Present: Professor D Lindley (in the Chair), Dr TFC Batten, Professor JL Best, Professor S Biggs, Dr RF Cochrane, Ms R Collector, Professor M Hewitt, Dr K Mann, Professor MG McQuillan, Dr AM Mullis, Mr HK Radice, Professor EM Spiers and Professor MJ Wilson.

In attendance: Mrs JY Findlay, Dr S Hutchinson, Dr DL Salinger, Dr H Sears, Miss SE Throp, Mr B Vulliamy.

In the absence of the Chair (Pro-Vice-Chancellor Professor Fisher) the Deputy Chair (Professor Lindley) took the Chair at the meeting.

Pro-Vice-Chancellor for Research

REPORTED: that Professor Margaret Atack has been appointed as the Pro-Vice-Chancellor for Research with effect from August 2006. As Pro-Vice-Chancellor for Research Professor Atack will Chair the Graduate Board from session 2006/07.

Minutes

The Minutes of the meeting held on 24 April 2006 were confirmed.

Terms of Reference (M 05/03 of 10 October 2005 Minutes)

RECEIVED: proposals for amendments to the Board’s terms of reference following a review undertaken on behalf of the Board by Mr H Radice in consultation with the Research Degrees Office (GB/05/86).

RECOMMENDED: that the revised terms of reference, as set out in Annex I, be adopted with effect from session 2006/07.

Matters Arising on the Minutes

M 05/203 QAA Special Review of Postgraduate Research Degree Programmes

RECEIVED: the draft report from the QAA to the University’s response to the QAA review of Postgraduate Research Degree Programmes (GB/05/87).

The University had been informed that the QAA review team had “formed the view that overall the institution’s ability to secure and enhance the quality and standards of its research degree programme provisions was appropriate and satisfactory”. The review team had also identified the following areas of good practice at the University:

- the University's provision for, and integration of, interdisciplinary research;
- the periodic review by the Examinations Group of the supervisory teams for all students who are referred or failed and the initiation of investigation if a discernible pattern arises;
- the enhancement of the Personal Development Plan (PDP) to include training needs analysis (TPDP).

The University had reported to QAA some incidental errors in the draft report in advance of the release of the final report which was expected by 31 July 2006.
Further consideration and clarification of some advice from the QAA would be necessary, especially in relation to admissions.

The Board thanked Mrs J Y Findlay, Senior Assistant Registrar in the Research Degrees and Scholarships Office for her work in putting together the University’s response to the QAA special national review of postgraduate research degree programmes.

M 05/236 Fee Concessions to Members of Staff Registered as Research Students

The Board noted that the Faculty Management Group had received the Board’s recommendations at its meeting on 17 May 2006. Discussions were now taking place in Human Resources with a view to bringing forward proposals.

M 05/258 Proposal for a Practice-based M Phil in Creative Writing

REPORTED: that the Chair had acted on behalf of the Board, following advice from the Chair of the Programmes of Study and Audit Group, to approve a revised proposal document from the School of Performance and Cultural Industries for an M Phil in Creative Writing (GB/05/88) (as set out in Annex II).

Rolling Agenda

RECEIVED: the rolling agenda (GB/05/89).

NATIONAL ISSUES

Bologna Issues

RECEIVED: a report on the Bologna Process and the implications for UK universities prepared by Dr D Salinger, Chair of the University’s Group on Bologna (GB/05/90).

The Bologna Process started formally in 1999 and now involved 45 European countries. The aim of the process was to create a European Higher Education area by 2010 in which certain key principles were adopted which included the adoption in every country of a 3-cycle system (Bachelors-Master-PhD).

Dr Salinger identified those aims which were, at least to some extent, already in place and those which required further discussion. In particular, he drew attention to the aim that Bachelor students should become proficient in 2 languages. This was increasingly receiving attention in discussions.

The second cycle (Masters degrees) was an area where there was most disparity between continental Europe and UK universities with the majority of continental Europe requiring two academic years of study for completion of a Master programme whereas most UK Masters extended over one calendar year. The issues appeared to include the use of “input” measures in continental Europe, instead of the “learning outcomes” advocated by the UK.

Dr Salinger was of the view that there was a general consensus across Europe on doctoral programmes and that the arrangements at Leeds were compatible with all the essential principles identified at Salzburg (2005).
Framework Seven

RECEIVED: a report on Framework Seven of the Marie Curie Host Fellowships for Early Stage Researchers Training prepared by the European Office (GB/05/91).

The Board noted that the sixth Framework Programme was the major source of funding for research from Europe. The University had been successful in securing funding for 9 EST schemes at a value of approximately £7 million.

Proposals for Framework Seven were now being considered and it was anticipated that further information would be available in early autumn. The Board asked to receive further information, including a proposed strategy for take-up of the new programme, at its October meeting.

STRATEGIC ISSUES

University Graduate School

RECEIVED: a paper entitled University Graduate School: from concept to realisation which had been prepared by Pro-Vice-Chancellor for Research Professor Fisher (GB/05/92).

The Board noted the proposed strategic developments:

- A University wide University of Leeds Graduate School should be established, with the Graduate Board (the Board of the University Graduate School) being its governing body;
- A Graduate School would be developed in each Faculty to deliver key strategic and operational functions. The precise nature and structure of the Graduate School in each Faculty would vary to meet their own structures and needs, level of activity and culture;
- A University wide strategic development plan for postgraduate research provision building from the strategic marketing report (GB/04/44);
- A review of the administrative functions and processes across campus as part of the strategy map effective processes initiatives and IT systems development to enhance the postgraduate research experience.

The Board noted that the planned timetable suggested that the University Graduate Schools would be established by August 2006 and all Faculty Graduate Schools would be established by July 2007.

The Education Secretary wished to ensure that the proposed University Graduate School would offer tangible benefits to research postgraduates and enhance the overall student experience and sense of community. The Union was of the view that a physical presence with real facilities was more likely to improve the overall student experience than a virtual concept. She was also anxious to seek clarification about the position of taught postgraduate students (see MM 05/315 below).

The Board was concerned to ensure that the establishment of a University Graduate School did not lead to a new level of bureaucracy. It also doubted whether the proposed timetable was achievable. It was noted that the style and structure of Graduate Schools already proposed within individual Faculties varied in relation to the overall functions that would be covered. In the course of discussion it was accepted that the establishment of a Graduate School and an identified “champion” would provide a higher level profile for postgraduate research study (and other postgraduate study) which could be beneficial.
The Board considered that this important paper required consultation within Faculties and asked that the paper be referred to FPRCs for comment before the next meeting of the Board. Any additional comments on the paper were also to be sent to Mrs Findlay by the end of the following week so that they could be forwarded to FPRCs.

**University Split-Site Arrangements for PhD Study for International Students**

**RECEIVED:** A report from the meeting chaired by the Pro-Vice-Chancellor for Research Professor Fisher to consider the development of a revised model for the split-site arrangements (GB/05/93).

Following quality-related concerns about the effectiveness of the current split-site arrangements it had been decided to suspend new admissions under the existing arrangements. Offers of admission that had already been made would, however, be honoured by the University.

Preliminary views, expressed at the meeting included:

- any new model agreed should provide for a larger proportion of time to be spent in Leeds, with a more formal structured approach;
- at least two new models might be developed:
  - (a) Strategic partnerships with high quality research institutions where long term co-operation already existed;
  - (b) “Capacity building” partnerships with other international institutions, mainly in the developing world, in order to assist with man power training.

The Chair had agreed to take discussions forward by establishing a Group to bring forward proposals for new models for split-site arrangements. The Group comprised Dr A Mullis (in the Chair), Professor K Roberts, Professor J Smith, Ms J Brown and Mrs J Findlay. He asked that the Group bring forward proposals for consideration by the Chair of the Graduate Board by September 2006, prior to consideration by Graduate Board and Senate.

The Board was invited to consider appointing additional members to the Group to represent Faculties other than Biological Sciences and Engineering which already had representation. The Faculty of ESSL agreed to identify a representative in time for the first meeting of the Group which was scheduled for 19 July 2006.

**Postgraduate Research Targets**

**REPORTED:** That the Postgraduate Research Targets would be circulated to all members of the Board via e-mail following agreement at Faculty Reviews.

**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 17/05/06 (GB/05/94).

**Research Board**

**RECEIVED:** The unconfirmed Minutes of the meetings of the Research Board held on 10/04/06 and 15/05/06 (GB/05/95(a) and (b)).
RESEARCH POSTGRADUATES

New Route PhD (HEFCE Grant Initiative)

RECEIVED: a report following the National New Route PhD Consortium Workshop for consortium members held on 08/06/06 (GB/05/96) 05/301

The Board noted that the National Executive Group would bring forward proposals for the “Relaunch of the New Route PhD Programme” in due course. The Board asked to be kept up to date with developments.

Review of the Procedures Governing the Consideration of Research Student Appeals

REPORTED: that, following the discussions at the previous meeting, the Chair of the Board had taken action on its behalf to approve the revised procedures governing the consideration of research student appeals (GB/05/97) as set out in Annex III. 05/303

The Board noted that one of the main changes to the current arrangements was the introduction of Faculty level consideration for certain categories of appeal to replace consideration at School level. A circular was currently being prepared by the Research Degrees Office to advise Deans of Faculties and other relevant University staff of the changes.

The Board asked that consideration be given, by the Research Degrees Office, as to what administrative support might be offered to Faculties in the consideration of individual appeals.

Student Experience Surveys

RECEIVED: a report on the new student experience surveys which would be introduced next session for undergraduate and taught postgraduate students (GB/05/98). 05/306

The Board noted that the intention was to streamline survey activity and improve feedback on the academic and student experience at Leeds. The perception of students at Leeds would be measured by two internal surveys, “a programme experience” survey for the academic elements and a “student experience” survey to cover non-academic elements. Both will be conducted annually and delivered via the new student portal.

The Project Management Group working on the development of the surveys anticipated that the surveys would be applicable to PGT students but might need further modification or addition to cater for PGR. It intended to present drafts to the next meeting of the Board and to solicit input on how to proceed for pgr students.

The Board was concerned to emphasise that questions appropriate for pgr students would be very different from those relevant to undergraduates. The Board already had an established Research Student Questionnaire and Needs Analysis and it wished to ensure the University continued to receive the rich data these surveys produced. It was not confident that the use of other surveys, which would not be under the control of the Board, would produce the quality and level of detail required. However, no decision could be reached without further details about the alternative arrangements that were proposed.
The Board was also of the view that surveys of relevance for PGT students would require different questions to both UG and PGR surveys.

Report from the Postgraduate Association (PGA)

The Education Secretary reported on the work of the PGA. This included arranging a series of social events for all postgraduates.

Elections for vacant positions for PGR Faculty Representatives were scheduled to take place in July with elections for PGT representatives scheduled for September.

RECEIVED: a report on the survey of research postgraduate students relating to accommodation issues (GB/05/99).

The Education Secretary reported that she intended to arrange a meeting between the new Chair of the PGA and the Accommodation Office to discuss the results of the questionnaire and the on-going concerns postgraduate students had identified with regard to accommodation issues. Some of the issues raised in the summary of responses had already been addressed in the report from Director of Residential and Commercial Services received by the Board at its last meeting.

This would be the last meeting of the Graduate Board the current Education Secretary would attend. She expressed her thanks to the Board for its assistance with her work as Education Secretary but wished it to be noted that she was concerned for the PGT student community which she felt might be disadvantaged by the University's Committee structure. Learning and Teaching Board focussed primarily on UG issues whilst Graduate Board responsibility lay primarily with arrangements for PGR students. She wished to draw this to the attention of both Boards and asked that consideration be given to ensuring that matters specific to PGT students were not overlooked. Opportunities were being missed to enhance the taught postgraduate experience.

GENERAL SCHOLARSHIPS MATTERS

AHRC Postgraduate Funding Review

RECEIVED: a report on an AHRC consultation event (15/06/06) with HEIs and other stakeholders on the Review of AHRC Postgraduate Funding Mechanisms currently being carried out (GB/05/100).

The Board noted that the outcome of the review could have fundamental implications for future funding in the Arts area. The Faculty of Arts would prepare a response to the consultation exercise over the summer.

TRAINING SKILLS MATTERS

Graduate Training and Support Group

RECEIVED: the Minutes of the meeting held on 02/06/06 (GB/05/101).

The Board noted that the Group had agreed to set up a small working party to identify KPIs for the University to demonstrate the effectiveness of the training funded by Roberts money. The Group wished to ensure that the collection of information for report back to RCUK developed into a meaningful exercise which demonstrated the effectiveness of the training as opposed to just a mechanism for counting attendance on programmes. It recognised that this was a long term process which extended beyond the completion of a candidate’s programme of study and into their future employment. The selection of relevant KPIs could help...
shape development of training courses in the future which would be of benefit to students, supervisors and the school/faculty as well as satisfying the requirements of RCUK.

Consultation would take place with Postgraduate Research Tutors (at the PGRT Forum) and with FPRCs over the summer with a view to the working party reporting back to GTSG and Graduate Board in the Autumn.

Research Students Needs Analysis 2005

**RECEIVED:** a report on the Research Student Needs Analysis 2005 (GB/05/102).

The project had produced rich qualitative data which could be used to investigate detailed questions. FPRCs who wished to receive specific information from the in depth analysis of the Research Student Needs Analysis were asked to notify Dr Heather Sears in SDDU immediately as the project was about to close down as work was due to start on the Research Student Questionnaire 2006.

Training Programmes for Research Student Supervisors and Internal Examiners

**RECEIVED:** a report on the programme of Effective Research Student Supervision and Internal Examiner Courses run by the Staff in SDDU (GB/05/103).

The Chair thanked all tutors for their support of the courses and acknowledged the time committed to the development and delivery of the courses.

Developing Research Student Supervisors

**RECEIVED:** a report on the UK Council for Graduate Education Workshop entitled “Training the Trainers: Developing Doctoral Supervisors – Responding to Changes in Context, Pedagogy and Diversity” held on 09/05/06 (GB/05/104).

Research Student Questionnaire 2006

**RECEIVED:** a progress report from the Working Party established by the Graduate Board to consider the arrangements for the 2006 Research Student Questionnaire (RSQ) (GB/05/105).

The RSQ will run from 1 July – 31 August 2006 and will be sent to all research students including those registered at the Colleges (Trinity and All Saints and York St John).

FPRCs and other relevant parties were urged to ensure that research students are aware of the questionnaire and that their schools do the utmost to encourage a high response rate. A number of cash prizes would be awarded to participants.

The Chair thanked members of the Working Party for their involvement in making the arrangements for the 2006 RSQ.

GROUPS OF THE BOARD

Recruitment to Membership of Groups

**RECEIVED:** details of the vacancies for membership of the following Groups of the Board for session 2006/07 (GB/05/106):
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.

The Chair reminded Chairs of FPRCs that it was important to ensure that all Faculties were represented on the Groups and reminded them that when a Faculty Representative was unavailable for a particular meeting an alternate could be appointed.

The Board agreed to review membership of the Graduate Training and Support Group. It asked GTSG, given that academic representation from each of the Faculties was imperative, whether administrative representation was also appropriate and to report back its views to the October meeting of the Board.

*Faculty Postgraduate Research Committees*

**RECEIVED:** the Minutes from meetings of FPRCs as follows:

(a) Arts (05/06/06)
(b) Biological Sciences (09/05/06)
(c) Business (05/06/06)
(d) Environment (05/06/06)
(e) ESSL (07/06/06)
(f) Engineering (01/06/06)
(g) Medicine and Health (05/06/06)
(h) PVAC (05/04/06)
(i) Biological Sciences (06/06/06)

(GB/05/107 (a) – (i)).

Chairs of FPRCs drew attention to a number of issues raised at recent FPRC meetings and recorded in the Minutes under consideration by the Board at this meeting:

(i) *Arts* – expressed concern about the impact of the University’s Identity Management strategy with regard to web recruitment and in particular what was perceived to be a rather dull homepage for the University. The Board agreed to draw these concerns to the attention of the University’s Marketing Director.

(ii) *Engineering* – expressed concern that the new national ORS application procedure created additional work for universities as candidates could apply to any number of different universities for the award. As this was a national competition there was little the University could do to alter the arrangements. It was agreed that the concerns expressed be drawn to the attention of the Chair of the Group on Scholarships, Studentships and Prizes.

(iii) *Medicine* – (a) raised concern about members of staff registered as postgraduate research students themselves being permitted to act as co-supervisors for other research students. The FPRC asked that its concerns be raised at the next meeting of the Programmes of Study and Audit Group.

(b) expressed concern that the proposed new policy on fees concessions may disadvantage certain categories of staff (eg technical staff) as it was felt that under
the new arrangements certain categories of staff would no longer be eligible. The Board agreed to pass these comments to the HR Committee currently considering the arrangements.

(iv) Environment – drew to the Board’s attention calls for the Electronic Preservation of PhD Theses. The Board advised that the Examinations Group would be considering this next session.

A member of the Board raised the possibility of permitting candidates to submit published work, bound together in a thesis, for the degree of PhD. It was noted that this option was currently available to members of staff of the University who did not have a PhD but had during their career amassed a series of publications, it was not, however, available to students.

The Board noted that the Examinations Group had recently considered this and reached the view that this option should not be extended at present to students. Full consideration had been given to the issue by a Working Party established by the Examinations Group with cross Faculty representation. The recommendations of the Examinations Group were set out in paper GB/05/111 (see Minute 05/345 below).

Management Committee for CTA and CPD

RECEIVED: the Minutes of the meeting of the Management Committee for the CTA and CPD held on 03/05/06 (GB/05/108).

The Board noted that the University had obtained £3.6m from the EPSRC for CTA funding for the period from 2004 to 2008. The University would be required to prepare and submit a bid for further continued funding by September 2007. Decisions had been taken by the Group to discontinue existing funding for some established Masters programmes and a call for bids for funding for innovative developments would shortly be announced.

Steering Committee on Doctoral Training Grants (DTGs)

RECEIVED: the Minutes of the meeting of the Steering Committee on DTGs (EPSRC) held on 24/05/06 (GB/05/109)

Programmes of Study and Audit Group – Plagiarism by Research Students

The Board noted that the report from the working group set up to review the University's policies and procedures in relation to plagiarism by research students (GB/05/110) was not yet available. Consideration would be given to the Group’s report at the next meeting of the Board.

Examinations Group

RECEIVED: an interim report (unreserved business) arising from the meeting of the Examinations Group held on 16/06/06 (GB/05/111).

The Board considered a recommendation for a minor amendment to the criteria for Eligibility to Act as an Internal Examiner to make it clear that attendance on the SDDU course was mandatory prior to the first occasion a member of staff is approved as an Internal Examiner.

RESOLVED: that an amendment be made with effect from 2006/07 to the criteria for Eligibility to Act as an Internal Examiner as set out in Annex IV.
The Board considered recommendations for amendment of the Notes for Guidance form and Advice to Internal Examiners Appointed for Research Degree Examinations and made some suggestions for amendments to the drafting. It agreed to defer further consideration until its next meeting. It also agreed to return to consideration of issues relating the submission of theses containing published papers (jointly and solely authored by the candidate) and plagiarism at its next meeting. In the case of issues relating to plagiarism it was expected that the report from the Group established by Programmes of Study and Audit Group would be available (see MM 05/341 above).

Thanks to Members

The Chair thanked all members of the Board for their contributions during the session. In particular, he thanked Ms Ruqayyah Collector (the Education Secretary of the University Union) and Dr Steve Hutchinson (Graduate Training and Support Centre) who would both be leaving the University shortly. He wished them both well with their future careers.

The Board offered thanks to Professor Lindley who was stepping down as Deputy Chair of the Board and as the Pro-Dean for Research and Chair of the FPRC for the Faculty of Arts at the end of the session.

Developments in HEFCE’s Use of Research Degree Qualifications Rates

RECEIVED: details from HEFCE of its future plans to verify and publish data on how long research degree candidates take to obtain their qualifications (GB/05/115).

RESERVED BUSINESS

Examinations Group

RECEIVED: an extract from Part II of the Minutes of the meeting of the Examinations Group held on 16/06/06 (GB/05/112(R)).

Reports from Appeal Groups

RECEIVED: for information reports from Groups established to consider appeals from research degree candidates in the Faculties of Arts and Engineering (GB/05/113(R) and 114(R)).

The Board noted that in one appeal case the Group had made a number of recommendations for consideration by the School concerned. It had also made some recommendations on general good practice for considering the upgrade of candidates to a specific research degree. It asked that the Research Degrees Office draw the recommendations to the attention of the School concerned and ask that they review their procedures in the light of the comments made with a view to reporting back by the end of September for consideration by the Programmes of Study and Audit Group on behalf of the Board. It asked that the general good practice recommendations be forwarded for consideration by the Programmes of Study and Audit Group at its next meeting.

DOCUMENTS CIRCULATED FOR INFORMATION

- Information on the launch of the EPSRC’s pilot Vacation Bursary Programme
- Minutes of the meetings of the Faculty Graduate School Managers and Coordinators’ Forums held on 04/04/06 and 24/05/06
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<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
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<th>Action Date</th>
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<tbody>
<tr>
<td>05/268</td>
<td>Further information on proposals for Framework Seven of the Marie Curie Host Fellowships to be made available for consideration by the Board</td>
<td>Martin Hamilton</td>
<td>23 October 2006</td>
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<tr>
<td>05/292</td>
<td>Consideration by FPRCs of the paper entitled “University Graduate School: from concept to realisation” (GB/05/92)</td>
<td>FPRCs</td>
<td>23 October 2006</td>
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<tr>
<td>05/297</td>
<td>Appointment of a representative from ESSL to the Group established to review the Split-Site Model</td>
<td>Kirk Mann and Hugo Radice</td>
<td>30 June 2006</td>
</tr>
<tr>
<td>05/308</td>
<td>Further information on proposed Student Experience Surveys for research postgraduates</td>
<td>Project Management Group</td>
<td>23 October 2006</td>
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<tr>
<td>05/320</td>
<td>GTSG to consider selection of relevant KPIs and report back to Graduate Board</td>
<td>GTSG</td>
<td>23 October 2006</td>
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<tr>
<td>05/331</td>
<td>Identify Faculty representatives to Groups of the Graduate Board where vacancies occur (GB/05/106)</td>
<td>FPRCs</td>
<td>31 July 2006</td>
</tr>
<tr>
<td>05/333</td>
<td>Review of membership of GTSG</td>
<td>GTSG</td>
<td>23 October 2006</td>
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<tr>
<td>05/335</td>
<td>Send Graduate Board’s comments on University’s Identity Management to the Director of Marketing</td>
<td>Chair</td>
<td>Immediately</td>
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<td>05/335(iii)(a)</td>
<td>Consideration of issue of staff registered for a research degree acting as a co-supervisor for other research degree candidates</td>
<td>PSAG</td>
<td>October 2006</td>
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<tr>
<td>05/335(iii)(b)</td>
<td>Forward comments on proposed new policy on Fee Concessions to HR</td>
<td>Chair</td>
<td>Immediately</td>
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<tr>
<td>05/351</td>
<td>Draw recommendation of Appeal Group relating to best practice in upgrade reviews and related arrangements to the attention of a School in the Faculty of Engineering and PSAG</td>
<td>RDSO</td>
<td>Immediately</td>
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