Present: Pro-Vice-Chancellor Professor Fisher (in the Chair), Professor JL Best, Dr TF Burgess, Professor M Hewitt, Dr RS Kwan, Professor D Lindley, Dr K Mann, Dr SP Marsden, Dr PA Millner, Mr HK Radice, Professor EM Spiers and Professor P McWilliam.

In Attendance: Mrs JY Findlay, Dr R Gilworth (for the entire meeting) and Mr M Hamilton, Mrs P Hatton, Professor M Morgan, Dr M Orchard, and Dr D Salinger for part of the meeting for consideration of relevant issues.

<table>
<thead>
<tr>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Minutes of the Meeting held on 19 April 2004 were confirmed.</td>
</tr>
<tr>
<td>Matters Arising on the Minutes (and not mentioned elsewhere on the Agenda)</td>
</tr>
<tr>
<td>M03/263 Research Board – University’s Policy on Intellectual Property Rights</td>
</tr>
<tr>
<td>REPORTED: that the revisions to the University’s Policy on Intellectual Property Rights had no particular implications for research degree students. A copy of the revised Policy had been circulated with the Board Papers.</td>
</tr>
<tr>
<td>MM03/265 – 270 Research Student Questionnaire</td>
</tr>
<tr>
<td>A draft questionnaire was made available at the meeting. This was, at the previous request of the Board, based upon the questions used in the 2003 questionnaire so that trends in the views of research students could be assessed. Members were asked to send any detailed comments on the draft to Dr Margaret Orchard in the Graduate Training and Support Centre.</td>
</tr>
<tr>
<td>The Board approved the arrangements proposed (which included on-line completion of the questionnaire), the date for dispatch of e-mails to students directing them to the questionnaire (early July) with an extended closing date for completion (end of August/beginning of September), with e-mail reminders being sent to students. Board members asked that posters be sent to Postgraduate Research Tutors to alert students to the information about the questionnaire which would be contained in an e-mail.</td>
</tr>
</tbody>
</table>
MM03/289-295 Additional Generic Skills Funding for Postgraduate Students and Postdoctoral Researchers: Allocation and Strategy for Use

Mrs P Hatton was present for discussion of this item. 03/327

RECEIVED: comments from Faculty Postgraduate Research Committees on how the Roberts Funding allocated to the Faculties might be used to provide generic skills training for Research Council funded students. (At the last meeting the Board asked FPRCs to consider this and report their views back to the Board at the June meeting). 03/328

Statements about proposals had been submitted by the Faculties of Biological Sciences (GB/03/85 (A)) and Mathematical and Physical Sciences (GB/03/85 (B)). The issues had also been addressed in the minutes of the various Faculty Postgraduate Research Committees. Mrs Hatton undertook to communicate the views to the Graduate Training and Support Group and the newly appointed staff in SDDU, who would be working with Faculties to develop additional provision. 03/329

The Board noted that the Faculty funds for the development of generic skills training would be distributed imminently. It asked that the relevant information be provided to Deans, Pro-Deans and Chairs of Faculty Postgraduate Research Committees as well as to Faculty Finance Managers and Faculty Research Managers. 03/330

It was agreed that the Pro-Deans for Research, the Chairs of the Faculty Postgraduate Research Committees and the Faculty Finance Manager would have strategic responsibility for the distribution, monitoring and reporting of the funds at Faculty level. 03/331

Bologna Process and Doctoral Programmes Project (GB/03/100)

REPORTED: (i) that the University had made a bid to EUA (European University Association) to join the EUA Doctoral Programme Project and had been successful in being allocated to Network 5 (Overview of all themes – Structure and Organisation of Doctoral Programmes, Finance in Doctoral Programmes, Quality in Doctoral Programmes, Innovative Practice for Doctoral Programmes);

(ii) that Dr David Salinger (Pro-Dean for Learning and Teaching in MAPS and Chair of the Learning and Teaching Board’s Group on Bologna) would represent the University;

(iii) that the first meeting was scheduled for 22 June in Stockholm, with further meetings to take place in the period October to December 2004, with final reports being produced in 2005, with a Conference held in 2005.

Background information was contained in paper GB/03/100. 03/332

Dr Salinger, who would be attending the first meeting of the Network on 22 June, undertook to keep the Board fully informed about discussions. 03/333

Postgraduate Research Tutors Forum

REPORTED: that the annual Postgraduate Research Tutors Forum would be held on 2 July 2004. 03/334

The Board urged all School to send representatives to the meeting. 03/335
NATIONAL ISSUES

HEFCE Report on “Improving Standards in Postgraduate Research Degree Programmes”

REPORTED: (i) that HEFCE had asked QAA to discuss how the minimum standards for postgraduate research degree programmes (specified in the Funding Councils threshold standards and the Research Councils’ and the AHRB’s joint statement on skills training requirements) could be embedded in the QAA Code of Practice for Postgraduate Research Programmes;

(ii) that draft copies of the revised QAA Code will be available for discussion early in July.

HEFCE: National Postgraduate Funding Models

RECEIVED: details of HEFCE’s current position on research postgraduate student funding for 2005/06 onwards (GB/03/86)

03/337

The Board noted that a decision had been reached by HEFCE, in principle, whereby existing funding for research postgraduates would be consolidated into a single funding stream from 2005-06. In the meantime HEFCE had initiated a costing study to enable it to understand the costs associated with the supervision and training of research students and no final decision would be taken until the HEFCE Board met in December.

STRATEGIC ISSUES

Research Postgraduate Targets for 2007/08

RECEIVED: details prepared by the Academic Planning and Performance Office of research postgraduate targets for the period 2007/08 based on information returned in the Student Number Survey as part of the Academic Planning Exercise and updated during the Financial Planning Exercise (GB/03/87).

03/338

The Board noted that the information contained in GB/03/87 was based upon the latest forecast student numbers rather than the forecast annual growth provided during the KPI collection exercise organised by the Research Support Unit.

03/339

These latest targets had been presented by the Faculty Management Teams and might not have been discussed by Faculty Postgraduate Research Committees. Some Faculty representatives asked to review the information, prior to any decision by the Graduate Board to adopt the targets. It was agreed that any challenges to the data and the proposed targets should be discussed first within the Faculty and then communicated, if appropriate, to the Chair of the Graduate Board (via the Research Degrees Office). This should be done as soon as possible.

03/340

MATTERS FOR REPORT FROM OTHER BOARDS

Research Board

RECEIVED: the Minutes of the meetings of the Research Board held on 5 April and 10 May 2004 (GB/03/88 (a) and (b)).

03/341
<table>
<thead>
<tr>
<th>Learning and Teaching Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIVED: the Minutes of the meeting of the Learning and Teaching Board held on 27 April 2004 (GB/03/89).</td>
</tr>
<tr>
<td>In connection with the reference in the Learning and Teaching Board minutes to the PGCLTHE, a member of the Board expressed concern that for new members of staff the time taken with work for the PGCLTHE might restrict the research development of the individual.</td>
</tr>
<tr>
<td>The Chair of the Board agreed to write to the Chair of the Learning and Teaching Board asking for a review of the time spent by staff undertaking the PGCLTHE and the time expended by those who had mentoring responsibilities.</td>
</tr>
<tr>
<td>General issue about Minutes of Boards</td>
</tr>
<tr>
<td>Members asked that some indication be provided in the Minutes of Boards where issues were of particular relevance for other Boards.</td>
</tr>
<tr>
<td>RESEARCH POSTGRADUATES</td>
</tr>
<tr>
<td>Learning Outcomes and Criteria for the Award of Research Degrees</td>
</tr>
<tr>
<td>RECEIVED: (i) proposed draft amendments to the Learning Outcomes for the degrees of Master of Philosophy and Mastership by Research and (ii) draft amendments to the criteria for the award of these research degrees including consequential amendments to the Regulations to Ordinance X. (GB/03/90(i) and (ii)).</td>
</tr>
<tr>
<td>The Board recalled that it had requested the Examinations Group to bring forward proposals on the above matters. The Group had made recommendations at its meeting on 18 June, which involved some changes to the proposals set out in GB/03/90 (i) and (ii) The Board accepted the recommendations made by the Examinations Group.</td>
</tr>
<tr>
<td>RESOLVED: (i) that amendments be made with effect from sessions 2004/05 to the approved University statements on Learning Outcomes/Transferable Key Skills/Learning Context/Assessment for the degrees of Master of Philosophy and Mastership by Research, as set out in Appendix I ; (ii) that amendments be made with effect from session 2004/05 to the Regulations relating to the criteria for the award of the degrees of Master of Philosophy and Mastership by Research, as set out in Appendix II.</td>
</tr>
<tr>
<td>Postgraduate Representative Council</td>
</tr>
<tr>
<td>No report was presented by the PGRC and a representative had not been able to attend.</td>
</tr>
<tr>
<td>No.</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>03/350</td>
</tr>
<tr>
<td>03/351</td>
</tr>
<tr>
<td>03/352</td>
</tr>
<tr>
<td>03/353</td>
</tr>
<tr>
<td>03/354</td>
</tr>
<tr>
<td>03/355</td>
</tr>
</tbody>
</table>
TRAINING AND SKILLS MATTERS

Graduate Training and Support Group

RECEIVED: the Minutes of the meeting of the Graduate Training and Support Group held on 30 April 2004 (GB/03/93).

The Board noted the ongoing discussions of the Graduate Training and Support Group including its endorsement of the modifications to the Learning Outcomes for Doctoral programmes agreed by the Board and approval for the overall approach adopted by the Examinations Group in relation to the monitoring and assessment of “generic and subject/professional skills”.

The Chair of the Arts Faculty Postgraduate Research Committee indicated that Committee was devising a Faculty specific Personal Development Plan for students and was exploring the possibility of using the same documentation for a Personal Development Record, which might be used by Schools in the Faculty for use by the “transfer” assessment panel.

The Board noted that the Chair of the Group (Professor Nigel Smith) had indicated that he might wish to stand down was a result of other commitments. The Chair of the Board agreed to make further enquiries.

Rolling Agenda

RECEIVED: the Rolling Agenda (GB/03/94)

GROUPS AND COMMITTEES OF THE BOARD

Faculty Postgraduate Research Committees

RECEIVED: Minutes from meetings of FPRCs (GB/03/95(a) – (j) as follows:

- Arts (07/06/04)
- Biological Science (18/05/04)
- Business (31/03/04)
- Earth and Environment (14/06/04)
- Engineering (07/06/04)
- Education, Social Sciences and Law (20/05/04)
- Mathematical and Physical Sciences (05/04/04), (16/06/04)
- Medicine, Dentistry, Psychology and Health (09/06/04)
- Performance, Visual Arts and Communications (07/04/04)

As this was the first year of the operation of these new Committees there was a discussion of general issues, as follows:

(i) Relationship with Faculty Management Teams

There was a feeling that feedback mechanisms could be improved in some Faculties. Although the Chairs of Faculty Postgraduate Research Committees would not necessarily wish to attend all meetings of Faculty Management Teams steps should be taken to keep them informed about relevant matters;
Relationships between Taught Postgraduate Programmes and Research Postgraduate Programmes

In some areas (e.g. Arts and ESSL) the relationship between taught masters’ degree programmes and research degree programmes was close. The situation was complex as programmes and courses in the taught postgraduate area were considered by the Learning and Teaching structure whereas research programmes were considered under the Graduate Board Structure.

Source of business for FPRCs

The majority of business had, so far, been forwarded by the Graduate Board but it was hoped that the FPRCs would, as a result of discussions at Faculty level, forward general issues for discussion at the Graduate Board and thereby influence University policy.

Administrative Support

It was suggested that administrative support of FPRCs might be discussed with Faculty Research Managers;

Forum for discussion by Postgraduate Research Tutors

Postgraduate Research Tutors in some Faculties had welcomed the opportunity to engage in discussion and debate on important and common issues. Benefits of cooperation were already being observed. One example, in the Medicine area, was the increased financial support the School of Medicine was now giving for the supervision of international students within their internal resource allocation mechanisms;

Steering Committee for Masters Training Packages

RECEIVED: Minutes of the meeting of the Steering Committee for MTPs held on 26 April 2004 (GB/03/96).

Steering Committee for Doctoral Training Accounts

RECEIVED: the Minutes of the meeting of the Steering Committee for DTAs held on 7 May 2004 (GB/03/97).

Programmes of Study and Audit Group

RECEIVED: the Minutes of the meeting held on 8 June 2004 (GB/03/98).

The Minutes were presented by Dr Burgess in the absence of Professor Wilson.

Clinical Psychology Programmes

The Group sent forward recommendations for the amendment of the Clinical Psychology research degrees programmes. This followed the review of the programmes, after taking account of the views of the BPS and issues relating to the need to hold an appropriate clinical contract with the NHS whilst undertaking the Doctor of Clinical Psychology programme, as well as issues relating to gross professional misconduct.
RECOMMENDED: that with effect from 2004-2005 approval be given to (i) the withdrawal of the programme of study leading to the degree of Master of Science in Clinical Psychology and (ii) to consequential amendments to Ordinance X as set out in Appendix III;

RESOLVED: that with effect from 2004-2005, approval be given to the amendment of (i) the Regulations to Ordinance X and (ii) the Programme of Study entry for the degree of Doctor of Clinical Psychology as set out in Appendix IV and Appendix V.

New Route PhD (Integrated Degree of PhD and Master)

It was noted that consideration had been given to a number of detailed issues relating to the arrangements for New Route PhD Programmes at Leeds. These related to the appointment of the External Examiners, the arrangements for examining taught and research components and the specific content of the “exit” qualifications (e.g. PG Cert, PG Dip, or Masters’ degree).

Registration for both an MSc by Research and a PGCE (Secondary)

The Group had approved a pilot programme for a period of 3 years (which was supported financially by NM Rothschild & Sons Ltd) whereby selected candidates might register at the same time over a 2 year period for both an MSc by Research within a School in MAPS and for the PGCE (secondary) on a part-time basis for each programme. It was hoped that this initiative might encourage high quality students to enter careers in the teaching of mathematics and science.

Chair of the Group

The Board noted that the term of office of the Chair of the Group (Professor M Wilson) finished on 31 July.

Members recorded their appreciation of the work undertaken by Professor Wilson over the past four years and for his skilful handling of meetings and of the substantial workload involved.

RESERVED BUSINESS

Examinations Group

RECEIVED : Minutes of the meeting held on 21 April 2004 (GB/03/99(R))

Professor Morgan attended the meeting (in the absence of Dr Evans) in order to present the Minutes.

At the meeting held on 21 April consideration had been given to a proposal to alter the normal format of the PhD thesis in the Faculty of Biological Sciences and discussion had continued at the meeting held on 18 June.

The Examinations Group had expressed some reservations about the detailed arrangements proposed and considered that some of the objectives, which would ensure that students could produce manuscripts in a style which was suitable for publication in scientific journals, could be achieved prior to submission of the conventional thesis. Alternatively, such a manuscript might be included as an Appendix to the thesis.
It was agreed that the Chair of the Board should consider the general issues associated with the style and content of research degree theses, taking advice within the University and externally.  

<table>
<thead>
<tr>
<th>Thanks to members of the Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Chairman expressed his warm thanks to the members of the Board for their service over the past session.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Papers circulated for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following papers had been circulated for information:</td>
</tr>
<tr>
<td>• Report on EPSRC Annual Conference 2004</td>
</tr>
<tr>
<td>• University’s Policy on Intellectual Policy Rights</td>
</tr>
</tbody>
</table>

JYF/vh  
05/07/04