THE UNIVERSITY OF LEEDS

GRADUATE BOARD

20 June 2005

MINUTES

Present: Professor J Fisher (in the Chair), Dr TFC Batten, Professor S Biggs, Dr TF Burgess, Mr J Cook (representing the Postgraduate Association), Dr JA Evans, Professor JE Francis, Ms S Keyes, Professor D Lindley, Professor MG McQuillan, Dr K Mann, Dr AM Mullis, Dr M Peckham, Mr HK Radice, Professor SK Scott, Professor EM Spiers, Professor R Thorpe. In attendance: Ms R Collector (the Education Secretary elect of LUU), Mrs JY Findlay, Mr RB Gilworth, Dr S Hutchinson, Dr DL Salinger, Miss SE Throp.

Membership

The Board considered amendments to the constitution of the membership of the Graduate Board, arising on various changes in the structure of University committees and the University Union.

RECOMMENDED: that membership of the Graduate Board for session 2005-06 be constituted as set out in Appendix I.

Welcome to New Members

The Chair welcomed Professor Biggs, the new Director of the Collaborative Training Account to his first Board meeting. He also welcomed Mr Cook (the President of the PGA) and Ms Collector (the Education Secretary of LUU for session 2005/06).

Minutes

The minutes of the meeting held on 18 April 2005 were confirmed subject to the following amendments to M/04/285:

Delete: RESOLVED

Replace with: RECOMMENDED

and insert the following:

(v) the following amendments to Ordinance X:

(Pages 8-12 of the Ordinance and Regulations and Programmes of Study for Research Degrees 2004-05 Booklet)

Page 8

After: Professional Doctorates
Insert: Doctor of Business and Management

Page 10
Under section 11 insert:

(a) Doctor of Business and Management; or

and renumber the following items

Matters Arising on the Minutes

MM 04/211-218 Postgraduate Recruitment Plan

RECEIVED: information prepared by APPO from Faculty Plans about forecasts for postgraduate research recruitment in the period 2005/10 (GB/04/76).

The Board noted that discussions about forecasts for postgraduate research recruitment had also taken place in meetings of the Faculty Postgraduate Research Committees.

Some of the Chairs of the Faculty Postgraduate Research Committees indicated that they had not seen the Faculty forecasts prior to the meeting, but would try to achieve close cooperation with Faculty Management Teams over such matters in the future.

The Board noted that the PVAC Faculty would be reviewing the forecasts as a matter of urgency, in order to reduce the forecasts. The Faculty would report back at the beginning of next session.

MM 04/221-224 Cost of Training and Supervising Postgraduate Research Students

The Board noted the Faculty Postgraduate Research Committees had considered and discussed the report from the Higher Education Policy Institute (following the review undertaken for HEFCE by J M Consulting Ltd on the costs of training and supervising postgraduate research students).

MM/04/228-229 University Strategic Plan

The Board received an oral report from the Chair on the discussions of the Graduate Board’s sub-group set up to consider the profile of postgraduate students within the next Strategic Plan (2005/10).

The Chair asked that members should take the opportunity to involve themselves in discussion of the University Strategic Plan at Faculty level. It appeared that some of the Chairs of the Faculty Postgraduate Research Committees had not been involved in contributing to discussions at Faculty Management level.

The Chair asked that the summary of views from the sub-group be circulated to members of the Board for further comment. Comments would be added to the response to be sent to Simon Donaghue, who was responsible for co-ordinating the responses received from different areas of the University.
Postgraduate Research Tutors Forum

REPORTED: that the Postgraduate Research Tutors’ Forum would be held on 7 July 2005.

Chairs of Faculty Postgraduate Research Committees had been invited to attend the meeting and all Schools were advised to send a representative. During the course of the meeting, particular emphasis would be placed upon the new Code of Practice for Research Degree Candidatures, which would come into effect for session 2005-6.

NATIONAL ISSUES

Bologna Issues

RECEIVED: reports on Bologna developments (GB/04/77 and GB/04/101).

The reports included a summary from Dr Salinger on the implications of the Bologna process and the May 2005 meeting of ministers in Bergen on Doctoral training, as well as the annual report from the Learning and Teaching Board and Graduate Board Group to consider developments under the Bologna process.

In respect of research degrees it was noted:

(i) that any reference to ECTS (European Credit Transfer System) in connection with Doctoral programmes had been removed;

(ii) that Joint awards continued to be promoted under the Bologna process and through funding streams from the EU, whether as jointly delivered programmes leading to an award from one institution or as joint awards from two institutions. It was recognised that such awards presented difficulties in relation to quality assurance. It would also only be possible for the University to “share” its degree awarding powers with an institution that had its own powers to award degrees under the legislation operating in the country in which it is based;

(iii) that the concept of Professional Doctorates was not well understood within Europe.

The Board noted that the University now needed to give priority to the development of a Bologna Diploma Supplement and Transcript for research students, following the development of this Supplement for undergraduate and taught postgraduate students.

It was noted that a Seminar on current Bologna developments was planned for the Autumn term of 2005-06.
Quality Assurance Issues

RECEIVED: information about the steps to be taken in 2005/06 to provide information on postgraduate research arrangements for the QAA and other related issues (GB/04/100).

The Board noted the arrangements and timetable for the 2005-6 QAA review of HEIs’ alignment with its September 2004 Code of Practice for Postgraduate research programmes. The Chair asked for cooperation from Faculties in preparing the relevant information for QAA.

It was also noted that the new QAA Code of Practice and statements by the Research Councils, as well as statements about Doctoral programmes published under the Bologna process, provided an opportunity to review the arrangements for the University’s various Doctoral programmes. It was clear that awards bearing a doctoral title should be at a level comparable with the PhD degree in terms of scale and rigour. The Board agreed that the Programmes of Study and Audit Group should be asked to review the position with reference to particular programmes.

STRATEGIC ISSUES

Funding Arrangements for Postgraduate Research Students

RECEIVED: information on the new funding arrangements for postgraduate research students (GB/04/78).

It was agreed that the information should be forwarded to Faculty Postgraduate Research Committees and to Postgraduate Research Tutors.

Faculty Graduate Schools

The Board received and discussed a paper on Graduate Schools (GB/04/79).

There was a wide ranging discussion about the developments that were underway in various Faculties, the precise needs of different Faculties and the achievements of the established Graduate School within the Faculty of Biological Sciences. The representative of the Postgraduate Association spoke in favour of the development of Graduate Schools in that they would strengthen the arrangements for the support of postgraduate students and ensure a consistent student experience.

The possibility of “Virtual Graduate Schools” in some Faculties was discussed. The issue of whether Faculty Graduate Schools should include taught postgraduate arrangements as well as research postgraduate student arrangements was also given some consideration.

The Board referred paper GB/04/79 to Faculty Postgraduate Research Committees. The Committees were asked to consider the issues raised in some detail and to bring forward detailed proposals to the Graduate Board meeting in February 2006 for implementation in session 2006-07. Reports on the progress being made should be submitted to the October and December 2005 meetings of the Graduate Board.*

* The establishment of Faculty Graduate Schools has been supported by the Vice-Chancellor, who has indicated that he will be attending the meeting of the Board on 19 December 2005.
MATTERS FOR REPORT FROM OTHER BOARDS

Research Board

RECEIVED: the Minutes of the meetings of the Research Board held on 18/04/05 and 16/05/05 (GB/04/80 (a) and (b)).

Learning and Teaching Board

RECEIVED: the Minutes of the meeting of the Learning and Teaching Board held on 26/04/05 (GB/04/81).

RESEARCH POSTGRADUATES

English Language Requirements and Support for International Postgraduates

RECEIVED: (a) a report from the Language Centre on in-sessional services: testing and courses (2004/05) (GB/04/82);

(b) information on action taken following the Board’s discussions on English Language Requirements at its meeting in February (GB/04/83).

(a) The Board noted that over 18% of all research students taking the University English language test had scored below 60%. All such students should have met the University’s minimum English language requirements before admission and the Board considered that further investigation was necessary.

Possible further analysis might include a review of the results in the UELT test with the IELTS and TOEFL results achieved earlier by the students. Analysis of the time taken to achieve transfer to full PhD registration together with analysis of referrals were also possible ways of assessing the situation.

The Programmes of Study and Audit Group was asked to consider the issues involved and measures of analysis that might be required and to report back to the Board. The Board would then be able to seek appropriate resources to undertake a project on these issues.

(b) The Board noted that the Learning and Teaching Board (26/04/05) had endorsed the views of its Standing Group on Standards (16/3/05). The Group, whilst being mindful of the need to be flexible, was concerned that any relaxation of the current entrance qualifications might be viewed as a reduction in standards. The Group had noted that the regulations for admission did allow Schools limited flexibility to put forward individual candidates for consideration as special cases, but it resolved that it would not wish to see a general reduction in the minimum standard of English language expected of applicants to either taught or research programmes in the University.

A circular containing further information and advice about the University’s minimum English language requirements would be issued by the Programmes of Study and Audit Group in the near future.
Union Academic Representatives

The Board received information from the Education Secretary on the arrangements for Union Academic Representatives.

The Education Secretary reported upon the arrangements that were currently underway for the election of postgraduate Union Academic Representatives (UARs) to serve on Faculty Postgraduate Research Committees. Steps were being taken to fill remaining research student vacancies and elections for taught postgraduate representatives would take place at the beginning of next session.

Postgraduate Association (no paper was circulated as GB/04/84)

The President of the Postgraduate Association (who had been in post since February) raised issues concerned with the structure for postgraduate representation and the expression of views by postgraduates. Following discussions with the Secretary of the National Postgraduate Committee (NPC), with which students at Leeds had been closely associated in the past, he raised concerns that the PGA currently had no functioning constitution and no elected committee members with no arrangements being made to hold an Annual General Meeting. The election of Union Academic Representatives (UARs), however, to serve on the Faculty Postgraduate Research Committees would assist in ensuring appropriate elected representation for interface with University committees and a high profile for postgraduate views within the institution.

The Graduate Board encouraged the Union to take steps to strengthen the Postgraduate Association by establishing an appropriate constitution and arranging for Annual General Meetings as soon as possible. It was important that the views of postgraduate students were fully considered by the Graduate Board and taken into account in reaching major policy decisions. It hoped that an appropriate constitution could be put in place by October. The Chair indicated that the Research Degrees Office might be able to provide advice on constitutional issues.

The Board noted the significant contribution made by the National Postgraduate Committee (NPC) in discussions at European level on the implementation of the Bologna process. It encouraged the Union to ensure that Leeds postgraduate students continued to make a contribution to debate about postgraduate issues at national and European level.

Research Student Questionnaire and Feedback from Students

The Board received an oral report from Dr Hutchinson on arrangements to issue a questionnaire to research students in July to explore views in three main areas – the research environment, careers and networking opportunities.

Marie Curie Host Fellowships for Early Stage Researchers Training

RECEIVED: information on the University’s participation in the Marie Curie Early Stage Training Programme (GB/04/85).

Members noted the anticipated increase in the Framework 7 budget and asked to be kept informed about the next closing date for EST programmes.
Email Addresses for Postgraduate Students

RECEIVED: information from ISS on a proposal to create user friendly email addresses for postgraduate students (GB/04/86). 04/336

The Board endorsed the proposal to provide postgraduate students with more user friendly email addresses. 04/337

RESEARCH COUNCIL MATTERS

ESRC

REPORTED: that information on the ESRC 2005 Recognition Exercise was now available on the ESRC web site. 04/338

Professor Thorpe informed members that ESRC would be holding a regional meeting on the 2005 Recognition Exercise in the Business School on 5 July. 04/339

The University had put a review process in place, whereby all applications for recognition made by Schools would be reviewed by a small Group and advice provided on appropriate amendments prior to submission. Details of relevant dates would be circulated shortly. 04/340

Advice and support in preparing applications and examples of common statements for inclusion in various sections of the application form (e.g. Research Environment and Training) would be available from the ESSL Faculty. Individual Faculties might also wish to set deadlines for the review of applications prior to submissions to the University Review Group. 04/341

Submission Rate Statistics (GB/04/87(i) and (ii)

RECEIVED: (i) information, which had been reviewed by the Programmes of Study and Audit Group, on submission rate statistics for full-time PhD students commencing in the period November 1999 to October 2000 which had been produced on two different bases as follows:

(a) by Faculty for those candidates who entered year two;
(b) detailed information on those departments with more than 10 students entering year two;
(c) by Faculty for those candidates who entered year one;
(d) detailed information on those departments with more than 10 students entering year one.

Schools had had the opportunity of checking the data and any appropriate amendments have been made.

(ii) details of the overall University submission rate for the past five years.
The Board noted that the overall University submission rate for full-time students within 4 years of commencement of study had dropped below that achieved in the previous 4 years.

The data was referred to the Faculty Postgraduate Research Committees for review and comment.

GENERAL SCHOLARSHIPS MATTERS

Dorothy Hodgkin Awards

REPORTED: that the five Dorothy Hodgkin Postgraduate Research Awards allocated to Leeds for session 2005-2008 had been filled (GB/04/88).

TRAINING SKILLS MATTERS

Roberts Funding

The Board received an oral report from Dr Hutchinson on arrangements for research student training supported by the Roberts Funding.

The Board noted that the Chair had sent letters to certain Faculties to urge them to finalise plans for the use of the Roberts Funding.

The University was required to report to RC UK in November on the developments on training for research students. It was important, therefore, that Faculties should check their expenditure to date, review the funds available, continue discussions about allocation and expenditure and give consideration to the development of appropriate training provision.

The Board noted that several Faculties had identified the need for the provision of statistics training and support. The type of training varied significantly between different Faculties, but it might be possible to identify some areas of common need. The Chair asked that a meeting be organised for Faculty representatives to explore the issues surrounding training and support in statistics, to reach decisions and to provide a report of actions to be taken by each Faculty. The arrangements for the meeting would be made by Dr Hutchinson.

Training for Research Student Supervisors and Internal Examiners

RECEIVED: a report from SDDU on the training programmes offered for research student supervisors and internal examiners (GB/04/89).

The Chair thanked all tutors for the contribution that they had made to the SDDU training programmes.

Faculty Postgraduate Research Committees were asked to consider nominating staff to act as tutors for future programmes.
Rolling Agenda

The Board received a copy of the Rolling Agenda (GB/04/90).

GROUPS AND COMMITTEES OF THE BOARD

Faculty Postgraduate Research Committees

RECEIVED: Minutes (and reports from Chairs) of FPRCs (GB/04/91(a) – (l)).

The Board noted the various issues that had been discussed in FPRCs and during the Board meeting the following emerged:

(i) a request that papers sent from the Central Administration identify the person responsible for required action;

(ii) concerns about the University decision to require self funded students to pay fees in two instalments (rather than in 4 instalments as previously) which it was felt might effect recruitment levels.

The Chair agreed to make further enquiries about the decision to change University arrangements for self-funded students for the payment of fees by instalments.

Programmes of Study and Audit Group

The Chair of the Group reported upon a number of matters where issues had been followed up since the last meeting of the Group:

(i) Eligibility for Research Degree Supervision

Proposals had been made, following earlier discussions, for a revised statement of eligibility for research degree supervision (GB/04/92). The Board considered the proposals and, subject to one amendment

RESOLVED: that, subject to appropriate amendments recommended by Human Resources in the light of the imminent introduction of new staffing profiles, approval be given, with effect from session 2005-06, to Regulations regarding eligibility for research degree supervision, as set out in Appendix II.

(ii) Doctor of Business and Management

Following approval of the recommendation that a new Doctor of Business and Management programme of study be approved consideration had been given by a member of the Group to appropriate amendments to the Regulations to provide for the examination arrangements for the degree of Doctor of Business and Management (GB/04/93).

RESOLVED: that approval be given with effect from session 2005-2006 to the inclusion of the following entry in the Regulations for Ordinance X, subject to resolution of the issues set out in MM04/285 of the Minutes of the Board (18/04/05) as follows:
Insert the following

**The degree of Doctor of Business and Management**

33. To qualify for the award of the degree of Doctor of Business and Management each candidate must complete the requirements of the prescribed programme of study, training and supervised research in business and management, must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality, independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research; and
(b) presenting himself/herself for an oral examination and such other tests as the examiners may prescribe.

Renumber the following regulations

The Board noted, however, that it was unlikely that approval could be sought in time, under the Learning and Teaching structure, for the necessary modular taught courses, for students to be admitted to this programme in session 2005-2006.

(iii) Integrated PhD and MSc in Bioinformatics and Genomic Sciences (GB/04/94)

Following consideration within the Faculty of Biological Sciences, approval was sought for the reinstatement of the programme of study leading to the Integrated degree of PhD and MSc in Bioinformatics and Genomic Sciences (withdrawal of this programme was noted in Board M 04/283 of 18/04/05).

The opportunity had been taken to review the programme and the Board

RESOLVED: that the revised programme of study leading to the Integrated degree of PhD and MSc in Bioinformatics and Genomic Sciences be approved with immediate effect, subject to confirmation that the appropriate Learning and Teaching Committees have approved all the relevant modules and programme specifications up to Masters level and subject to clarification of the number of credits within each year of the programme, as set out in Appendix III.

(iv) Integrated PhD and MSc in Bioscience (GB/04/95)

Following the conditional approval given at the last meeting of the Board (M 04/281) to the introduction of a new programme of study, some amendments had been made to the programme.

RESOLVED: that, subject to confirmation that the taught elements and the programme specifications up to Masters level, have been approved by the Learning and Teaching Board, approval be given, with effect from session 2005-2006, to the introduction of the Integrated degree of PhD and MSc in Bioscience, as set out in Appendix IV.
The Board received a revised programme for the Integrated Degree of PhD and MSc in Informatics. These amendments were proposed in the light of changes that had been made to the overall structure of the Integrated degree since the original approval of the programme.

RESOLVED: that approval be given, with effect from session 2005-6, to the amended programme of study leading to the Integrated degree of PhD and MSc in Informatics subject to

(i) confirmation that taught elements have been approved by the Learning and Teaching Board;

(ii) confirmation that the programme specifications, up to Masters level, have been approved by the Learning and Teaching Board;

as set out in Appendix V.

Membership of Groups of the Board

RECEIVED: details of vacancies on Groups of the Graduate Board for session 2005/06 (GB/04/97).

The Board noted that there were vacancies on Groups of the Graduate Board and that Faculty Postgraduate Research Committees were responsible for ensuring that Faculty representatives were appointed.

Examinations Group

RECEIVED: Part I of the Minutes of the meeting held on 20 April 2005 (GB/04/98(i)).

Thanks to Members

The Chair thanked all members of the Board for their contributions during the session. In particular, he thanked Ms Sam Keyes (the Education Secretary of the University Union) and wished her well in her future career and he also thanked Dr Evans and Dr Millner, whose periods of appointment as Chairs of the Examinations and Scholarships Groups were coming to an end.

Future Organisation of Board Business

The Board agreed that, for future meetings, business on the Board Agenda for discussion would be starred and that items in the Faculty Postgraduate Research Committee minutes that required discussion by the Board should also be starred. This policy would concentrate discussion on major items of significance and might enable meetings to be concluded within a shorter period of time.
RESERVED BUSINESS

Examinations Group

RECEIVED: the Part II (Reserved) Minutes of the meeting held on 20 April 2005 (GB/04/98(ii)(R)).

Group on Higher Doctorates

RECEIVED: the Minutes of the meeting of the Group on Higher Doctorates held on 13 June 2005 (GB/04/99(R)).

The Board noted that the award of DSc had been made to one candidate. The Group had also decided upon some changes to its procedure in order to achieve greater clarity for the Group and for candidates.

Documents circulated for information

The following were circulated for information:

- The recently published Postgraduate Prospectus
- Information about a HEFCE Bid for support of a WUN Virtual Graduate School
- Details of a recommendation, endorsed by Senate, for the University to withdraw from validation activity.

Dates of meetings of the Graduate Board for session 2005/06

The Board noted that the dates of meetings of the Graduate Board for session 2005/06 would be:

Monday, 24 October 2005 at 2.05pm
Monday, 19 December 2005 at 2.05pm
Monday, 6 February 2006 at 2.05pm
Monday, 24 April 2006 at 2.05pm
Monday, 19 June 2006 at 2.05pm

<table>
<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
<th>To be taken by</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/299</td>
<td>Review of forecasts of PVAC postgraduate recruitment for 2005/10</td>
<td>Professor McQuillan after consultation in the Faculty</td>
<td>Report to GB on 24/10</td>
</tr>
<tr>
<td>04/303</td>
<td>Comments of sub-Group on University Strategic Plan to be forwarded to members of Board</td>
<td>Mrs Findlay</td>
<td>As soon as possible</td>
</tr>
<tr>
<td></td>
<td>Board members to comment further</td>
<td>Board members</td>
<td>As soon as possible</td>
</tr>
<tr>
<td></td>
<td>Revised comments to Simon Donaghue</td>
<td>Mrs Findlay</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>Reference</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Date/Action</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>04/313</td>
<td>Review arrangements for Doctoral programmes in the light of the QAA Code, Research Council statements and the Bologna process</td>
<td>Programmes of Study and Audit Group</td>
<td>Before 5 December 2005 meeting of PSAG</td>
</tr>
<tr>
<td>04/315</td>
<td>Funding arrangements for postgraduate research students (GB/04/78)</td>
<td>RDSO to forward information to FPRCs and Postgraduate Research Tutors</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>04/319</td>
<td>Paper GB/04/79 on Graduate Schools be circulated to FPRCs for them to bring forward detailed proposals for implementation in 2006/07</td>
<td>Chairs of FPRCs</td>
<td>October Board meeting December Board meeting 6 February Board meeting</td>
</tr>
<tr>
<td>04/325</td>
<td>Consideration of the issues surrounding the English language proficiency of research students whose first language is not English and their academic performance during their research degree study</td>
<td>Programmes of Study and Audit Group</td>
<td>Report to 19 December Board meeting</td>
</tr>
<tr>
<td>04/335</td>
<td>Notification about the next closing date for EST programmes</td>
<td>Martin Hamilton</td>
<td>As soon as dates are known</td>
</tr>
<tr>
<td>04/344</td>
<td>Submission rate statistics for Faculties to be sent to FPRCs for review and comment</td>
<td>Reports from FPRCs to GB</td>
<td>Report to 24 October GB meeting</td>
</tr>
<tr>
<td>04/348</td>
<td>Faculties to check expenditure of Roberts training funds to date, review the funds available, continue discussions and develop appropriate training provision.</td>
<td>Chairs of FPRCs (in consultation with Deans where appropriate)</td>
<td>Report to Chair of GB as soon as possible</td>
</tr>
<tr>
<td>04/349</td>
<td>Meeting to be held to reach decisions on the type of statistics training and support required for research students in different Faculties</td>
<td>Meeting to be organised by Dr S Hutchinson</td>
<td>Report to Chair of GB in July</td>
</tr>
<tr>
<td>04/352</td>
<td>FPRCs to nominate academic staff to act as Tutors for SDDU courses for supervisors and Internal Examiners</td>
<td>Chairs of FPRCs</td>
<td>Nominations to SDDU as soon as possible</td>
</tr>
<tr>
<td>04/356</td>
<td>Further enquiries about decision to change University arrangements for payment of fees by instalments by self funded students</td>
<td>Chair of GB</td>
<td>July</td>
</tr>
<tr>
<td>04/370</td>
<td>Appointment of Faculty representatives on Groups of the Board to fill vacancies for 2005/06</td>
<td>Chairs of FPRCs</td>
<td>immediately</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>04/373</td>
<td>Items in the FPRC minutes to be starred where Board discussion of the issues is required</td>
<td>Chairs of FPRCs</td>
<td>For all future Minutes</td>
</tr>
</tbody>
</table>

JYF/FW
18/07/05
Ext 35771