Present: Pro-Vice-Chancellor Professor J Fisher (in the Chair), Dr TFC Batten, Professor JL Best, Dr TF Burgess, Dr RF Cochrane, Ms R Collector, Dr RE Cowgill, Professor D Lindley, Dr K Mann, Professor MG McQuillan, Mr HK Radice, Mr M Singh (on behalf of the PGA), Professor JE Smith, Professor EM Spiers, Professor R Thorpe and Professor MJ Wilson.

In attendance: Mrs JY Findlay, Ms C Neeve, Dr D L Salinger, Miss SE Throp

Deputy Vice-Chancellor

The Board offered congratulations to Pro-Vice-Chancellor for Research Professor John Fisher on his appointment to the role of Deputy Vice-Chancellor.

Applications for the position of Pro-Vice-Chancellor for Research were now being invited by the University with a view to appointing a new Pro-Vice-Chancellor for Research, who would chair the Graduate Board, with effect from 1 August 2006.

Minutes

The Minutes of the meeting held on 06 February 2006 were confirmed.

Matters Arising on the Minutes (and not mentioned elsewhere on the Agenda)

MM 05/146-147 QAA Special Review of Postgraduate Research Degree Programmes

RECEIVED: a copy of the University’s response to the QAA special national review of postgraduate research degree programmes (GB/05/65).

The Board noted that a response was expected from the QAA in May 2006.

M 05/175 Research Student Survey 2006

The Board noted that the expectation was that the Research Student Survey 2006 would take place as usual this July with the precise timing of future questionnaires for 2006/07 onwards to be given further consideration.

Rolling Agenda

RECEIVED: the rolling agenda (GB/05/66).

NATIONAL ISSUES

Bologna Issues

RECEIVED: an oral report, from Dr David Salinger, on the EUA Doctoral Workshop on Supervision and Generic Training of Doctoral Students in Brussels.

The Workshop had led Dr Salinger to conclude that UK Higher Education was ahead in the area of generic training of doctoral students and was setting the agenda in terms of good practice.
One Workshop had addressed the generic skills training offered by a group of universities in an international context, involving Graduate Schools and contributions from industry.

The Board was reminded that the Marie Curie Host Fellowships for Early Stage Researchers Training could be used to attract students from across the European Union. Mr Martin Hamilton, European Office, was preparing a paper on Framework 7 of the scheme. The Board asked to receive a copy of this paper at its next meeting as it would be useful for strategic discussions of doctoral training grant applications.

STRATEGIC ISSUES (GB/05/67)

(i) Report on Workshops on Postgraduate Research Target Setting

REPORTED: that two workshops on Postgraduate Research Target Setting were held in March, each for different Faculty groupings.

Discussions were focussed on the key questions to ask and information sources to use when setting PGR targets and the Faculties, in the light of these discussions, had the opportunity to revisit their strategic decisions and were asked to keep the Board informed.

(ii) University Split-site Arrangements for PhD Study for International Students

REPORTED: that discussions were taking place, led by the Faculty of Engineering, with a view to developing a revised model for the split-site arrangements.

The Chair advised the Board that enquiries within the University had indicated that the split-site arrangements did not appear to be working effectively. Discussions were taking place within the University to establish a new strategic model within the Faculty of Engineering which might be rolled out across the University in due course. A meeting, to be chaired by Pro-Vice-Chancellor Professor Fisher, would be held in May.

(iii) Faculty Graduate Schools

RECEIVED (i) further information relating to the proposed establishment of Graduate Schools, including information on the introduction of new systems and processes (GB/05/67).

(ii) oral reports from Faculties following consultation about the establishment of Graduate School models;

(iii) comments from the Director of the Faculty of Biological Sciences Graduate School on the benefits of the Graduate School model (GB/05/68).

The Board noted:

(a) that the ESSL Faculty had indicated that it would be establishing a Faculty Graduate School, which meant that Faculty Graduate Schools were now either in place, or would be established in 5 Faculties;

(b) that a Forum for Faculty Graduate School Managers and Coordinators had been established and a first meeting had taken place. The meetings enabled administrative staff to network and to share elements of good practice and innovative arrangements;
(c) that the University would be imminently introducing more efficient computer based and electronic systems for delivering postgraduate research student administrative processes, including the on-line applications procedure (Web for Admissions) (scheduled for 2006) and on-line Registration (planned for 2007). These would result in improved and faster processes for both students and all staff. There was, in addition, scope for the introduction of other improved processes, and information about the examination process was provided as an example;

(d) with the introduction of the new processes (see (c) above) it was now necessary for Faculties/Schools to have appropriate structures in place to deliver the appropriate level of service and to participate in discussions about new processes for other aspects of postgraduate research student administration, using consistent University wide systems and databases.

The Chair explained that the intention was now that the service for the relevant processes and functions would be delivered at Faculty level (or at School level with a Faculty Coordinator in place to oversee the arrangements) as well as at the Centre. Different models of delivery would therefore be possible, but must support more effective processes.

Discussion favoured the possible establishment of a University Graduate School with the Graduate Board becoming the “Board of the University Graduate School”. There was also support for Faculty Graduate Schools within an overall University Graduate School in those areas that had already reached the decision to proceed on that basis. Misgivings, however, were expressed in some other areas where it was felt that the use of a Faculty Graduate School structure would not necessarily enhance the student or staff experience and would be expensive in terms of resources. Further discussions would be necessary about the functions of a possible University Graduate School as well as the appropriate administrative arrangements at Faculty/School level.

The Board agreed that it would be appropriate to establish a consultative group to discuss the implementation of new processes with academic representation (Dr T Batten, Professor M McQuillan and Dr K Mann), representation from the Forum for Graduate School Managers and Coordinators and input from students.

The Chair agreed that he would prepare a strategic paper on the subject of University Graduate Schools for discussion at the next meeting of the Board, which would include information about the “added value” that might be achieved by new processes and improved administrative arrangements.

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 15/02/06 (GB/05/69).

It was proposed that the Graduate Board should consider including a representative of the L&T Board in the constitution of its Programmes of Study and Audit Group. It was felt that this would facilitate discussion of the Integrated PhD proposals.

The Board welcomed this proposal for further cooperation with the Learning and Teaching Board and suggested that one of the new L&T Pro-Deans be invited to join the Programmes of Study and Audit Group as this would provide them with useful experience of research student arrangements.
RESEARCH POSTGRADUATES

New Route PhD (HEFCE grant initiative)

RECEIVED: a report on the current position with the New Route PhD scheme (GB/05/71).

Professor Judith Smith introduced this item as the Board’s representative on the National New Route PhD Consortium. She reminded the Board that the New Route PhD arose from a national, HEFCE funded, initiative to enhance recruitment of overseas students. Since its introduction the “New Route PhD” product had diversified with a number of different models on offer across UK institutions.

Over the past six months the Consortium Steering Group had discussed its future strategy and it had been agreed to re-launch the New Route PhD for recruitment in 2007. Some funding was available for the re-launch. A workshop to review the current status of the programme was due to be held in Leeds on 8 June 2006.

The Board agreed that the suite of New Route PhD programmes at Leeds should provide a good basis for international recruitment, but that this was not currently taking place. It asked Professor Smith to take discussions forward after the National Consortium workshop in June and to report back after seeking views from the Chairs of Faculty Postgraduate Research Committees.

Review of the regulations governing the consideration of research student appeals

RECEIVED: an interim report from the Group established to review the regulations governing research student appeals (GB/05/72)

The Board agreed to authorise the Chair to take action on its behalf, when the Group has concluded its detailed drafting and consultation about the proposed new arrangements, to consider and recommend revised regulations to the Senate on 7 June 2006 for implementation with effect from 2006/07.

Review of the Code of Practice for Students Engaged in Teaching

REPORTED: that following the report from the PGA of the results of the Postgraduate Teaching Survey (see MM 05/241-43 below) arrangements would be made for the Group established by the Board, to review the Code of Practice for Students Engaged in Teaching, to hold its first meeting.

Fee Concessions to members of staff registered as research students

(i) REPORTED: that the Chair of the Graduate Board had set up a Group to review the policy for fee concessions to members of University staff registered as part-time research degree candidates for the 2006/07 session;

(ii) RECEIVED: a report from this Group following the meeting on 11 April 2006 (GB/05/73).
Professor Wilson (who had chaired the Group) provided information on current University policy, which restricted the opportunity of fee concessions for part-time research degree study to certain categories of staff. The current policy offered full remission of fees to relevant staff employed at 0.5 fte or above and staff with contracts below 0.5 could receive partial remission of fees.

The Group had come to the view that part-time registration for higher degrees by staff should, in future, be regarded as development activity and a matter for decision by Faculties/Schools in accordance with their strategy and staff development and review policy. Faculties and Schools should accordingly have a policy for decisions about contributing to part-time research degree fees, where such study provided relevant and appropriate training.

Faculties/Schools should be expected to meet the part-time academic fees for any category of staff, where it was felt that research degree study would enhance the work related skills of the individual and where it would be of overall, long-term benefit to the School or Faculty. Furthermore, there should be no potential discrimination between full-time and part-time staff and both categories of staff should be eligible for the payment of fees in full.

Faculties/Schools would after payment of the fees, receive funding for registered students through the Resource Allocation Model. The University would also honour its commitment to staff where University fee waivers or concessions had already been approved for particular members of staff.

RECOMMENDED: that consideration be given, by the Faculty Management Group and relevant Human Resources Committees to:

(i) the withdrawal of the current University policy on fee remission for members of staff undertaking research degrees with effect from 2006/07;
(ii) the introduction of revised arrangements, with effect from session 2006/07, which allow for individual Schools and Faculties to pay part-time academic fees for relevant members of staff based on strategic priorities and on their staff development and review policy;
(iii) the introduction of similar arrangements for the University’s accredited Colleges.

UK Council for Graduate Education Workshop – Research Ethics

RECEIVED: a report on the UK Council for Graduate Education workshop: Good Practice in Research Ethics for Research Managers and Postgraduate Research Supervisors (GB/05/74).

The Board noted that consideration was currently being given, at the University, to establishing Committees for Groups of Faculties on Research Ethics. Committees, however, currently existed in the Faculties of Biological Sciences and Medicine and Health.

The Board agreed to send the paper to the Research Board together with an urgent request that consideration be given to the situation of research students within the new committee structure and procedure.

Postgraduate Association

RECEIVED: (i) an oral report from the Postgraduate Association (PGA) on its work.
(ii) a report on the Postgraduate Teaching Survey (GB/05/75).

The response rate to the PG Teaching Survey had been disappointing, however the PGA had identified a number of issues. These included the low rate of pay for invigilation, equality of pay and allowances for preparation and marking involved with teaching duties across the University.

The Board agreed that role analysis would help to define teaching roles and embed a system of equal pay for work of equal value across the University. It was important to ensure that a transparent system was in place so that postgraduate students understood the basis upon which teaching duties were allocated and that equality of opportunity existed. However, it also recognised that it was essential that the interests of taught students were protected to ensure that a consistent level of high quality teaching was in place.

The Chair of the Board agreed to take the PGA concerns forward for consideration by the Pro-Vice-Chancellor for Students and Staff for discussion in the Human Resources Forum.

(iii) a progress report from the University Union on the UAR scheme for taught and research students (GB/05/76)

The Board noted that initial feedback on the UAR scheme was positive and that further developments and the launch of a new website at the end of September by the Democracy Support Team was planned.

All vacancies for Faculty postgraduate representatives had been filled with the exception of the Faculty of PVAC. The Board asked that Postgraduate Research Tutors and supervisors within the Faculty be asked to advertise the vacancy to their students.

Accommodation Issues

RECEIVED: a report from the Director of Residential and Commercial Services on issues raised previously by the PGA (GB/05/77) (see MM 05/112-114 of Minutes of 18 December 2005).

The Board thanked the Director of Residential and Commercial Services for the report and acknowledged the positive efforts made to improve services.

The PGA was currently undertaking a survey of postgraduate research students relating to issues of accommodation. The Board asked that the results of the survey be presented to the next meeting of the Board. It agreed to defer its response to the Director’s report until it had the opportunity to review the results of the PGA questionnaire.

GENERAL SCHOLARSHIP MATTERS

Postgraduate Scholarships to part-time students at Leeds

RECEIVED: an extract from a letter from the Acting Head of the Equality Service about the availability of postgraduate scholarships to part-time students for whom full-time study is not an option (GB/05/78).

The Board agreed to refer the issues raised to the Chair of the Group on Scholarships, Studentships and Prizes.
TRAINING SKILLS MATTERS

Research Student Training Issues (including Roberts funding)

RECEIVED: a report on the proceedings of the UK GRAD Programme Roberts Policy Forum from January 2006 (GB/05/79). A further paper, GB/05/79(b), a note to aid discussion, was laid on the table.

The Board noted that RCUK was likely to continue to require annual reporting on the use of Roberts money regardless of any changes made to the funding mechanism. Reporting should concentrate on demonstrating continual improvement and it was, therefore, essential that the University gave consideration to its KPIs. The Graduate Training and Support Group was asked to discuss the issues involved and to bring forward proposals on the data to be collected, the means of collection and appropriate review.

Graduate Training and Support Group

RECEIVED: the Minutes of the meeting held on 17 February 2006 (GB/05/80).

Research Student Needs Analysis Questionnaire

REPORTED: that further information on the Needs Analysis for Research Students would be made available at the June meeting of the Board.

GROUPS OF THE BOARD

Faculty Postgraduate Research Committees

RECEIVED the Minutes from meetings of FPRCs (GB/05/81 (a) – (j)) as follows:

- (a) Arts (20/03/06)
- (b) Biological Sciences (7/3/06)
- (c) Biological Sciences (4/3/06)
- (d) Engineering (19/01/06)
- (e) ESSL (29/03/06)
- (f) MAPS (15/02/06)
- (g) Medicine and Health (10/4/06)
- (h) Business (6/4/06)
- (i) Engineering (6/4/06)
- (j) Environment (11/04/06)

Programmes of Study and Audit Group

RECEIVED: the Minutes of the meeting held on 03 April 2006 (GB/05/82).

Proposal for a Practice-based M Phil in Creative Writing

RESOLVED: (i) that approval in principle be given, with effect from session 2006/07, to the introduction of a practice-based programme of study leading to the degree of M Phil in Creative Writing;

(ii) that subject to (i) above and receipt of a satisfactory proposal document, approval be given to the amendment of regulation 39 of the Regulations, with particular reference to the degree of Master of Philosophy to read as follows: Ordinance and Regulations and Programmes of Study for Research Degrees 2005/06
Page 23 delete existing 39(d) and insert the following:

“39 (d) in the School of Performance and Cultural Industries either

(i) a portfolio of Creative Writing, written specifically in pursuit of the degree, which displays mastery of language and form, and reveals independent insights which are worthy of publication, together with a written submission, which provides an exposition of the research question(s) and indicates the manner in which the research is embodied in the practice, normally of between 10,000-15,000* words and which demonstrates an independent contribution to knowledge and scholarship; or

(ii) a series of performances created by the candidate in pursuit of the degree, displaying technical and interpretive mastery and revealing independent insights which are worthy of demonstration and scrutiny within a public forum, together with a written submission which provides an exposition of the research question(s) and indicates the manner in which the research is embodied in the practice, normally of between 10,000-15,000* words and which demonstrates an independent contribution to knowledge and scholarship.”

Master of Dental Surgery (MDS)

RESOLVED: that approval be given, with effect from session 2006-7 to the amendment of the programme of study leading to the degree of Master of Dental Surgery (MDS) as follows:

Programme of study for the degrees of Master by Research

(B) Master of Dental Surgery (MDS)

Insert 1. Graduates in dental surgery of the University of Leeds or of any approved University may be accepted as candidates for the degree of Master of Dental Surgery (MDS):

Renumber existing 1-14 as 2-15

In new 2: delete School of Dentistry

insert Leeds Dental Institute

Integrated Degree of PhD and LLM in Legal Studies

RESOLVED: that, subject to approval by the relevant Learning and Teaching Committees, approval in principle be given, with effect from session 2006-7, to the introduction of an Integrated degree of PhD and LLM in Legal Studies.

Submission Rate Statistics for full-time PhD candidates commencing in the period November 2000-October 2001

The information, collected by the Programmes of Study and Audit Group, will be circulated to Faculty Postgraduate Research Committees for discussion and comment. The potential submission rate within 4 years for full-time PhD students (commencing in the period November 2000-October 2001) was 79.5%, although it was possible that not all 39 students who had been granted suspensions of study would subsequently submit within the 4 year period.
Examinations Group

RECEIVED: Part I of the Minutes of the meetings held on 6 March and 19 April 2006 (GB/05/83 (a) and (b)).

RESOLVED: that approval be given to the amendment to the criteria for the appointment of internal examiners for research degree theses as set out in Appendix I.

RESERVED BUSINESS

RECEIVED: part II of the Minutes of the meetings of the Examinations Group held on 6 March and 19 April 2006 (GB/05/85 (a) and (b)).

DOCUMENTATION RECEIVED

FOR INFORMATION

- Details of the academic fees for research students 2006-2007
- A summary from Universities UK of elements pertaining to or impacting on higher education in the Budget 2006
- A circular to Postgraduate Research Tutors regarding additional Dorothy Hodgkin Postgraduate Awards
- Closing dates for those University Scholarships which are still available

JYF/ST, EXT 35778, 15/05/06

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<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
<th>To be taken by</th>
<th>Action Date</th>
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<tbody>
<tr>
<td>05/209</td>
<td>Paper on Framework 7 of the Marie Curie Host Fellowships for Early Stage Researchers Training to be made available for June Board meeting.</td>
<td>Martin Hamilton</td>
<td>19 June 2006</td>
</tr>
<tr>
<td>05/219</td>
<td>Prepare strategic paper on University Graduate Schools and “added value” that might be achieved by new processes and improved administrative arrangements</td>
<td>Chair</td>
<td>19 June 2006</td>
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<tr>
<td>05/227</td>
<td>Discussions about New Route PhD provision at Leeds</td>
<td>Judith Smith</td>
<td>19 June 2006</td>
</tr>
<tr>
<td>05/236</td>
<td>Forward Board’s recommendation regarding fee concessions for members of staff registered as part-time research students to FMG and relevant HR committees.</td>
<td>RDSO</td>
<td>Immediately</td>
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<tr>
<td>05/239</td>
<td>Send paper on UKCGE Workshop on Research Ethics to Research Board</td>
<td>RDSO</td>
<td>Immediately</td>
</tr>
<tr>
<td>05/243</td>
<td>Inform PVC for Students and Staff of results of PGA Teaching Survey</td>
<td>Chair</td>
<td>Immediately</td>
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<tr>
<td>05/246</td>
<td>Advertise vacancy for UAR for PGRs in PVAC</td>
<td>Faculty of PVAC</td>
<td>Immediately</td>
</tr>
<tr>
<td>05/249</td>
<td>PGA to prepare results of survey of PGRs on issues relating to accommodation for consideration at the June Board meeting</td>
<td>PGA</td>
<td>19 June 2006</td>
</tr>
<tr>
<td>05/251</td>
<td>Refer correspondence from Equality Service on availability of postgraduate scholarships to part-time students for whom full-time study is not an option to Chair of Group on Scholarships, Studentships and Prizes</td>
<td>RDSO</td>
<td>Immediately</td>
</tr>
<tr>
<td>05/253</td>
<td>Discuss issues relating to continued annual reporting to RCUK on Roberts funding and report back to Board</td>
<td>GTSG</td>
<td>19 June 2006</td>
</tr>
<tr>
<td>05/255</td>
<td>Provide further information for the Board on the Needs Analysis for Research Students</td>
<td>Heather Sears</td>
<td>19 June 2006</td>
</tr>
<tr>
<td>05/261</td>
<td>FPRCs to consider submission rate statistics</td>
<td>FPRCs</td>
<td>19 June 2006</td>
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</tbody>
</table>
Changes to the Regulations shown in Bold

Eligibility to Act as an Internal Examiner for Research Degrees

Subject to amendment following consultation with Human Resources on the imminent introduction of the new staffing profiles. The criteria below have been drafted using the existing staffing categories and will be revised in the light of these discussions.

1. The Graduate Board requires all members of staff to attend a formal University training course on the role of the internal examiner organised by the Staff and Departmental Development Unit before being recommended for appointment as an Internal Examiner.

2. In practice once a member of the academic staff has completed probation (and subject to the above paragraph) the Board will approve their appointment as a sole internal examiner.

3. Where a member of staff has not had the opportunity to attend the required training, the Board has asked that the Head of School, Postgraduate Tutor or another experienced member of the School act as joint internal examiner to assist in judgements of the general standard and requirements for the degree. The Board will not approve their appointment as sole Internal Examiner until the formal University training course has been attended.

4. No member of staff who has been substantially involved in the research may serve as an Internal Examiner.

5. The internal examiners should normally include one or more individuals who are current members of staff of the candidate’s parent school, although sometimes a member of staff in a related school may be appointed.

6. At least one internal examiner must be a member of the academic or academic related staff holding a permanent appointment of the University of at least 0.5 FTE (with any relevant probationary period having been confirmed).

7. Staff who are on "rolling contracts" or "fixed term" contracts may be approved for appointment as sole internal examiners on an \textit{ad personam} basis after they have completed at least three years in post at the University of Leeds or have completed a probationary period at the University of Leeds or at another University and provided that they have attended a recognised training course for this purpose as provided by SDDU.

8. Members of staff who are themselves candidates for a research degree of either this or another university may not act as a sole internal examiner.

9. Recently retired members of staff may be appointed as sole internal examiners provided that they have a continuing link with their School (for example teaching or an honorary title) and are still active in research.

10. Honorary members of staff may serve as joint Internal Examiners provided that they have attended a recognised training course for this purpose as provided by SDDU.

11. An honorary member of staff may act as a sole internal examiner for the degrees of MD or DClinPsychol provided:

   (a) they have already acted in that capacity within the University of Leeds, while having co-examined with a tenured member of staff;

   (b) they have attended a recognised training course for this purpose provided by SDDU;

   (c) they satisfy the other requirements for acting as an internal examiner which apply to University staff members.

It will not be permitted for both the sole supervisor and sole internal examiner for a candidate to be honorary members of staff.
12. No individual who has a close personal relationship with the student under examination, or with the supervisor of the student under examination, may be appointed as an Examiner.

13. Any proposals falling outside the areas indicated above are referred to the Chairman of the Examinations Group for decision.

\[\text{For the guidance of Schools the Graduate Board has given examples of what might constitute a close personal relationship as partners, spouses and close family relationships such as brothers, sisters or children.}\]