Welcome

The Chair welcomed Susan Nash (the Education Secretary elect) to her first meeting of the Board.

Minutes

The Minutes of the meeting held on 5 February were confirmed.

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

M 06/172 New Route PhD

REPORTED: that it was anticipated that information on the progress of discussions by the National Consortium on the future of the New Route PhD would be available at the June meeting.

M 06/179 4th EUA Convention of European Higher Education Institutions (Lisbon, 29-31 March 2007)

RECEIVED: information from the Chair on the 4th EUA Convention of European Higher Education Institutions “Europe’s Universities beyond 2010 – diversity with a common purpose” (GB/06/75).

The Chair reported upon the 4th EUA Convention of European Higher Education Institutions that she had attended in Lisbon in March. The outcomes from that meeting would be reported to a Ministerial meeting in London in May. The presentations are available on the EUA website. Various countries, outside Europe, were presented at the meeting and it was clear that the Bologna process had worldwide implications. Learning outcomes were now accepted within Europe as being the common factor of all degree programmes and there was a move away from emphasis
upon the length of programmes. In many ways emphasis on skills training and entrepreneurship mirrored the developments already taking place in the UK.

M 06/182 HEFCE Qualifications Rates

REPORTED that:

(i) HEFCE has indicated that research degree Qualifications Rates data will be published in summer/autumn 2007 and it will then be possible to obtain an overall rate for the Russell Group Universities;
(ii) data for the University, broken down by School, is now available and will be circulated to Faculty Graduate School Committees after the Board’s meeting.

The Chair noted that it was likely that the THES would publish the Qualifications Rates for all Universities once HEFCE released the data. Members of the Board were reminded that the HEFCE “Qualifications Rates” were not the same set of data as the annual University collection of data on “submission rates”. In particular HEFCE Qualifications Rates did not permit consideration of any mitigating circumstances for individual students.

M 06/209 Report from the Language Centre

REPORTED: that steps would be taken, subject to appropriate resources being available, in order to seek further information about the correlation between the performance of candidates upon the IELTs and the University’s English Language Test.

It was noted that discussions were taking place with the Language Centre about the relevant steps to be taken, the resources required and the possible timescale for the review. A member suggested that the review might also include TOEFL as well as IELTS.

CHAIR’S ACTION

RECEIVED: a report of action, taken by the Chair on behalf of the Board, since the last meeting (GB/06/76).

The Board noted that:

(i) following the previous meeting an investigation had revealed that there had been a significant underspend in previous years of Roberts funding by Faculties;
(ii) that, following this investigation, because of the demand from all Faculties for the delivery of training, the Chair had authorised a 3 year fixed term appointment in SDDU, to support training in Faculties, at a cost of approximately £83 K over the 3 year period;
(iii) the funds for 2006/07 would now be allocated to Faculties in accordance with the model 69:31 – Faculties/Central Services; Faculties will shortly be informed of the precise allocations;
(iv) the allocation model for 2007/8 onwards will be discussed at the June meeting of the Board;
(v) a new joint Group of the Research Board and the Graduate Board has now been established. The Group will take a strategic role in relation to Roberts funding and take coordinated decisions on matters concerned with the allocation of funds, monitoring of expenditure, quality of provision (in discussion with relevant University Committees) and other issues concerned with training activity for “early career researchers” – both postgraduate research students and postdoctoral staff. This Group will replace the Board’s Graduate Training and Support Group.

NATIONAL ISSUES

Redefining the Doctorate

RECEIVED: an overview of a Higher Education Academy discussion paper entitled “Redefining the Doctorate” (January 2007) together with a copy of the booklet containing the discussion paper (GB/06/77).

The Board had a general discussion, noting that since the publication of “Redefining the Doctorate” the Bologna process in Europe had moved towards the three year PhD model, that there were issues relating to the examination of theses to be discussed further and that issues relating to commercialisation and innovation had not been raised in the discussion paper.

It was anticipated that “Redefining the Doctorate” would lead to further national debate and a Conference would be held in November 2007.

The Board agreed that “Redefining the Doctorate” be referred for discussion by Faculty Graduate School Committees, with a view to further discussion at the June meeting of the Board.

QAA Report on the Review of Research Degree Programmes

(i) RECEIVED: information on the QAA “Report on the review of research degree programmes: England and Northern Ireland – sharing good practice 2007” (GB/06/78);

(ii) REPORTED: that a QAA Institutional Audit will take place in March 2008 and that the University self evaluation statement must be submitted early in the 2007 Autumn Term.

STRATEGIC ISSUES

Forecast Postgraduate Research Student Numbers

RECEIVED: Faculty and School forecast postgraduate research student numbers for the period 2007/08 to 2011/12 (GB/06/79).
The Board noted that the forecasts represented the data returned to APPO in connection with financial projections. They were not “aspirational targets”, which would be discussed later with Deans in connection with the Strategic Plan.

Paper GB/06/79 indicated a mixed picture across Faculties, with some predicting very steep rises in numbers of research students over the 5 year period. In order to assist with understanding the data, the Board asked to receive information on the forecasted recruitment of new students in each year.

Role Profiles

RECEIVED (i) a paper regarding the University’s role analysis implementation exercise which was now nearing completion and (ii) relevant extracts from the Minutes of meetings of the Learning and Teaching Board (14/02/07) and Research Board (12/02/07 and 14/02/07) ((GB/06/80 (i) and (ii)).

Professor Scott presented the above papers and drew attention to the initial discussions that had take place within the Learning and Teaching and Research Boards. Paper GB/06/80(i) also contained some suggestions for role profiles within the area of the Enterprise and Knowledge Transfer Board. The draft academic role profiles had been developed nationally by UCEA and AUT/NATFE and wide discussion within the University was sought, particularly to ensure that clear criteria for promotions were established. Key distinctions between grades and an understanding of those distinctions was necessary.

The Board was concerned with issues which included the development of leadership, research supervision, the criteria for eligibility for appointment as supervisors and examiners for research students. It was important to understand how these matters would be integrated within the different profiles, especially within the context of the University Graduate School structure which would be in place from 2007/08. The establishment of the Graduate Schools would not only affect the academic profiles, but also the role profiles of administrative staff working with the Graduate School structure.

It was agreed that further discussion was necessary and that representatives from the membership of the Board be asked to hold further discussions in May and to report back to Pro-Vice-Chancellor Professor Scott.

Equal Opportunities Monitoring

RECEIVED: a paper comparing disability, gender and ethnicity data for UK research postgraduate applicants and registered students with comparable information for the HE sector as a whole and for the 20-34 age group in the general UK population (GB/06/81).

The Board agreed to refer GB/06/81, together with GB/06/56, to the Faculty Graduate School Committees for further consideration.
Faculty Graduate Schools

RECEIVED: information on developments towards the establishment of Faculty Graduate Schools (GB/06/82).

Paper GB/06/82 updated the Graduate Board on the progress made towards a Graduate School structure within each Faculty in preparation for 2007/08. At the time of preparation of the paper no information had been available from PVAC and this was added at the meeting.

Some amendments, involving the precise interpretation of the returns made by individual Faculties, were made to GB/06/82.

It was noted that the issue of whether or not to include taught postgraduates within the administrative remit of Graduate Schools was still under discussion within several Faculties.

Members asked that job descriptions for Graduate School Directors and Graduate School Managers be made available and the Research Degrees Office was asked to collect this information.

The Chair thanked representatives for completing the questionnaire. The results would be circulated and the Directors of Graduate Schools would be asked to complete a further short questionnaire before the June meeting of the Board.

MATTERS FOR REPORT FROM OTHER BOARDS

Learning and Teaching Board

RECEIVED: the unconfirmed Minutes of the meeting of the Learning and Teaching Board held on 14/02/07 (GB/06/83).

Research Board

RECEIVED: the unconfirmed Minutes of the meetings of the Research Board held on 12/02/07 and 12/03/07 (GB/06/84 (i) and (ii)).

RECRUITMENT

Postgraduate Prospectus 2008/09

RECEIVED: information from the Student Communications Team regarding the 2008/09 Postgraduate Prospectus (GB/06/85).

The Board welcomed Ms Helen Priestley (Head of Communications) and Ms Amaan Al-Afandi to the meeting.

The discussion concentrated upon the important role of the University website in the recruitment of postgraduate students, supplemented by external web-sites (for example FindaPhD.com) and the need for any Postgraduate Prospectus to interface effectively with the University web-site. Members emphasised the requirement for ease of navigation on the University web-
site to relevant information for prospective postgraduate students. The current organisation of the University site was not satisfactory as access to relevant information was not immediate and involved several “clicks”. It also did not provide a PDF copy of the Postgraduate Prospectus on the web-site, which was routinely provided by competitor universities.

Members drew attention to the new developments that were currently underway for Faculty web-sites and the need for enquirers to be directed quickly to these sites. It was important that Faculty web-sites were fully integrated within the University website. Helen Priestley confirmed that she would be consulting Faculties to ensure that development of the University and Faculty web-sites would be coordinated.

The Board accepted that, despite the importance of the web-site, a Postgraduate Prospectus was still required. It was particularly valued by international students and their sponsors and it acted as a link to the web-site and provided general information about the University. Useful information should be included in the Prospectus about career opportunities for both taught and research postgraduates. The Director of the Careers Centre agreed to assist with relevant information for inclusion.

In summary, the Board noted that:

(i) a smaller Postgraduate Prospectus would be produced for 2008/09 entry and that the publication date would be July 2007;
(ii) the Prospectus would be divided into separate sections for taught postgraduates and research postgraduates and would lead enquirers to relevant sections of the web-site;
(iii) more detailed information about career opportunities would be provided;
(iv) that particular areas of academic interest, in terms of innovative taught programmes and areas of research of special interest would be highlighted.

The Board was informed that similar discussions about the Postgraduate Prospectus would be taking place with the Learning and Teaching Board.

Helen Priestley and Amaan Al-Afandi were thanked for the information that had been provided and for attending the meeting.

RESEARCH POSTGRADUATES

Report from the Postgraduate Assembly/Education Secretary

RECEIVED: details of plans from the University Union to restructure the Postgraduate Assembly (GB/06/86).

The Education Secretary advised the Board that plans were in place to restructure the Postgraduate Assembly (PGA). This would involve the establishment of a Postgraduate Society to take on the cross campus social role of the PGA allowing the PGA to concentrate on more effective representation.

The Board was reminded that the Union held annual elections in May to
elect research postgraduate Union Academic Representatives in each Faculty with the successful candidate becoming a member of their Faculty Graduate School Committee and the PGA. However, experience has shown that research postgraduate UARs in some Faculties have difficulties in accessing the views of research postgraduates in other Schools within the Faculty.

The Union wished to put in place measures to improve lines of communication and strengthen links with students within Faculties. It asked that Directors of Faculty Graduate Schools provide UARs with details of a research student representative in each of the Schools within the Faculty and assist with the communication of information. Open meetings would be held for research postgraduates on a monthly basis within the Faculty with feedback presented regularly to the PGA for report to the Graduate Board. Some funds would be made available to the UARs by the PGA to support this activity.

The Graduate Board wished to ensure that postgraduate research students were fully represented upon the Board and its Groups and in a position to participate in discussions about postgraduate issues. The move by the Union to try and secure more effective representation by students was welcomed. It was agreed that details of the proposals be forwarded to Faculty Graduate School Committees with a request for their cooperation.

New Student Services Building

RECEIVED: information on the proposed new Student Services Building (GB/06/87).

The Board noted that plans were in place to relocate the Accommodation Office, Cash Office, Central Student Administration and Research Degrees and Scholarships Office to a new Student Services Centre in the forthcoming Marjorie and Arnold Ziff Building in June/July 2008.

On entering the building it was envisaged that students will be able to access face-to-face counter services, information leaflets, drop-on PCs for self-access information and processes, tough-screen information facilities, confidential interview rooms and make appointments for the student services that will not be co-located in the new building (eg careers, counselling).

The Board welcomed the decision not to pursue the option of a single counter for all students but to have one dedicated counter position for research postgraduates, manned by staff experienced in research degree student administration. It was agreed that the dedicated counter position would ensure that a specialised service for research students continued and the quality of the overall experience for those students was maintained.
Student Experience Survey

RECEIVED: information from the Market Research Manager, Student Recruitment Team, on the results of the Student Experience Survey 2006 in relation to research postgraduate students (GB/06/88).

Some of the issues raised by the survey of Postgraduate Research students related to matters which are handled across the whole University. These include administrative processes (which include School and Faculty processes as well as Central Administration), student support and Welfare (which would include the Union as well as other main University services and Schools/Faculties).

Some of the steps being taken by the University would assist in meeting some of the criticisms (eg On-line applications systems and the development for 2008 of On-Line Registration procedures). However, further discussions were being held by the Student Support Committee with regard to the actions identified by the Central University Services in response to the survey.

One of the recurring themes highlighted by the survey was continuing dissatisfaction with accommodation (see MM 06/322-325 below).

On-Line Registration

RECEIVED: details of the new business process for On-Line Registration for research students for implementation in Spring 2008 (GB/06/89).

Alison Leach (Research Degrees and Scholarships Office) and Ron Spence (Information Systems Services) attended the meeting for this agenda item.

Details had been circulated to Faculty Graduate School Committees for comment on the proposed new process for On-Line Registration for Postgraduate Research Students. Comments from FGSCs had been received and detailed responses to these comments were contained in the paper.

In addition to the response to comments referred to in the paper it was noted that:

- it was unlikely that face to face contact with new postgraduate research students would be lost as a result of the new business process as new students would still need to present themselves to the Schools to collect information packs;

- Faculties/Schools would have the facility to put “a hold” on the re-registration of an individual student;

- the new process would be more transparent as detailed and readily accessible information would be available to students on the requirements for registration and what, if anything, was preventing their registration.
The Board endorsed the proposal and noted that it aimed to deliver by Spring 2008.

Flexible Accommodation for Split-Site Students

RECEIVED: (i) details of an enquiry made by Research Degrees Office on behalf of the Board relating to the need for flexible accommodation for split-site PhD students and (ii) a report from Residential and Commercial Services to the Faculty Management Group on the allocation of residential accommodation to students, staff and visitors (GB/06/90 (i) and (ii)).

The Chair advised the Board that the future arrangements for Accommodation outlined in the paper demonstrated a move to a more flexible system than was previously the case and this should give rise to greater opportunities to meet different needs.

Members of the Board were concerned that the report did not specifically address the need it had identified at an earlier meeting for temporary/flexible accommodation for split-site students. Given the Board’s recent approval of and the launch of the three new models for split-site study it was felt important that this concern was specifically addressed.

It was agreed that further enquiries be made of the Pro-Vice-Chancellor for Students and Staff and the Director of Residential and Commercial Services. If necessary a representative could be invited to attend the next meeting to discuss the Board’s concerns.

Procedure for the consideration of appeals from research degree candidates following adverse academic decisions

RECEIVED: details of proposed minor amendments to the procedure for the consideration of appeals from research degree candidates following adverse academic decisions (GB/06/91).

The Board noted that the proposed minor amendments had been endorsed by the Chair of the Panel of Potential Chairs for Research Student Appeal Groups and that consultation had also taken place with Leeds University Union.

It was agreed that the minor amendments, which were summarised in the paper, were appropriate.

RESOLVED: that, with effect from session 2007/08, approval be given to amendments to the Procedure governing the consideration of appeals from research degree candidates following adverse academic decisions, as set out in Annex A.

Review of the Code of Practice for Students Engaged in Teaching

REPORTED: that the Chair of the Board had established a small Group, chaired by Professor Steve Scott, to review the Code of Practice for Students Engaged in Teaching.
A meeting of the Group had been held in March and work was on-going. It was hoped that a report would be made available to the June meeting.

ACCREDITED INSTITUTIONS

Accredited Institutions

RECEIVED: information regarding the recent reviews of the accreditation arrangements at Trinity and All Saints College (26 and 27 February 2007) and York St John University (13 March 2007) (GB/06/92)

The Board noted that, following long standing collaboration with Trinity and All Saints College and York St John University, the two institutions were formally accredited by the University of Leeds in 2001 with the agreement to review the basis of the accreditation on a quinquennial cycle.

Reports arising from the two visits would be made available to the Board for comment at the June meeting. An outcome of the reviews will be revised accreditation agreements that will include arrangements for the University’s oversight of research degree arrangements.

GENERAL SCHOLARSHIP MATTERS

Initial Training Networks under Framework Seven

REPORTED: that the Faculty Management Group had agreed that the arrangements in place under the previous programme be continued: Marie Curie students would therefore continue to be considered and paid as staff members and academic fees would continue to be waived.

AHRC

REPORTED: (i) that AHRC has informed Universities that, with effect from October 2007, all payments relating to postgraduate awards will be made directly to the finance office of the HEI at which the award holder is registered. A copy of a letter from AHRC advising the University of this change was circulated with the agenda for information;

(ii) a circular will be issued by the Research Degrees and Scholarships Office later in the year giving details of the proposed arrangements at Leeds for session 2007/08 onwards.

ESRC

REPORTED: that, with effect from December 2006, ESRC transferred funds to the University for the payment of ESRC Studentships. The payments will be administered by the University’s Scholarships Office. A circular setting out details of changes to approval and reporting requirements was included with the agenda for information.
TRAINING SKILLS MATTERS

Graduate Training and Support Group

RECEIVED: the Minutes of the meeting held on 30 March 2007 (GB/06/93).

‘Postgraduate Skills Training and Development Strategy, Policy and Framework’

RECEIVED: details of matters related to the development of a Postgraduate Research Student Training and Development Policy, Strategy and Framework (GB/06/94 (a), (b) and (c)).

A key aim of the Graduate Training and Support Group, supported by the Graduate Board, for 2006/07 is the development of a Postgraduate Research Student Training and Development Policy, Strategy and Framework. A comprehensive review and consultation process has been ongoing over the past six months in order to inform this development. As a result, the Board was presented with “first draft” documents for note.

It was agreed that the draft documents be circulated to Faculty Graduate School Committees for comment with a request that comments should be forwarded to Dr Tony Bromley, SDDU by 11 May 2007.

It was anticipated that final documents will be tabled at the Board’s next meeting on 18 June 2007.

As part of the review process, undertaken by Dr Tony Bromley, it was noted that comparable universities to Leeds were making considerable progress with their facilities for postgraduates and Leeds was facing considerable competition in this area.

GROUPS OF THE BOARD

Faculty Graduate School Committees

RECEIVED: the Minutes from meetings of FGSCs (GB/06/95 (a) – (i) as follows:

(a) Arts (13/02/07)
(b) Arts (02/04/07)
(c) MAPS (05/02/07)
(d) MAPS (05/03/07)
(e) Medicine and Health (26/03/07)
(f) Biological Sciences (27/03/07)
(g) Business (02/04/07)
(h) MAPS (16/04/07)
(i) ESSL (11/04/07)

It was noted that no Minutes had been submitted by the Faculties of Engineering, Environment or PVAC.
Biological Sciences

The FGSC commented that some universities, in their research degree examining process, were placing more emphasis on the preliminary report form which is completed by each individual examiner prior to the viva. Examples of such reports were being collected by the Chair of the FGSC.

The Board asked that any information collected should be forwarded to the Graduate Board’s Examinations Group for consideration.

ESSL

(a) The outcome of a meeting of Faculty Graduate School Managers had suggested that BANNER was not currently meeting the needs of Faculties and Schools in the management of research students. This had led to the development of various local systems which were not centrally supported and this could potentially be an impediment to the future development of Graduate Schools.

The Board agreed that the use of multiple systems was a waste of resources and that it was important that effective systems for the management of research students across the University were put in place. It was recognised that current arrangements for considering proposals for such developments may not adequately address the needs for research postgraduates and it was agreed that the Board’s concerns should be referred to John Lillywhite, Director of Student Administration.

(b) The demands of the application process, particularly for PGR and 1 + 3 students, were brought to the Board’s attention. In some cases, making an application for a place and funding could involve completing 2, 3, 4 or more separate applications.

The time commitment required for completing multiple applications was acknowledged. However, different Research Councils and bodies offering Scholarships had different application processes with differing application questions. Other universities, dependent on external funding, would face similar difficulties.

It was agreed that some further thought should be given to the minimum data set required for admissions.

General

The Chair advised that some incorrect interpretations of University policy were appearing in some of the Minutes. For example, the University does not at present have an upper limit on the number of students that may be supervised by an individual supervisor (see MM 06/357-358 below).

Programmes of Study and Audit Group

RECEIVED: (i) the Minutes of the meeting held on 02 April 2007 (GB/06/96) and (ii) recommendations from the Chair of the Group containing proposed amendments to the Regulations and Programme of Study for the degree of Doctor of Medicine (MD) (GB/06/97).
(a) **QAA University Audit Arrangements**

The next QAA Audit of the University of Leeds will take place in the week commencing 10 March 2008 (briefing in the week commencing 4 February 2008). It will take a “themed” approach, which is likely to include “Research Degree Programmes” as a theme.

The Group will organise a special meeting to prepare the relevant section of the first draft of the overall University’s Self Evaluation Statement so that it may be submitted for consideration by the Graduate Board and Learning and Teaching Board in June.

(b) **Number of students supervised by individual supervisors**

The Board was reminded that the University does not set a limit on the number of students supervised by an individual supervisor. However, the Programmes of Study and Audit Group monitors the number of supervisors supervising more than 10 research degree candidates. Regular enquiries are made of the appropriate Head of School with regard to workload implications and to ensure that sufficient time is available to the individual concerned to offer effective supervision.

After consideration of the responses to recent enquiries the Group agreed to write to the Chairs of Faculty Graduate School Committees requesting that further consideration of the issues relating to workload models for supervision takes place in light of the Group’s discussions and the advice and guidance available from Research Councils.

(c) **University Code of Practice for Research Degree Candidatures**

The Board was advised that consultation had taken place with Faculty Graduate School Committees and the Leeds University Union with regard to the proposed changes to the University’s Code of Practice. Many of the changes proposed were a consequence of the introduction of Faculty Graduate Schools. Others were made as a result of the move to a Partnership Agreement for taught students and the consequential redundancy of the Student Charter.

RESOLVED: that, with effect from session 2007/08, approval be given to the amendment of the University Code of Practice for Research Degree Candidatures as set out in Annex B.

(d) **Faculty Codes of Practice for Research Degree Candidatures**

The Board noted that PSAG had established a small Group to review Faculty Codes of Practice for Research Degree Candidatures. Following consideration of the report arising from the review, PSAG had agreed the following:

(i) in order to ensure the overall significance and precedence of the University Code of Practice, the use of the word “Code” should be avoided in future for Faculty Codes of Practice. It was suggested that the term “Code” be replaced by the term “Guidelines”.
(ii) the basic principles underlying the relationship between the University Code and Faculty “Guidelines” would be that nothing in the Faculty “Guidelines” would conflict with the University Code;

(iii) with the forthcoming establishment of Graduate Schools in all Faculties from 2007/08 it was anticipated that current School Codes of Practice would in due course no longer be required in the Unitary Faculties and, in the case of Federal Faculties, would be incorporated in discrete sections of the Faculty Guidelines;

(iv) a template be developed with effect from session 2008/09 to assist with the development of appropriate Faculty “Guidelines”. This would facilitate consistency in the recording of annual revisions, highlight areas for discussion in relation to policy and the development of good practice;

(v) Directors of Faculty Graduate Schools would be circulated with relevant information and be asked to address specified general matters relating to the existing Faculty Codes for research degree candidates that would be operational during session 2007/08.

The Board endorsed the proposed arrangements but suggested that the term “Guidelines” might be misinterpreted by some staff as optional arrangements rather than mandatory policy. It was agreed that an alternative term should be adopted.

(e) Split-Site PhD Programmes

The Board considered recommendations from PSAG for consequential amendments to the Ordinance and Regulations arising from the decision to introduce the new split-site arrangements.

RECOMMENDED: that, with effect from session 2007/08, approval be given to the amendment of Ordinance X as set out below:

Ordinance X

Page 11

Article 7 final sentence: after “relevant committee”

insert: “unless specified in the prescribed programme of study”.

and subject to the approval of the above

RESOLVED: that, with effect from session 2007/08, amendments be made to (i) the Regulations, as set out below:

Regulations for Ordinance X

Page 13

General
1. Admissions Requirements

(e) (i) third sentence: after “split-site arrangements”
    delete “are”
    insert “may be”

(ii) to the Programme of Study for the degree of PhD as set out in Annex C.

(f) Examination arrangements for Practice-led research degree candidatures at Leeds

The Board noted that PSAG had agreed to return to discussions at a later stage following further consultation with the Examinations Group and Centre for Practice-led Research in the Arts (CePRA).

(g) Review of the arrangements for the support and supervision of postgraduate research students

The Board concurred with the Group’s expression of serious concern at the proposal to integrate the review of the arrangements for learning and teaching with the review of the arrangements for research degree supervision. It was agreed that it would in the future be essential to undertake reviews at the level of the Faculty Graduate School rather than School level and that failure to do so could impact negatively on the research student experience over time.

The proposed new arrangements included members of the review team committing to a two day review process. Currently the arrangements for the review of the support and supervision of research degree students involved a one day review process. This would have an impact on the level of commitment required by members of the Programmes of Study and Audit Group and Examinations Group and other research active members of staff if they were to be involved in the process.

(h) Submission Rates Statistics for Full-time PhD Candidates commencing in the period November 2001 to October 2002

The information, collected by the Programmes of Study and Audit Group, will be circulated to Faculty Graduate School Committees for discussion and comment. The actual submission rate within four years for starters (390 starters in year 2) in November 2001-October 2002 was 65.4%. This compares unfavourably with 68.9% for starters (367 starters in year 2) in November 2000-October 2001.

(i) MD Programme

The Board welcomed the proposed changes to the MD programme and the proposed increase in the length in the period of study for part-time candidatures.

RECOMMENDED: that approval be given, with effect from session 2007/08, to the following amendment to Ordinance X:
Article 5 (c)  
Amend period of part-time study for the MD to three years.

and subject to approval of the above

RESOLVED: that approval be given, with effect from session 2007/08, to
the amendment of (i) the regulations for Ordinance X, as set out below:

Amendment to the Regulations to Ordinance X (2006-2007)

Page 17

after the heading: “The degree of Doctor of Medicine”

Delete Regulations 21 and 22

Renumber existing regulation 23

As regulation 21

Renumber subsequent regulations and amend appropriate cross
references to other numbered regulations.

(ii) the programme of study for the degree of Doctor of Medicine (as set
out in Annex D).

Thanks to staff involved in the reviews

The Chair of the Graduate Board thanked those individuals involved in the
review of the University Code of Practice and the Faculty Codes of
Practice (Drs R Cowgill and P Gardner and Professors Partington and
Westhead) and the review of the MD programme (Dr T Batten and
Professor M Wilson).

Dr Batten expressed his thanks to Mrs J Findlay for her support with the
review of the MD programme.

Examinations Group

RECEIVED: (i) Part I of the Minutes of the meeting held on 5 March and
(ii) a report arising from the meeting held on 18 April 2007 (GB/06/98 and
GB/06/99).

(i) Research Student Appeal

The Group had considered comments, contained in the final report of an
Appeal Group, concerning the guidance made available across the
University on certain issues relating to the examination process.

As a result some amendments to the Research Student Handbook and the
Internal Examiner’s checklist would be made. These amendments related to:
• the position of the candidate in relation to the selection and appointment of the team of examiners;
• the role of a second Internal Examiner.

(ii) Appointment of an Internal Examiner

Following consideration of a recommendation from the Examinations Group the Board

RESOLVED: that the following clause be added to the eligibility criteria for appointment as an Internal Examiner:

“Where it has been more than 6 months since a member of staff either acted as Internal Examiner or attended the SDDU training course on the role of the Internal Examiner it will be necessary for the individual to attend the SDDU briefing course for experienced examiners before being appointed as Internal Examiner.”

The Board noted that the Group was making further enquiries to ascertain the potential impact upon demand for the SDDU training course this amendment would have before deciding from what date the condition should be introduced.

(iii) Notes for Guidance for Referred Candidates

The Group had given consideration to the process in place with regard to the release of Notes for Guidance for referred candidates.

Further advice would now be made available to the Internal Examiner regarding the acceptable time frame for the production of the Notes for Guidance. It was also proposed that the Research Degrees and Scholarships Office communicate with the referred candidate to advise on the process for considering and approving the Notes for Guidance and the progress made in their particular case.

(iv) Development of an electronic theses service for the University (eTheses project)

It was noted that the Examinations Group intended to make enquiries of other UK universities before any recommendations were made to the Graduate Board.

(v) Arrangements for Practice-led research degree candidatures in the Faculty of PVAC and School of English

The Board noted that the Examinations Group had held a lengthy discussion on the proposed early appointment of examiners for practice-led research degree candidates. The possibility of introducing a Professional Doctorate for practice-led research was raised. Further discussion with the Programmes of Study and Audit Group and Centre for Practice-led Research in the Arts (CePRA) would take place.
Rolling Agenda

RECEIVED: a copy of the rolling agenda (GB/06/100).

RESERVED BUSINESS

Examinations Group

RECEIVED: Part II of the Minutes of the meeting held on 5 March 2007 (GB/06/101(R)).

Papers Circulated for Information

The following papers were circulated for information:

Details of the academic fees for research students 2007-2008
Important changes to AHRC payment of studentships
ESRC Studentships Award Amendments (Appendices II – V available upon request)

JYF/ST
Ext 35778
01/05/07

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<th>Min Ref</th>
<th>Required Action</th>
<th>To be taken by</th>
<th>Date</th>
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<tbody>
<tr>
<td>06/265</td>
<td><strong>New Route PhD</strong> Update on discussions by the National Consortium</td>
<td>Judith Smith</td>
<td>18/06/06</td>
</tr>
<tr>
<td>06/268(ii)</td>
<td><strong>HEFCE Qualifications Rates</strong> Circulate data on individual Schools for consideration by FGSCs</td>
<td>FGSCs</td>
<td>18/06/07</td>
</tr>
<tr>
<td>06/277</td>
<td><strong>Redefining the Doctorate</strong> Discussion of paper by FGSCs</td>
<td>FGSCs</td>
<td>18/06/07</td>
</tr>
<tr>
<td>06/281</td>
<td><strong>Forecast PGR Numbers</strong> Obtain information on the forecasted recruitment of new students in each year</td>
<td>APPO</td>
<td>18/06/07</td>
</tr>
<tr>
<td>06/285</td>
<td><strong>Role Profiles</strong> Further discussion required by representatives of Graduate Board and feedback to Pro-Vice-Chancellor Professor Scott</td>
<td>RDSO/Chair to arrange</td>
<td>End of May</td>
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<tr>
<td>06/286</td>
<td><strong>Equal Opportunities Monitoring</strong> Consideration of Equal Opportunities Monitoring Data</td>
<td>FGSCs</td>
<td>18/06/07</td>
</tr>
<tr>
<td>06/292</td>
<td><strong>Faculty Graduate School Directors and Graduate School Managers – Job Descriptions</strong>  RDSO to collect this information</td>
<td>RDSO</td>
<td>End of May</td>
</tr>
<tr>
<td>06/293</td>
<td><strong>Faculty Graduate Schools</strong> Faculties to provide information to the Board on developments towards Faculty Graduate Schools. RDSO will circulate a pro forma for the collection of this information</td>
<td>RDSO/Graduate School Directors</td>
<td>End of May</td>
</tr>
<tr>
<td>Reference</td>
<td>Description</td>
<td>Recipient(s)</td>
<td>Deadline</td>
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<tr>
<td>06/308</td>
<td><strong>Restructure of the Postgraduate Assembly</strong>&lt;br&gt;Details of proposals to be considered by FGSCs</td>
<td>FGSCs</td>
<td>18/06/07</td>
</tr>
<tr>
<td>06/325</td>
<td><strong>Flexible Accommodation for split-site students</strong>&lt;br&gt;Further enquiries to be made of Pro-Vice-Chancellor Scott/Director of Residential and Commercial Services</td>
<td>Chair/RDSO</td>
<td>18/06/07</td>
</tr>
<tr>
<td>06/341</td>
<td><strong>Postgraduate Skills Training and Development Strategy, Policy and Framework</strong>&lt;br&gt;For FGSCs to consider and comment</td>
<td>FGSCs</td>
<td></td>
</tr>
<tr>
<td>06/349</td>
<td><strong>IT systems</strong>&lt;br&gt;Boards comments to be forwarded to John Lillywhite, Director of Student Administration</td>
<td>RDSO</td>
<td>End of May</td>
</tr>
<tr>
<td>06/357</td>
<td><strong>Numbers of students supervised by individual supervisors</strong>&lt;br&gt;PSAG to write to Directors of Graduate Schools to ask that further consideration be given to workload models for supervision</td>
<td>PSAG – Directors of Graduate Schools</td>
<td>End of May</td>
</tr>
<tr>
<td>06/361(v)</td>
<td><strong>Faculty “Codes” of Practice</strong>&lt;br&gt;RDSO to provide generic advice on contents of Faculty “Codes”. All Faculties to prepare and submit Code to be operational in 2007/08</td>
<td>RDSO – Directors of Graduate Schools</td>
<td>18/06/07</td>
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<tr>
<td>06/370</td>
<td><strong>Submission Rates Statistics</strong>&lt;br&gt;For discussion and comment by FGSCs</td>
<td>FGSCs</td>
<td>18/06/07</td>
</tr>
</tbody>
</table>