Present: Professor J Fisher (in the Chair), Dr TFC Batten, Dr TF Burgess, Dr JA Evans, Professor JE Francis, Professor M Hewitt, Ms S Keyes, Professor D Lindley, Dr K Mann, Professor MJ McPherson, Dr AM Mullis, Mr HK Radice, Professor SK Scott, Professor EM Spiers, Dr J Spindler, Professor R Thorpe.

In attendance: Mrs JY Findlay, Mrs J Gaunt (for M04/151 – 164), Mr R Gilworth, Dr S Hutchinson, Dr DL Salinger, Miss SE Throp.

Minutes

The Minutes of the meeting held on 20 December 2004 were confirmed.

Expression of Thanks

The Chair thanked Professor Lindley for having chaired the previous meeting.

Welcome to New Members

The Chair welcomed Dr Batten to his first meeting as the representative of the Faculty of Medicine and Health. He also welcomed Professor Scott who was attending his first meeting as the acting representative for the Faculty of Mathematics and Physical Sciences.

Matters Arising on the Minutes

M 04/83 Postgraduate Recruitment Plan

REPORTED: that the Head of the Student Recruitment and Marketing Team would make a presentation to the Board at its April meeting following further analysis of the postgraduate market.

M 04/85 University Research Scholarships

RECEIVED: an oral report from the Chair on discussions held at the Faculty Management Co-ordinating Committee on 13/01/05.

It was reported that FMCC had agreed that some funding equivalent to the supplementary sum for two research scholarships per Faculty (£16K) be top sliced from the Faculty budget. It would no longer be the responsibility of the Schools to find this sum when University Research Scholarships were awarded.
REPORTED: that the Learning and Teaching Board had agreed to establish a small working group to consider the issue of responsibility for the skills development of postgraduate taught students.

The Graduate Board would return to discussion of the issue after the Learning and Teaching Board had reported."

The Board gave further consideration to the issue of charges for non-attendance by students at SDDU Training Courses. A number of divergent views were expressed about the reasons and appropriate procedures for levying charges for non-attendance by students at SDDU Training Courses. Faculty representatives indicated that they did not believe that the responsibility for paying the charges should be placed upon Faculties.

The Board agreed that the issue should be referred back to the Graduate Training and Support Group for further consideration.

RECEIVED: the Rolling Agenda (GB/04/42).

Judith Gaunt (Academic Planning and Performance Office) explained that HEFCE had confirmed that with effect from 2005/06 postgraduate research students would be funded under a single stream, thus breaking the existing link between postgraduate research funding rates and the RAE score (QR). Students would be funded under one of the three cost bands – Laboratory Science, Mixed and Library based. The possible impact of decreased levels of funding for 5 and 5* Departments was difficult to predict.

Further discussion about the implications for the internal allocation model would take place in the Faculty Management Co-ordinating Committee and Academic Development Committee. The Board asked to be kept informed. In the meantime paper GB/04/43 should be circulated to Faculty Postgraduate Research Committees for information.
STRATEGIC ISSUES

Faculty Graduate Schools

Following discussion at the previous meeting, the Board gave consideration to the possibility of establishing Faculty Graduate Schools.

In the course of discussion it emerged that many of the activities and procedures in place in Faculties at Leeds would, at some other institutions, be described as “Graduate School” activity. Several Faculties saw benefits for research students in setting up virtual Graduate Schools in terms of admissions and continuing support for research students and the web site for the Graduate School in Biological Sciences was commended. Other Faculties perceived value in Graduate Schools in relation to support for generic and skills training and multi disciplinary activity. The results of the recent research student questionnaire had indicated that some students would welcome greater contact and networking with other researchers and a greater “visibility” for postgraduate research within the institution.

The Board asked that a short paper be prepared for further discussion by Faculty Postgraduate Research Committees and the Board.

Workload Models

The Chair reported on discussions at the ADC Group on Workload Models in respect of two issues raised by the Graduate Board at its October meeting. The Group had taken the view that the potential supervisor’s role in the recruitment of students and the commitment from members of staff in mentoring individual who were undertaking the PGCLTHE should be counted under the heading “citizenship and public good work”. It had considered that the details of these arrangements could not be included in the work load model. Other examples of such activity were Internal and External Examining and participation in “Transfer” panels.

Some members pointed out that all staff received an allowance for “citizenship” but that the actual activity carried out could vary very significantly.

MATTERS FOR REPORT FROM OTHER BOARDS

Research Board

RECEIVED: the Minutes of the meetings of the Research Board held on 6 December 2004 and 17 January 2005 (GB/04/44 (a) and (b)).

Learning and Teaching Board

RECEIVED: the Minutes of the meeting of the Learning and Teaching Board held on 11 January 2005 (GB/04/45).

The Board noted that the Learning and Teaching Board had asked that there be continued co-operation between Faculty Learning and Teaching Committees and Graduate Board in relation to the Masters programmes which were part of the programme for the Integrated degree of PhD and Master. It was the intention that
any programme approved by the Board which included taught masters courses and programmes would continue to be subject to approval by the relevant Learning and Teaching Committees.

RESEARCH POSTGRADUATES

Postgraduate Association

RECEIVED: an oral report from the Education Secretary of the Leeds University Union on the arrangements for the Postgraduate Association.

The Board noted that the Postgraduate Association was now meeting fortnightly. A research student representative had now been appointed to serve on the Graduate Board. Attention was being given to ensuring representation upon the Faculty Postgraduate Research Committees for the remainder of the session and the situation would be reviewed for session 2005/06.

Research Student Questionnaire (GB/04/46)

The Board accepted the recommendation set out in GB/04/46 that:

- In even years, a wide-ranging survey of research students be carried out;
- In odd years, work be carried out to address in more depth those areas on which the Faculties and Graduate Board would like more information/clarification;
- The in depth work has a faculty focus from the outset and uses different approaches for gathering information eg focus groups;
- The work is carried out by SDDU staff based in the Graduate Training and Support Centre, in consultation with the Graduate Board and the Faculties.

The Board asked that the Graduate Training and Support Group coordinate the in depth enquiries resulting from the 2004 research student questionnaire with a view to reporting to the Board in the Autumn of 2005. The Board could then discuss the form and content of the 2006 questionnaire after appropriate consultation early in 2006.

English Language Requirements and Support for International Postgraduate Students

RECEIVED: a written report from the Director of Language Learning and Support in the Language Centre on English language requirements and support (GB/04/47).

The report provided information on the numbers of postgraduate students undertaking the University Test in English during the past two years and the range of scores achieved. It also contained information about the in-sessional English language support services for international students.

* issue of relevant to the Learning and Teaching Board
A member of the Board raised concerns about the level of the University English language requirements for second language users of English and the perception among his colleagues that the English language standards of students were declining. His understanding was that Leeds thresholds were at the lower end of the national tables.

The Board noted that issues relating to English language had been discussed by the Programmes of Study and Audit Group (see M 04/197 below) following a request for increased flexibility in the University standards for entry, together with a request that assessment of individual cases be delegated to Schools. Some Faculties had indicated that they had anecdotal evidence that Leeds was losing students to competitor universities because of the level of the current English language requirements. The implication was that competitor universities were accepting lower levels. It was noted that the Programmes of Study and Audit Group had asked the Graduate Board to seek the views of the Learning and Teaching Board. In the event of any change being proposed to the existing arrangements the matter would have to be considered by the Academic Development Committee.

In the meantime the Programmes of Study and Audit Group, which was responsible for issues relating to the admission of research students, intended to:

(i) make staff handling research student applications more aware of the policy regarding English language requirements at Leeds;
(ii) remind Postgraduate Research Tutors that they might make special cases (with appropriate supporting evidence) in the case of individual students;
(iii) provide advice about other qualifications, apart from IELTs and TOEFL, which might satisfy the University’s English language requirement, especially for European countries where an expansion in numbers could be expected.

The Board asked that some information be collected from other institutions to assist with discussions. It was emphasised that the University had a responsible role in ensuring that students had sufficient skills in English language to be able to take full advantage of the research training that was offered. Some concerns were expressed at the policy of accommodating groups of international students from single countries in the same student residences.

GENERAL SCHOLARSHIP MATTERS

Dorothy Hodgkin Postgraduate Awards

RECEIVED: information about the opportunity to obtain additional Dorothy Hodgkin Postgraduate Awards at Leeds (GB/04/48).

Faculty representatives were asked to ensure that academic staff were made aware of these opportunities.

White Rose Scholarships

The Chair reported on the arrangements for White Rose Scholarships for award in October 2005. Four themes had been selected for the award of studentships (Medieval Studies, Molecular Engineering, Tissue Engineering/Stem Cells,
Sustainable Communities). Details of the arrangements were expected shortly from the University of York where the administration would be carried out for the next 3 years.

TRAINING MATTERS

Graduate Training and Support Group

RECEIVED: the minutes of the meeting of the Graduate Training and Support Group held on 28 January 2005 (GB/04/49).

The Group had considered in some detail the findings of the 2004 Research Student Survey and had produced a summary of issues and some proposals for the future. The Board asked that the Group’s summary be forwarded to Faculty Postgraduate Research Committees for consideration.

The summary would be valuable in future discussions about Graduate Schools (see M 04/165-167 above).

It was also noted that the Board had asked the Graduate Training and Support Group to coordinate action following on from the 2004 Research Student Questionnaire (see M 04/176 above).

Visit of Chair of Research Councils UK Postgraduate Training Group to the University on 20 April 2005

RECEIVED: details of the visit of Iain Cameron (EPSRC), Chair of Research Councils UK Postgraduate Training Group on 20 April 2005 (GB/04/50).

The Board asked that information be circulated as widely as possible about the event on 20 April, with an invitation to identify questions. It asked that the questions be sent to Margaret Orchard (SDDU) by no later than 17 March 2005 so that these could be coordinated and passed to Iain Cameron in advance of the event.

GROUPS OF THE BOARD

Faculty Postgraduate Research Committees

RECEIVED: minutes from meetings of FPRCs as follows:

Biological Sciences (23/11/04)
Business (26/01/05)
ESSL (24/01/05)
Medicine and Health (24/01/05)

It was noted that the Business FPRC was debating issues arising out of the 2004 Research Student Questionnaire with a view to seeking more detailed information from students.

Group to Review the Code of Practice for Research Degree Candidatures

The Board received a draft Code of Practice for Research Degree Candidatures, which had been prepared by the Group established to review the Code.
Members agreed that the draft Code be forwarded to Faculty Postgraduate Research Committees for comments which would then be forwarded to the review Group to enable them to prepare a final draft for consideration at the next Board meeting. Responses were sought by no later than 4 April 2005.

Programmes of Study and Audit Group

RECEIVED: the Minutes of the meeting of the Programmes of Study and Audit Group held on 24 January 2005 (GB/04/53).

(a) **English language requirements for entry to PhD programmes in Science and Engineering**

The Board accepted the recommendation that issues relating to the English language requirements for entry to research degree study be referred to the Learning and Teaching Board for consideration. Related discussion is set out in MM 04/177-182 above.

(b) **Submission dates for theses during periods when the University is closed**

The Board accepted the recommendation of the Group and

RESOLVED: that research degree students, whose maximum time limit falls on a day when the University is closed as a consequence of a holiday period, be permitted to submit their theses to the Research Degrees and Scholarships Office by no later than 12.00 noon on the next working day.

(c) **Integrated Degree of PhD and Master**

(i) **Biosciences**

RESOLVED: that approval, in principle, be given to the Integrated Degree of PhD and Master in Biosciences with effect from 2005/06 subject to approval of the taught elements of the programme by the Faculty Learning and Teaching Committee;

(ii) **Bioinformatics and Genomic Sciences**

RESOLVED: that approval be given to the withdrawal with immediate effect of the programme of study leading to the Integrated Degree of PhD and Master in Bioinformatics and Genomic Sciences;

(iii) **East Asian Studies**

The Board noted that the Chairs of the Programmes of Study and Audit Group and the Board had acted in approving changes to the Integrated Degree of PhD and Master in East Asian Studies, with immediate effect, as set out in Appendix I of the Minutes of the Programmes of Study and Audit Group (24/01/05).

Examinations Group

RECEIVED: Part I (unreserved business) of the minutes of the meeting of the Examinations Group held on 19 January 2005 (GB/04/54(i)).
The Board noted that the minutes of the Group would be presented in a different format in the future, one section with unreserved business and a second containing reserved business. This would facilitate Board discussion of general issues.

It was noted that the Group would be establishing new arrangements for examination of research degree theses, whereby examiners completed independent preliminary reports prior to the oral examination.

The Group would be undertaking analysis of data relating to examinations over the past three years and had suggested that Programmes of Study and Audit Group might wish to conduct a similar type of analysis on the transfer process (timing and deferrals) and the eventual outcome of research degree examinations.

Bologna Process (GB/04/56 (i) and (ii))

Two papers were laid on the table relating to the Bologna Process.

(i)  a report on the Bologna Seminar on Doctoral Programmes for the European Knowledge Society (Salzburg, 3-5 February 2005);
(ii) a report on the above prepared by Dr Salinger.

Dr Salinger asked that any comments on the draft recommendations be sent to him by 12.00 noon on 10 February.

The Chair thanked Dr Salinger for his work on behalf of the University.

RESERVED BUSINESS

Examinations Group

RECEIVED: Part II of the Minutes of the meeting held on 19 January 2005 (GB/04/54(ii) (R)).

Group on Higher Doctorates

RECEIVED: the minutes of the meeting of the Group on Higher Doctorates held on 10 January 2005 (GB/04/55(R)).

The Board noted the on-going business of the Group.

<table>
<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
<th>Name</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/154</td>
<td>Presentation of Postgraduate Recruitment Plan to Graduate Board</td>
<td>Helen Clapham</td>
<td>18/04/05</td>
</tr>
<tr>
<td>04/160</td>
<td>GTSG to give further consideration to the issue of charges for non-attendance by students at SDDU Training Courses</td>
<td>Richard Thorpe and GTSG</td>
<td>18/04/05</td>
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<tr>
<td>04/164</td>
<td>Circulate paper GB/04/43 on HEFCE Funding for PGR students to FPRCs for information</td>
<td>FPRCs</td>
<td>February 2005</td>
</tr>
<tr>
<td>04/167</td>
<td>Prepare and circulate a short paper on Graduate Schools to Chairs of FPRCs</td>
<td>RDSO</td>
<td>February 2005</td>
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<tr>
<td>Document Number</td>
<td>Description</td>
<td>Responsible</td>
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<tr>
<td>04/187</td>
<td>Forward summary of issues and some proposals prepared by GTSG from the findings of the 2004 Research Student Questionnaire to Chairs of FPRCs for consideration (Appendix to GB/04/49)</td>
<td>RDSO</td>
<td>February 2005</td>
</tr>
<tr>
<td>04/167 and 188</td>
<td>FPRCs to discuss Graduate Schools in the light of RDSO paper and summary of issues arising from Research Student Questionnaire 2004 prepared by GTSG</td>
<td>FPRCs</td>
<td>18/04/05</td>
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<tr>
<td>04/174</td>
<td>Consider issue of student representation on FPRCs</td>
<td>Sam Keyes</td>
<td>18/04/05</td>
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<tr>
<td>04/176</td>
<td>GTSG to coordinate in depth enquiries resulting from Research Student Questionnaire 2004 and report back to Board</td>
<td>Richard Thorpe and GTSG</td>
<td>Autumn 2005</td>
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<tr>
<td>04/184</td>
<td>Academic staff to be made aware of additional Dorothy Hodgkin Postgraduate Awards (GB/04/48)</td>
<td>Chairs of FPRCs</td>
<td>Immediately</td>
</tr>
<tr>
<td>04/185</td>
<td>Academic staff to be made aware of themes selected for award of White Rose studentships from October 2005 (<a href="http://www.york.ac.uk/admin/gso/wrose/wrbids.htm">www.york.ac.uk/admin/gso/wrose/wrbids.htm</a>)</td>
<td>Chairs of FPRCs</td>
<td>Immediately</td>
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<tr>
<td>04/191</td>
<td>Questions for Iain Cameron’s visit on 20/04/05 to be sent to Margaret Orchard</td>
<td>All members</td>
<td>By no later than 17/03/05</td>
</tr>
<tr>
<td>04/195</td>
<td>To consider and comment upon the draft Code of Practice for Research Degree Candidatures (GB/04/52)</td>
<td>FPRCs</td>
<td>By no later than 04/04/05</td>
</tr>
</tbody>
</table>

**DOCUMENTS CIRCULATED FOR INFORMATION (and to be circulated to Faculty Postgraduate Research Committees)**

- Details of the Research Assessment Exercise
- University of Leeds Institutional Report – EUA Doctoral Programmes Project

JYF/st
Ext 34001
18/02/05