) Rescinding awards – to provide clarification c) Independent Chairs – to expand out the role to experienced Professional Services staff	
	6.3 Dual Award Cotutelle Arrangements The Committee considered and approved the documentation for Dual Award Cotutelle Arrangements. GB_2022_01_25_P1	
	It was noted that a student studying under such an arrangement, would receive two certificates: one from the University of Huddersfield, the other from the partner institution.	

TO NOTE:		
7	**7.1 Researcher Environment Update**	
	7.1.1 Staffing It was noted that Bethany Ridley-Duff had started in December and would be looking after the pgrskills inbox, managing the booking and arrangements for training and development opportunities, the PGR Newsletter, and publicity and marketing for PGR related events.	
	7.1.2 3MT and Supervisor of the Year It was noted that dates for 3MT and Supervisor of the year had not yet been set. It was requested if Schools or Services were planning events for May/June, they contact the Research Environment team to avoid any clashes. It was noted that the final is usually held on a Wednesday evening (last year was 16th June 2021).	
	7.1.3 HR Excellence in Research It was noted that a Narrative Statement and the Future action plan had been submitted to Vitae, however, the outcome was likely to take a couple of months.	
	7.2 School Research and Enterprise and PGR Forum Minutes The minutes from the Schools were received and noted.	
	7.2.1 MINUTES FROM AS - PGR Forum – 5 May 2021 GB_2022_01_25_P2	

	- School Research and Enterprise Committee – 21 September 2021 GB_2022_01_25_P3 **7.2.2 MINUTES FROM AH** - School Research and Enterprise Committee and School Research Ethics and Integrity Committee – 3 November 2021 GB_2022_01_25_P4 **7.2.3 MINUTES FROM BS** - No minutes to present **7.2.4 MINUTES FROM CE** - No minutes to present **7.2.5 MINUTES FROM EPD** - School Research and Enterprise Committee – 14 October 2021 GB_2022_01_25_P5 - School Research Integrity and Ethics Committee -14 October 2021 GB_2022_01_25_P6 **7.2.6 MINUTES FROM HHS** - School PGR Committee – 20 September 2021 GB_2022_01_25_P7 - School Research and Enterprise Committee – 23 September 2021 GB_2022_01_25_P8 It was reported by the DoGE for HHS that the number of applicants had dropped, and that they were working with the PGR Marketing representative to consider all avenues. This would be picked up at the next PGR Lifecycle meeting. In addition, it was reported by the PGR representative that the University had been removed from some funders lists (particularly African). It was agreed the PGR Rep and DoGS would pick this up separately outside of the meeting. **7.3 GRADUATE COUNCIL MINUTES** - 8 September 2021 GB_2022_01_25_P9 **7.4 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE** - 28 September 2021 GB_2022_01_25_P10	 PGR Rep/DoGS

	OTHER BUSINESS:	
8	**Any Other Business** **8.1 Dual Award Cotutelle Request - HBS – EGADE** The committee was asked to consider and approve a request from the Business School for a Dual Award Cotutelle with Egade in Mexico. It was noted on consideration of the documentation that the following information was required/still outstanding: a) The financial statement agreed by Financial Services	

	b) Confirmation whether Egade need any local or in country government approvals for the proposed dual award c) Confirmation that Egade can award dual degrees under their powers granted by the Ministry of Education. In addition, do they have the academic capacity to teach a PhD in Accounting. d) The practicalities of how students are going to study for the PhD need clearly clarifying i.e., how much of the study will be at a distance. e) Clarification of how progression monitoring requirements are going to be managed both for the UoH element and for the Egade element. It was agreed that once all the points for clarification had been received the request would be subject to approval on Chair's Action. GB_2022_01_25_P11	
9	**Availability of Agenda, Papers and Minutes** No papers will be excluded from the public record.	
10	**Dates of Next Meetings** The next meeting will be held on Tuesday 15 March 2022 at 9.00am, location to be confirmed.	