Present: Prof. Tom Stoneham (Chair), Dr. Alun Kirby (acting Secretary), Prof. Marilyn Vihman, Ms. Rasha Ibrahim, Mr. Peter Gorbert, Prof. John Robinson, Dr. Marjan van der Woude, Dr. Beatrice Szczepk-Reed, Ms. Juliet James, Ms. Kate Dodd.

Attending: Dr. Karen Clegg, Ms. Kirstyn Radford.

Apologies: Ms. Helen Poyer (Secretary)

M15-16/25 Welcome
The Chair welcomed the Members and apologies were noted.

M15-16/26 Minutes of the meeting of 26th November 2015
The minutes were approved without further amendment.

M15-16/27 Matters arising from the Minutes

M15-16/15.2 AK reported that WRoCAH already requires progression by end of year 1, and that no further conflicts with proposed policy have been identified.

M15-16/16 The potential reporting of PGR sickness in Skillsforge has been noted as a future development item.

M15-16/18.1 The committee thanked Jim Irving for his excellent clarification of the Tier 4 situation in the Guidelines provided. It was clarified that these are UKVI rules to which the University must adhere under terms of the Tier 4 sponsor licence. The following issues were noted:

LoA of up to 60 days on the UKVI terms does not ‘stop the clock’.

All students should be encouraged to make thesis progression timetables which include a contingency. Doing so will compensate for the effect of potential short-term LoAs. Consideration should be made for adding a sentence on contingency to the completion timetable to ensure 60 days of LoA does not affect ability to submit.

Could SCC consider offering retrospective LoA on these terms, i.e. look for flexibility within UKVI rules.

A short-term LoA under Tier 4 terms might be allowed to affect progression deadlines - this should be considered by SCC.
Clear guidance should be provided online, and possibly in a letter to Tier 4 students. Checks should be put in place to ensure the guidance is kept up-to-date.

**Action:** TS to send Guidelines to SCC for input, and then to communicate to supervisors and departmental Graduate Administrators, noting that students with potential LoA issues should be guided to Immigration Advice.

**Action:** Guidelines to be posted on the Policies and Forms section of the website. The embedded table should be prominently displayed, and the date of the guidance noted along with ‘subject to change’.

**Action:** Paper to be sent to Senate as Cat II business.

**Action:** RSAT to discuss how to operationalize any changes which affect student administration.

**M15-16/18.2** TS reported that Cecilia Lowe is undertaking a review of Maths Skills Centre in the next 3 months and PGR will be included in this.

**M15-16/19.1** No date fixed for this as yet.

**M15-16/19.2** TS confirmed need to inform applicants. AK prepared information for prospective students and provided this to departments and PG admissions team, with guidance on dissemination.

**M15-16/19.3** TS noted that departments will be asked to consult and feedback. The GSA will be involved in upcoming Faculty meetings.

**M15-16/20.1** See minute M15-16/30, below

**M15-16/20.2** Copyright issues are being added to the RIT, with review under way in preparation for 2016/17.

**M15-16/21** The GSA have an intern working on inter-library loans and will report once completed, in approx. 12 weeks.


**M15-16/22.3** Clarification was received and accepted from History.

**M15-16/24.1** ASO confirmed extension and added dates to website

**M15-16/24.2** The use of a single PDF to circulate papers was supported and will remain in place.

**M15-16/28** Oral report from the Chair

The Chair provided an oral report as follows:

The York Talks PhD Spotlight was very good and received positive feedback.

An article on PGRs was printed in ‘Vision’; a push for other PGR stories such as 3MT would be worthwhile.

3MT finals will be 16th June, in conjunction with the Festival of Ideas, and will involve local schools.
PGR induction event will be 23rd September, with the morning session in P/X001, a tour of Minster Library for the afternoon, and a PGR public engagement event at Kings Manor. Ideas are welcome. It was noted that the GSA kindly offered support from their Events and Comms Coordinator.

The YGRS Conference Fund for self-funded students was noted, at £10k/year. It will be promoted as an Award, to provide maximum benefit for students.

Six £5k YuFund PGT scholarships are being advertised to departments for nominations at 2 candidates per Faculty. PGT only due to existing shortfall in this area.

The ESRC DTP bid was due for submission, and is interdisciplinary with no single discipline pathways. Local ‘pockets of excellence’ are Hull, Bradford, Sheffield Hallam and Manchester Metropolitan, included as subsidiary partners. Bid crosses all 3 Faculties.

TS and KC will take part in a charity 10km run is taking place for CARA, an opportunity to enhance the CARA profile in the UK. UoY Chancellor is CARA President, and it would be good to involve as many PGRs as possible.

M15-16/29 Oral report from the Graduate Student representatives

Two GSA projects were noted. (1) A review of academic facilities, including conference funding available and inter-library loan funding. This review is half-complete. (2) A supervision review, including quality of relationships, expertise, pastoral care, careers support and personal development issues.

Action: GSA to provide reports to PPSC when available.

Through the PG Community Fund, the GSA is supporting the following projects:
- Psychology Public Engagement event
- Green Stems sustainable fashion event
- Electronic Music Festival for the North of England
- Inter-university education research conference

MvdW noted CIDCATS also run inter-university events, and may be able to share best practise.

Action: GSA to provide information to KC / TS for YGRS newsletter.

M15-16/30 Thesis Embargo Policy

The changes were noted.

Action: AK to send to Faculty Research Groups with a recommendation of a University maximum embargo period and ask for feedback on a Faculty position

Action: AK to ensure changes to be built into the PoRD

Action: KC and KR to discuss possible guidance to students from Libraries, and to seek Faculty input.
The option that Libraries may keep the definitive (examined) copy of a thesis in digital form was received positively by the committee.

**Action:** RSAT to review thesis layout and submission policy / guidelines, and to consult Chemistry for any specific requirements.

**M15-16/31 Researchfish / ORCID**

DS, RGC, Libraries all positive about ORCID implementation, though no consensus within committee.

**Action:** Paper to be sent to Graduate Chairs for consultation, and to include the recent JISC report on JeS integration.

**M15-16/32 PGR Student Loans**

The paper was discussed and the potential for ‘gaming’ the system by students and institutions was noted, i.e. programme transfer after registering for a degree at a lower level.

It was considered appropriate to wait and monitor student uptake / behaviour once the options are available.

**M15-16/33 PGR Aspects of APRs**

The paper was reviewed by point;

2.1 LLS also find this a severe problem.

2.6 LLS GSB are concerned about lack of supervisor input in new progression system. This will be addressed with departments.

2.9 PGWT to be included in next meeting

**Action:** KC to write paper on PGWT for consideration.

**Action:** JJ to add actions to action log.

MvdW proposed that interdepartmental programmes should have their own APR to ensure opportunity for reporting issues / needs.

**Action:** JJ to forward this proposal as appropriate.

**M15-16/34 Arch Sci 2020**

The Committee received an update (further to M15-16/11) on collaborative PhD provision under (a) the joint PhD programme in Physics with the Graduate School of Science and Technology, Aarhus University, and (b) the ArchSci2020 project under the Marie Skłodowska-Curie Innovative Training Networks European Joint Doctorate (ITN-EJD) scheme.
It was noted that the Chair may approve an additional individual student agreement for the joint PhD in Physics with the Graduate School of Science and Technology, Aarhus University.

The Committee approved (i) the reference to the collaborative PhD programmes in the ArchSci2020 employment contracts and (ii) the set-up of the ArchSci2020 collaborative PhD programmes on SITS to facilitate the PhD admissions process.

**M15-16/35 PoRD 2015**

*Action: AK to circulate proposed changes for comments.*

**M15-16/36 AOB**

An LLS/Education joint PhD in Applied Linguistics was submitted as an Education programme which can have LLS supervisors, and approved by Chair’s Action.

There being no other business, the meeting was closed.

The next meeting is scheduled for **Tuesday 19th April 2016, 14.00 - 16.00 in H/G19**