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Graduate Board
14 March 2023

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

PRELIMINARY ITEMS	Action
1. **DECLARATIONS OF INTEREST** It was noted that there were no declarations of interest.	
2. **MEMBERSHIP, TERMS OF REFERENCE, ANNUAL CYCLE OF BUSINESS** It was noted that with the departure of the Assistant Registrar (PGR Provision and Graduation), the SRO (PGR Provision and Graduation) would attend in their place.	
3. **MINUTES** **Resolved**: The minutes of the meeting held on 24 January 2023 were accepted as a true record, subject to the removal of an erroneous apostrophe in Minute 4.5. GB_2023_01_24_M	
4. **MATTERS ARISING** **4.1 School Research and Enterprise and PGR Forum Minutes (minute 4.4)** It was confirmed that the update regarding PGR space has been passed onto the PGR representatives for further dissemination. **4.2 Student Visa Compliance for PGRs (minute 4.5)** It was reported by the Graduate School Manager that a plan had been submitted to the Attendance Monitoring Steering Group, with the intention that it is rolled out at the start of the next academic year. **4.3 Admissions Deadlines and CAS Issuing (minute 5.1)** It was reported by the Chair that the actions noted below from the last meeting held in January, in relation to the digital marketing campaign were underway. It was reported that the general admission dates would be finalised today.	

	1. The Graduate School and the IO would agree and publish a single side of admission deadlines for everyone.	MA
	2. The IO would set up an agreed set of processes and share them via a Teams site.	IO
	3. The Director of Registry would pick up some of the regulatory issues with the IO outside of the meeting.	RB
	4.4 Chair's Action It was reported by the Chair that they were in receipt of the validation paperwork, and it would be signed off and returned to Registry.	
5.	**CHAIR'S BUSINESS** **5.1 PGR Recruitment** The Chair made the following points from the March 2023 Graduate School Update already circulated to members. 1. The window for FT PGRs to be entered into the next REF is closing and recruitment needs to be maximised between now and January 2024 to maximise REF PhD completions. 2. Recruitment targets have not been met and the Dean of the Graduate School has worked with Directors of Graduate Education to launch the Digital Marketing Campaign in February 2023. In addition, pages on coursefinder have been reviewed as well as the listings on PURE. 3. All schools have experienced a drop in recruitment, the Business School and the School of Computing and Engineering having the most significant compared to 2017/18. 4. Arts and Humanities has had a significant drop in Masters of Arts by Research, although it was recognised that overall there was a downward trend and Postgraduate Taught was taking over. 5. Staff PGRs have remained consistent and have not contributed to the overall reduction in numbers. 6. PhD enrolments are a lot lower than those graduating. 7. There have been 337 completions to date. At 1.77 per Unit of Assessment (UoA) there should have been 511 completions to date, therefore there is a shortfall of 170. 8. Students who have been in the system a long time need to be reviewed. 9. The Vice Chancellor has put in place an interim KPI for graduate numbers for October 2023. Deans have already been asked how they are going to achieve this and agree a strategy. 10. A July start date has been requested. GB_2023_03_14_P1	
TO CONSIDER:		
6.	**6.1 PGR Data Casework and Analysis 2021/22** It was reported by the Director of Registry that Registry has an obligation to monitor casework on behalf of Senate. GB_2023_03_14_P2 **6.2 Standardisation of PGR External Examiner Fees** The Committee considered and approved the proposed changes to PGR External Examiner Fees. GB_2023_03_14_P3	
TO NOTE:		

7.	**7.1 Graduate School Annual Planning Round** The following was noted from the recent Graduate School Annual Planning Round: 1. Recruitment. Training programme. PG Cert in 2024. 2. Develop additional cotutelles and scholarships. 3. Work with the Associate Dean International to improve numbers. 4. Develop engagement with PGRs which has fallen since Covid-19. 5. Work with Alumni to build connections and networks and improve employability. 6. CMI will commence in September this year and will provide a professionally accredited strand to the PGR training across all schools. **7.2 PGR Culture and Development Update** It was noted that this item used to be the Researcher Environment update. It was reported that: • The PGR Conference would take place on the 30/31 March 2023. • The monthly themed events are being developed – March is Careers and Development month. **7.3 Mental Health Charter Update** It was noted that the submission date of the University Mental Health Charter is 31 March 2023, and the onsite assessment visits would take place on the 25/26 May 2023. **7.4 School Research and Enterprise and PGR Forum Minutes** The following Schools' minutes were received and noted. **7.4.1 MINUTES FROM AS** - Research and Enterprise Committee – 13 December 2022. - PGR Forum – 3 November 2022. GB_2023_01_24_P4 GB_2023_03_14_P5 **7.4.2 MINUTES FROM AH** - PGR Forum – 23 November 2022 GB_2023_03_14_P6 It was noted that students had raised that it would be useful to know before starting the course that Wednesdays would usually be required, i.e., part time workers could inform their employer before the start of the course start date. **7.4.3 MINUTES FROM BS** - No minutes to present **7.4.4 MINUTES FROM CE** - Research and Enterprise Committee – 18 May 2022 GB_2023_03_14_P7 **7.4.5 MINUTES FROM EPD** - School Research Integrity and Ethics Committee – 9 February 2023 - School Research and Enterprise Committee – 9 February 2023 GB_2023_03_14_P8 GB_2023_03_14_P9 It was noted by the DoGE that the school were looking at streamlining communications with PGRs. **7.4.6 MINUTES FROM HHS**	

	- Research and Enterprise Committee – 10 October 2022 - Research Ethics and Integrity Committee – 21 November 2022 - PGR Committee – 21 November 2022 GB_2023_03_14_P10 GB_2023_03_14_P11 GB_2023_03_14_P12 It was noted by the DoGE that the school was looking at ways to make the RAF more efficient for those members of staff who used it infrequently, and a request was made for this to be discussed at the next LifeCycle meeting. It was noted with regards to the Research Ethics and integrity Committee that all School minutes which discuss matters relating to PGR, for example: School Research Committee, School Research Integrity and Ethics Committee and PGR Committee minutes are received by the committee. **7.6 GRADUATE COUNCIL MINUTES** - No minutes were available to the committee. **7.7 UNIVERSITY EQUALITY, DIVERSITY AND INCLUSIVITY ENHANCEMENT COMMITTEE** - No minutes were available to the committee.	

OTHER BUSINESS:

8.	**Any Other Business** 8.1 It was requested that the SU Education Officer is directly invited to attend the meeting rather than through the SU President. 8.2 Professor Andrew Ball – Pro-Vice Chancellor for Research Innovation and Knowledge Exchange joined the meeting. A report, which had already been circulated to Deans and DoGEs was shared with members of the committee. The following update was provided. 8.2.1 It was reported that PGR FTE has declined significantly since end of the last strategy map. It was also noted that the environmental statements which had been submitted as part of the REF2021 would be difficult to defend, as for each Unit of Assessment (UoA) the PGR numbers would have declined since the last census period. It was noted that any PGR recruitment after this coming September would make it very challenging to get the students through in time for the next REF census date which is expected to be in mid-2027 and therefore recruitment would have to take place in July and September / October of this year. Members were informed to offer suitably qualified candidates with 100% fee waivers with immediate effect and all members agreed to do this. The Pro-Vice Chancellor made it very clear that the responsibility for the recruitment of PGR against target lay with the Directors of Graduate Education and that they would be held accountable for performance in this regard. 8.2.2 It was noted that the following actions would take place: • The Pro-Vice Chancellor, the Head of Research and Innovation Culture Research and the Dean of the Graduate School would compile an action plan for each school, which will include targets for recruitment for September and October. It was noted that each Unit of Assessment would have a target. • The Dean of the Graduate School will request if an August start date can be accommodated. • The Deans, DoGEs and UoA co-ordinators for each school will meet and agree targets.	

	• The Chair will recirculate the RIKE document, previously circulated. Secretary's Note: The Chair enquired about an August enrolment date post-meeting, and it was rejected as an option due to technical and logistical reasons.	
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 14 March 2023 at 9.00am, via teams.	