Present: Professor D Lindley (in the Chair), Dr TF Burgess, Dr JA Evans, Professor M Hewitt, Ms S Keyes, Dr K Mann, Dr SP Marsden, Professor MJ McPherson, Dr PA Millner, Dr AM Mullis, Mr HK Radice, Professor EM Spiers, Dr J Spindler.

In attendance: Miss R Evans, Mrs JY Findlay, Mr R Gilworth, Dr S Hutchinson, Dr M Orchard (for MM 04/107-120), Mr RD Piatak, Dr DL Salinger, Miss SE Throp.

Minutes

The Minutes of the Meeting held on 25 October 2004 were confirmed subject to the following amendment to M 04/54:

Before the sentence beginning “Central Services which …” insert the following sentence:

“The Board endorsed the approach being taken by the Graduate Training and Support Group”.

Matters arising on the Minutes

M 04/20 Strategic Planning – Postgraduate Training

It was agreed that a sub-group of the Board be established to consider the profile of postgraduate students within the next University Strategic Plan (2005-10) comprising the following members:

Pro-Vice-Chancellor Professor John Fisher (in the Chair)
Ms Helen Clapham
Professor David Lindley
Professor Richard Thorpe

M 04/21 University Website: Graduate School – Faculty of Biological Sciences

REPORTED: that an amendment had been made to the University’s website to include a direct entry point for the Graduate School of the Faculty of Biological Sciences alongside entry points for the four constituent Schools.

M 04/32 Postgraduate Prospectus Entry 2005

RECEIVED: details of the arrangements for the Postgraduate Prospectus 2005 from the Head of the Student Recruitment Marketing Team (GB/04/26).
The written report indicated that work on producing a set of Faculty Guides to replace the traditional prospectus undertaken by the Student Recruitment Marketing Team had been abandoned after it had become apparent that departments were resistant to promoting themselves on a faculty basis. Further discussions with stakeholders had determined that the main use of the prospectus was for distribution to overseas fairs and in response to web requests. Recent market research had shown that the majority of prospective postgraduates obtained information from the web.

Given the current focus on postgraduate recruitment and the improvements necessary to some departmental websites it was agreed to produce at least one further edition of the prospectus. The prospectus would be available in January to hit the peak for 2005 entry enquiries and be available for shipping overseas for the 2006 cycle.

The Student Recruitment Marketing Team reported that it felt that a revamped PG Prospectus combined with high quality departmental material was the best way to meet the information requirements of prospective students. In parallel it would be providing departments with support on developing their websites and one member of the Board acknowledged the help that had already been given. It was also reported that the 2005 coursefinder had been updated. Any further changes to the coursefinder should be reported to Ms Glain Fox.

Some members expressed concern about the above decisions given that some areas would have welcomed Faculty Guides and also that some Schools and Faculties had not seen the entries for the new Postgraduate Prospectus which was to be published in January.

The Board noted that following further postgraduate market analysis a postgraduate recruitment plan would be presented to the February meeting of the Board by the Head of the Student Recruitment Marketing Team.

MM 04/47-48 University Research Scholarships

REPORTED: that following consultation with Faculty Representatives on the Board closing dates for the University Research Scholarships have been arranged as follows:

4 March 2005 (Faculties of Biological Sciences, Business, Engineering, MAPS, Medicine and Health)
10 June 2005 (Faculties of Arts, ESSL, Environment, PVAC).

Arrangements for funding University Research Scholarships for 2006/07 onwards would be considered by FMCC at its meeting on 13 January 2005. The Board had suggested, at its last meeting, that the Faculty contribution to scholarships should be top sliced (and not fall upon the individual schools who obtained the scholarships). If members of the Board had any views they wished to communicate to the Deans they were urged to do so.
MM04/49-51 Additional Generic Skills Funding for Postgraduate Students and Postdoctoral Researchers: Allocation and Strategy for Use

RECEIVED: a copy of the University’s outline strategy for implementation of additional training in transferable skills for PhD students and postdoctoral researchers and progress towards implementation of strategy which had been returned to the Research Councils on 30/11/04 (GB/04/27).

MM 04/17-19 Bologna Issues

Dr David Salinger circulated to members of the Board a draft final report from the University of Leeds to the EUA Doctoral Programme Project. He asked that members send comments on the draft directly to him by 21 December 2004. He would particularly welcome examples of School/Faculty/University good practice.

Dr Salinger also reported that he would arrange for future reports from the University Bologna Group to be forwarded to the Board.

Rolling Agenda

RECEIVED: the rolling agenda (GB/04/28).

STRATEGIC ISSUES

Report on Numbers

RECEIVED: provisional statistics on student numbers as at 01/12/04 prepared by Academic Planning and Performance Office (GB/04/29).

The Board was encouraged by the report that total full-time H/EC postgraduate research numbers had increased, but noted that there had been a decline in numbers in certain Faculties. The intake of international postgraduate research student numbers had been maintained at the level of the previous year.

The Board asked that enquiries be made of APPO relating to the presentation of the data. Taught Postgraduate registrations within the Faculty of Biological Sciences showed registrations within the Schools only and did not appear to record those students who registered directly with the Graduate School. The representative of the Faculty was concerned to ensure that the total number of student registrations included those candidates registered within the Graduate School as well as its constituent Schools. The Board also asked why the data for the Institute for Medieval Studies was not included within the heading of the Faculty of Arts.

The Board agreed to refer the data, once a response on the above issues was received from APPO, to Faculty Postgraduate Research Committees for comment.

Research Postgraduate Targets 2007/08

RECEIVED: details prepared by APPO of research postgraduate targets for 2007/08 compared with actual student numbers for the most recent census date (1 December 2004) (GB/04/30).
It was acknowledged that the predictions had been difficult to make but the Board had referred the predicted targets back to Faculty Management teams for review on two separate occasions. The predicted targets reflected the information that had been provided by Schools.

It was recognised that the predicted targets would, in many cases, be difficult to achieve. The Board noted that a new Director of Marketing, Martin Holmes, had been appointed and would join the University in February. The Board, however, felt that the targets could not be achieved through marketing alone and an increase in finance to provide for scholarships (both internal and external) was also required. The University should also give consideration to improving facilities and the other support available to research students (particularly international research students).

Another issue was the need for increased involvement of all research active staff in the recruitment of international research students.

RESOLVED: (i) that the research postgraduate targets for the period until 2007/08, as set out in GB/04/30 be adopted by the Graduate Board;

(ii) that the Faculty Postgraduate Research Committees be sent the approved targets and be asked to monitor the position and report regularly to the Board.

MATTERS FOR REPORT FROM OTHER BOARDS

Learning and Teaching Board

RECEIVED: the unconfirmed Minutes of the meeting of the Learning and Teaching Board held on 02/11/04 (GB/04/31).

It was noted that the Learning and Teaching Board had asked the Graduate Board to re-consider its Code of Practice on postgraduates engaged in teaching to bring it into line with that for learning and teaching whereby training was required for all those undertaking teaching duties.

It was agreed that Dr S Hutchinson would work with the Research Degrees Office to review the policy and report back to the Board.

Research Board

RECEIVED: the Minutes of the meetings of the Research Board held on 11/10/04 and 08/11/04 (unconfirmed) (GB/04/32 (a) – (b)).

RESEARCH POSTGRADUATES

Report from the Education Secretary of LUU

RECEIVED: an oral report from the Education Secretary of LUU on behalf of the Postgraduates.

The Education Secretary reported that following the collapse of the PGRC the Union...
had launched a Postgraduate Association (PGA) at an event held on 14 December 2004. As a result an Executive Committee had been established with 9 postgraduate representatives. It was intended to renovate the Harvey Milk Bar in the Union to provide a space specifically for postgraduate students.

Chairs of Faculty Postgraduate Research Committees indicated they would welcome Union representatives on the FPRCs and that cooperation with the Union would be helpful.

The Board thanked the Education Secretary for her report and wished the PGA well.

Research Student Questionnaire 2004: Results

RECEIVED: the summary of the results of the research student questionnaire 2004 (GB/04/34).

Dr Margaret Orchard, SDDU joined the meeting for this item in order to answer questions regarding the questionnaire and the presentation of the results.

The Board noted that this was the fifth questionnaire sent to research students since 1999 and that the previous four surveys were paper-based. This most recent questionnaire was web-based and used the Bristol On-Line Survey System, however, the design of the survey was similar to that used in 2003. The questionnaire went live in July 2004 and an e-mail was sent inviting participation to 2274 students (all current pgr students as identified by BANNER on 30/04/04). The overall participation rate was 32.2% (733 participants) which was significantly higher than previous years. Results from the questionnaire, broken down to Faculty level, would be used by teams reviewing the arrangements for the support and supervision of postgraduate research students in individual schools.

The Board noted:

- Over 90% of students felt that they could identify the resources needed to conduct their research;
- The majority of students are satisfied with both the number of supervision meetings they have and their relationship with their supervisor;
- Overall 35% of students are both reviewing the training and development they need and recording the training and development they have undertaken;
- There appears to be discrepancy between the access that students have to the training and development they need and whether they have taken up the training;
- Only 19% of students agreed that the activities of the PGRC are relevant to them, 26% disagreed and the remainder ticked the neutral box;
- A moderate proportion of students did not feel that the facilities available to them are adequate.

Concern was expressed that the overall presentation of the results focused on the negative but members recognised that this had been done to emphasise those areas that needed further consideration. Some concern was expressed about the validity of the results in one Faculty where the overall number of participants was particularly small. It was agreed that careful attention should be given by FPRCs to the responses received in relation to research facilities.

The questionnaire results would now be broken down to Faculty level, bearing in...
mind comments made about the presentation and, in the first instance, would be
distributed to Faculty Representatives for review and comment by FPRCs. The
Graduate Board would discuss the comments of FPRCs at a later meeting. It was
intended, in the meantime, that the results would assist Faculties in planning for
future provision.

It might, in future questionnaires, be possible to address some Faculty specific
issues.

TRAINING MATTERS

White Rose Interpersonal Skills School and UKGRAD Programme

RECEIVED: a report on the White Rose Interpersonal Skills School and UKGRAD
Programme GB/04/35)

The Board noted that the White Rose Interpersonal Skills School had run
successfully in 2004 with a total of 56 participants. The North East UKGRAD
programme had also organised a four day course at the University of Durham.

The Yorkshire and NorthEast Hub of the UKGRAD Programme now included
representation from all of the HEIs in the region. Dr Oddette Dewhurst would be
joining the University in January to work as a Project Officer on the UKGRAD
Programme.

It was noted that the majority of the places on the White Rose Interpersonal Skills
School were reserved for research students at Leeds, Sheffield and York who were
not funded by the Research Councils. Students funded by the Research Councils
were able to attend the North East UKGRAD programme.

Graduate Training and Support Group

RECEIVED: the Minutes of the meeting of the Graduate Training and Support
Group held on 2 December 2004 (GB/04/36).

The issue of the Group’s responsibilities with regard to taught postgraduate students
was referred to the Board. It was agreed that this matter be discussed further at the
next meeting of the Board on 7 February*.

It was noted that the recent visit to the University from Michael Jubb of the AHRB
had provided useful information about the “needs based” training requirements of
AHRB students and the focussed analysis that was required. Similar arrangements
were expected by the ESRC.

* Matter of relevance to Learning and Teaching Board
GROUPS OF THE BOARD

Faculty Postgraduate Research Committees

RECEIVED: Minutes or reports arising from meetings of Faculty Postgraduate Research Committees1 (GB/04/37).

Flagging Matters for Referral to the Board

Faculty Representatives were reminded to ensure that matters referred to the Board by their FPRC were clearly indicated on the Minutes and preferably also brought directly to the attention of the Research Degrees Office.

Suspensions of Study in the Over-time Period

ESSL wished to ask the Board to give consideration to its policy whereby requests for previously full-time candidates to be granted suspensions of study on the grounds of employment during the overtime period were not normally considered favourably. A member of the Board commented that it would be very difficult to frame generic regulations for such cases whilst individual cases might be considered sympathetically on an ad hoc basis any change of policy would need to be considered very carefully given that HEFCE was likely to move towards monitoring completion rates more closely.

It was agreed to refer this matter to the Programmes of Study and Audit Group. The Representative of the Faculty of ESSL was asked to ensure that a paper, outlining the concerns of the Faculty, was prepared for the meeting of the Group scheduled for 24 January 2005.

Postgraduate Funding Model

The Faculty of Business Postgraduate Research Committee had expressed some concern about the proposed changes to the Postgraduate Funding Model and what appeared to be an adverse affect on income streams. The Board was reminded that it was the view of the Chair that the impact in resource centres would be neutral, but that the position remained unclear whilst the University awaited precise information from HEFCE.

Group on Scholarships, Studentships and Prizes

RECEIVED: the Minutes of the meeting of the Group on Scholarships, Studentships and Prizes held on 2 December 2004 (GB/04/38).

Increase in Scholarships Budget

It was noted that an increase of £25K to the Scholarships budget for 2004/05 had been approved and that further annual increases of £25k (cash limited) had also been provisionally allocated beyond 2005. The Board was of the view that this increase,
less than the rate of inflation, was insufficient and that more funding was required for scholarships if the University was to offer a portfolio of scholarships comparable to its peer universities. The Board was of the view that an increase in scholarship funding was essential if the University wished to increase research postgraduate numbers (see M 04/96 above).

The relationship between University, Faculty, School and Departmental level funding for scholarships was not clear and it was essential that detailed information about funding at Faculty, School and Departmental level was available. It was noted that the Finance Office was organising its systems so that improved management information would be available.

**University Research Scholarships**

The changes to the closing dates for the University Research Scholarships competition were noted (see M 04/84 above) as were the new incentives to increase international postgraduate recruitment (the value of the Tetley and Lupton Scholarships and the introduction of some maintenance awards for successful ORS candidates).

**Special Budget to Assist with the Development of Jointly Funded Scholarships**

The Board endorsed the following recommendation made by the Group:

RECOMMENDED: that a special budget be allocated to assist with the further development of jointly funded scholarships in cooperation with companies and charities in order to assist with maintaining and increasing recruitment of international taught postgraduates.

**Annual Report and Financial Statement 2003-2004**

RESOLVED: that approval be given to the Annual Report and Financial Statement 2003-04 from the Group on Scholarships, Studentships and Prizes and that it be forwarded to Planning and Resources Committee, in accordance with the Group’s terms of reference.

**Steering Committee on Doctoral Training Grants (EPSRC)**

RECEIVED: the Minutes of the meeting of the Steering Committee on Doctoral Training Accounts held on 3 November 2004 (GB/04/39).

The main business before the Group had been the establishment of University criteria for different aspects of the DTA Studentships, including the criteria for the award of additional “Roberts” funding. Discussion on these matters is ongoing and is designed to ensure that DTA funds are used to achieve maximum advantage for the students and the University.

**Programmes of Study and Audit Group**

RECEIVED: the Minutes of the meeting held on 06 December 2004 (GB/04/40).
QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education: Postgraduate Research Programmes

It was noted that two meetings of the University Group to review the University Code in the light of the QAA Code, had been held. A third meeting would take place early in 2005.

Research Student Handbook 2004

The Board noted that amendments to the 2004 Handbook included separating the handbook into two separate documents:

- The Research Student Handbook (formerly Parts I and III)
- The General University Regulations for Research Students (formerly Part II)

Departmental Audit

This was the first time that the Group had received formal responses from Schools to the University’s periodic review of research student arrangements. It was now emerging that the process of review had resource implications with regard to both the participation of staff at the review stage and in assessing responses to review reports. It had proved difficult, particularly at certain times of year, to identify academic staff to participate on review teams. The Group was now monitoring the arrangements for review and the follow up action required. Once the Group was satisfied with a review report and the departmental response to this it intended to pass these to the relevant FPRC for information. Where the Group was not satisfied it could ask for a follow up visit to take place.

A member of the Board, who was also the Head of a School reviewed last year, thanked the review team involved for their constructive comments.

Review of the arrangements for practice-based research degrees in the Faculty of PVAC

The Group had received a report from a small group appointed to review the arrangements for practice-based research degrees in the Faculty of PVAC. The recommendations of the Group provided reasonable suggestions for managing the arrangements and to allow for innovation to proceed.

The Research Degrees Office would now send the report to heads of relevant schools for comment. The Group expected to bring forward recommendations to the Board for amendment of the regulations and details of a procedure for handling practice-based research degree candidatures in due course.

Doctor of Clinical Psychology Programme

RESOLVED: that the programme specification for the degree of Doctor of Clinical Psychology as set out in paper PSAG/04/12(ii) of the Programmes of Study and Audit Group meeting held on 6 December 2004 be approved.
Masters/Doctorate in Psychoanalytic Psychotherapy (Children and Adolescents)

The Group had received details of a proposal for a new Doctorate in Psychoanalytic Psychotherapy (Children and Adolescents) for delivery by the School of Medicine in collaboration with the Northern School of Child and Adolescent Psychotherapy. The Group had raised a series of questions with regard to the proposal and discussions were on-going.

RESERVED BUSINESS

Examinations Group

RECEIVED: the Minutes of the meeting held on 24 November 2004 (GB/04/41(R)).

Posthumous Award

The Board noted that, in one case the degree of PhD had been awarded posthumously.

Any Other Business

SDDU Charges for Non-Attendance by Students at Training Courses

One member of the Board expressed concern at the decision to charge Faculties rather than students for non attendance by research postgraduates at SDDU run workshops.

It was agreed to defer this item to the next meeting of the Board.

Submission Dates for theses during periods when the University is closed

Some concerns were expressed about the required dates for the submission of theses when the maximum time limit fell during periods when the University was closed, such as Christmas and the New Year period. These issues could be discussed by the relevant Groups of the Board.

Faculty Graduate Schools

The Board discussed the advantages of Faculty Graduate Schools. It was noted that the ability to display a critical mass of both students and research active staff together with an appropriate management structure at Faculty level could be essential in the forthcoming ESRC recognition exercise. It would be difficult for the University to demonstrate this without a Graduate School in the relevant Faculties, either virtual or otherwise.

There were undoubtedly advantages, when it came to seeking funding and recruiting students in establishing Faculty Graduate Schools. The Board asked that the Faculty Postgraduate Research Committees discuss the issue of Faculty Graduate Schools and report back to the Board. The Chairs of FPRCs were also requested to draw the issue to the attention of Deans for possible discussion by Faculty Management
Teams. Details of the Graduate School in the Faculty of Biological Sciences would be circulated to aid discussions.

Retiring Members of the Board

The Chair thanked Dr Stephen Marsden (MAPS) and Professor Peter McWilliam (Medicine and Health) for their contributions to the work of the Board. Both Dr Marsden and Professor McWilliam would be replaced by a new Faculty Representative on the Board with effect from January 2005.

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<th>Min Ref</th>
<th>Required Action</th>
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<td>Presentation of Postgraduate Recruitment Plan to the Graduate Board</td>
<td>Helen Clapham</td>
<td>07/02/05</td>
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<tr>
<td>04/85</td>
<td>Consideration of future funding arrangements for University Research Scholarships for 2006/07 onwards</td>
<td>FMCC</td>
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<td>04/92</td>
<td>Seek clarification from APPO on the presentation of some of the data in the Report on Student Numbers</td>
<td>RDSO to contact APPO</td>
<td>January 2005</td>
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<tr>
<td>04/93</td>
<td>Refer Report on Student Numbers to FPRCs for comment</td>
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<td>Monitoring of RP Targets 2007/08</td>
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<td>04/101</td>
<td>Review of Code of Practice on Postgraduates Engaged in Teaching</td>
<td>Dr S Hutchinson and RDSO</td>
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<td>04/112</td>
<td>Review and comment on Research Student Questionnaire at Faculty level</td>
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<td>04/119</td>
<td>Consideration to be given to the responsibility of the GTSG in relation to taught postgraduates</td>
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<td>04/123</td>
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<td>Dr K Mann to prepare paper on behalf of ESSL for consideration by PSAG</td>
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18/01/05