

Graduate Board
15 November 2023

MINUTES	
Venue:	Online via Teams
Author:	Ms Amanda Westwell, Registry Officer, (Student Regulations and Casework) PGR Provision
Present:	Dr Rachel Birds (Chair); Ms Claire Aydogan; Miss Lydia Blundell; (SU Education Officer); Professor Ann-Louise Caress; Ms Becky Green; Dr Andrew Hewitt, Professor Jonathan Hinks; Ms Gabriella Holt (Researcher); Dr Kate Lavender; Dr Mohammad Jafari; Professor Abhijit Sharma; Mrs Hannah Spencer-Cheung; Ms Tracy Wood
In attendance:	Mrs Sarah Elstub; Mrs Fran Hinewright; Mr Jason Smith;
Apologies:	Professor Monty Adkins; Professor Andrew Ball; Ms Claire Barber; Mrs Lindsey Botha; Mrs Emi Chui; Dr Dougie Clarke; Mr Jonathan Croall; Mrs Heather Kerrick; Mr Matt Mills; Professor Jane Owen-Lynch; Mrs Joanne Ryan; Professor Alistair Sambell; Ms Clare Taylor; Dr Daniel White; (SU PGR Representation)

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>2.1 It was noted that this item would be discussed under Matters Arising, agenda item 4.1.</p>	
3.	<p>MINUTES</p> <p>Resolved: The minutes of the meeting held on 12 September 2023 were accepted as a true record.</p> <p style="text-align: right;">GB_2023_09_12_M</p>	
4.	<p>MATTERS ARISING</p> <p>4.1 Membership, Terms of Reference, Annual Cycle of Business (minute 2.2)</p> <p>4.1.1 It was noted that the merger of the Business School and the School of Education and Professional Development had been formally recognised on the Membership list, as well as other staffing updates for Planning and Marketing, Communications and Student Recruitment. The membership was approved subject to the following amendments:</p> <ul style="list-style-type: none"> I. Business School to be amended to the School of Business Education and Law, and II. Academic titles to be checked. <p style="text-align: right;">GB_2023_11_15_P1</p> <p>4.1.2 It was noted that the Annual Cycle of Business had been updated to reflect that only the PRES summary would be presented at September's meeting, and the School's PRES reports would be presented at November's meeting going forward.</p>	AW

	<p>However, the Schools' PRES reports would not be considered at this meeting and would instead go to January's meeting for consideration.</p> <p style="text-align: right;">GB_2023_11_15_P2</p> <p>4.1.3 It was further noted that SU Education Officer would be attending the meeting in this academic cycle on behalf of the Students' Union, and the Chair welcomed them to the meeting.</p> <p>Post meeting note: the following additional amendments were made to the membership list: Under Marketing, Communications and Student Recruitment - Sarah Elstub will replace Rachel Finch and under Registry the following title should be recorded; Assistant Registrar (Student Regulations and Casework).</p> <p>4.2 Chair' Action – Distance Learning Conditions for PGR Offer Letters</p> <p>4.2.1 It was noted that the following wording for distance learning conditions for PGR offer letters (changes approved in green text), were approved to emphasis the technology needed to access research training remotely. 'Candidates undertaking a research degree by distance learning must declare that they will have access to the minimum computer system requirements needed to satisfy the University that supervision, necessary resources and training can be delivered to and accessed by the candidate remotely. This includes access to any specialist technology needed to support their research'.</p>	
<p>5.</p>	<p>CHAIR'S BUSINESS</p> <p>5.1 PhD Cotutelle Proposals The Committee considered and approved the following Cotutelle proposals subject to the following amendments and SCCP approval.</p> <p>5.1.1 Gulf of Sidra University – Libya 5.1.2 University of Benghazi – Libya 5.1.3 University of Applied Sciences and Arts – Fachhochschule Dortmund 5.1.4 Hebei University of Technology – China 5.1.5 Hunan Institute of Engineering – China 5.1.6 Libyan Academy for Postgraduate Studies – Libya</p> <p>5.2 The following amendments were required to all pro-formas.</p> <ol style="list-style-type: none"> 1. If students are already registered, indicate how long they have been registered for; 2. Target Market – explain how students are being recruited; 3. International office commentary – confirm that existing students have met the requirements. Confirmation that the International Office has been consulted with and whom; 4. Dortmund – explain what the rationale is for treating students as part-time but treating them as full time. <p style="text-align: right;">GB_2023_11_15_P3a-f</p> <p>It was confirmed that a single candidate with no link to an institution would have an external supervisor arrangement, however, if there was an institution link, the arrangement would be for a single cotutelle. Multiple students would require a multiple candidate cotutelle arrangement. It was agreed that JS would add a phrase regarding external supervisor arrangements to the pro-forma to clarify.</p>	<p>MA</p> <p>JS</p>
TO CONSIDER:		
<p>6.</p>	<p>6.1 External Examiners' EDI Survey</p>	

6.1.1 The Assistant Registrar (Student Regulations and Casework) thanked the Senior Registry Officer (PGR Provision) for pulling the report together. It was recognised that the EE population was very different to the demographic of our student body. Whilst it was accepted that this was not something we could control, it was reiterated by the Chair that as an institution we need to continue to ask these questions. It was noted the next survey would take place in two years' time.

GB_2023_11_15_P4

TO NOTE:

7. 7.1 Mental Health Charter Update

The following updates were provided in advance of the meeting.

7.1.1 A guide for Students Experiencing Poor Mental Health has recently been launched. For staff already familiar with supporting students, this guide serves as an overview and reminder of the internal and external pathways available to support students, whatever their level of need. The guide (a printed A3 poster) is intended to be placed in communal staff areas or given to individual staff members. A copy will be circulated with the minutes.

7.2 PGR Culture and Development Update

The following updates were noted:

- Themed months as per last year – this month is academic writing month.
- The first off campus writing retreat will take place in December.

7.3 School Research and Enterprise and PGR Forum Minutes

The following Schools' minutes were received and noted.

7.3.1 MINUTES FROM AS

- Research & Enterprise Committee – 1 June 2023

GB_2023_11_15_P5

7.3.2 MINUTES FROM AH

- School Research Committee – 21 June 2023

GB_2023_11_15_P6

7.3.3 MINUTES FROM BS

- No minutes to present

7.3.4 MINUTES FROM CE

- Research & Enterprise Committee – 24 May 2023

GB_2023_11_15_P7

7.3.5 MINUTES FROM EPD

- EdD Course Committee – 15 June 2023

GB_2023_11_15_P8

7.3.6 MINUTES FROM HHS

- PGR Committee – 20 March 2023-
- School Research & Enterprise Committee – 11 May 2023
- Research Ethics & Integrity Committee – 3 July 2023

GB_2023_11_15_P9

GB_2023_11_15_P10

GB_2023_11_15_P11

The Chair invited members to comment on the school minutes.

It was noted by the SU representative, that a number of PGR students had recently lost their supervisors, and queried in this scenario how PGRs are supported to attend conferences and guided on where to publish their work. The Chair confirmed, which

	<p>was mirrored by similar statements from DoGEs in attendance, that support in this instance was not the sole responsibility of the supervisor, and staff from the wider academic team would be able to offer advice and support. It was further clarified that funding to attend conferences was devolved to each school, however, the funding that each school receives is proportional to the number of researchers they each have. It was recognised, however, that the format of support was different for each School, and this was being looked at by RIKE with a view to setting up an overarching Ethics and Integrity Committee.</p> <p>It was brought to the committee's attention by the PGR Student Representative, that in one school there were some particular issues, however, the Graduate School had already been made aware of them and was working with the School in question to resolve the issues. It was noted that the work would continue outside of this meeting.</p> <p>7.4 GRADUATE COUNCIL MINUTES - 3 May 2023.</p> <p style="text-align: right;">GB_2023_11_15_P12</p> <p>7.5 UNIVERSITY EQUALITY, DIVERSITY, AND INCLUSIVITY ENHANCEMENT COMMITTEE It was noted that no minutes were available to the committee at present.</p>	
OTHER BUSINESS:		
8.	<p>Any Other Business</p> <p>8.1 It was noted that there was no other business to discuss.</p>	
9.	<p>Availability of Agenda, Papers, and Minutes</p> <p>It was noted that no papers will be excluded from the public record.</p>	
10.	<p>Dates of Next Meetings</p> <p>The next meeting will be held on 23 January 2024 on Teams.</p>	