THE UNIVERSITY OF LEEDS

GRADUATE BOARD

18 December 2006

MINUTES

Present: Professor M J Wilson (in the Chair), Dr T F C Batten, Dr T F Burgess, Dr G N Chambers, Dr R E Cowgill, Professor P Henderson, Professor M Hewitt, Dr A Mullis, Professor F J O’Gorman, Professor J E Smith, Dr J Spindler, Mr C Till (on behalf of the PGA), Professor B M Wilson.

In attendance: Dr A P Bromley (for MM 06/92 – 93), Mrs J Y Findlay, Mr M Hamilton (for MM 06/86 – 88), Dr D L Salinger (for MM 06/85 – 162), Dr H J Sears (for MM 06/85 – 162) and Miss S E Throp.

Minutes

The Minutes of the meeting held on 23 October 2006 were confirmed. 06/85

Matters Arising on the Matters (and not considered elsewhere at the meeting)

M 06/15-16 Framework Seven

RECEIVED: information on the Marie Curie Early Stage Training programme in Framework Seven (GB/06/25).

Mr Martin Hamilton presented the paper and drew attention to:

(i) the launching of the Initial Training Networks (ITN) under the Seventh Framework Programme;
(ii) the fact that the Marie Curie EST programme had been discontinued and a new programme would replace it, which contained ESTs, Research Training Networks and conferences/workshop funding;
(iii) the new ITN appeared to favour “multi-site” proposals, which could have implications for Leeds, where previously the majority of Marie Curie EST sites were “single sites”;
(iv) the fact that there would no longer be a “cap” on the number of international students that might be funded.

A further paper would be presented to the next meeting in order to provide more information. 06/88

M 06/24 HEFCE Research Degree Qualification Rates

RECEIVED: the HEFCE research degree qualification rates broken down by Faculty for students commencing study in 1999/00 (GB/06/26). 06/89
The Board noted that the PhD “qualification rate” for the whole University was 77.7%, but that of the individual Faculties varied significantly. HEFCE qualification rates would, in future, be used for QAA purposes and would also be a factor in determining funding. The Board agreed that paper GB/06/26 should be sent to Faculty Postgraduate Research Committees for further comment in respect of the data for each Faculty.

MM 06/63-66 AHRC Postgraduate Funding Review

RECEIVED: for information the University’s response to the AHRC consultation about the future of postgraduate studentships (GB/06/53).

M 06/70 Future Funding of the White Rose Interpersonal Skills School

The Board received proposals for the future arrangements and funding of the White Rose Interpersonal Skills School (GB/06/27).

The Board noted that the White Rose Interpersonal Skills School provided similar training to UKGRAD schools (which were available only to Research Council funded students). WRISS ensured that high quality skills training was available for all research students at the University on an equal basis. The Board recognised the value of the programme and, in view of the fact that the current support grant would be exhausted by the end of 2006/07, endorsed a proposal that funding for WRISS be sought within the SDDU budget for 2007/08 onwards. It was also acknowledged that the costs of providing the residential training and development programme has risen and that the costs for 30 students, to be supported by SDDU, would be £250 per head in session 2007/08. This increase in costs should be borne in mind by SDDU when seeking additional funding.

Bologna Issues

REPORTED: that the Group on Bologna met on 1 and 10 December 2006.

RECEIVED: (a) Notes from the Brussels workshop on Graduate Schools and on Masters as an entry to Doctoral Programmes (GB/06/28(a)), (b) the draft conclusions of the 7-9 December 2006 Bologna Seminar in Nice (GB/06/28(b)) and (c) a report from Dr Salinger on the Bologna Seminar in Nice on “Doctoral Programmes in Europe” (GB/06/28(c)).

The Board welcomed the reports from Dr Salinger on the continuing discussions about the Bologna process. Developments at Master’s level in various European countries differed. In some it was now expected that students should have acquired a Master’s degree before embarking upon a PhD, whereas in others entry to PhD study could be achieved directly after undergraduate study or after one year of a two year Master’s programme. Arrangements for professional and academic acceptance diverged in some countries and the concept of the Professional Doctorate was not universally accepted.
It was clear that appropriate structures were required within institutions. Within Europe Graduate Schools were seen as important in the organisation and enhancement of doctoral training and in tackling the generic skills agenda. Over regulation was, however, to be avoided.

The Board noted the important role played in Bologna discussions by EURODOC and that the UK student body was presented on EURODOC by the National Postgraduate Committee (NPC). It was agreed to ask the Education Secretary whether the Leeds postgraduate student community was in membership of the NPC and contributing to the Bologna discussions on the future organisation of the third cycle of European education.

The Chair of the Graduate Board (Pro-Vice-Chancellor Professor Atack) would be attending the forthcoming EUA Convention in Lisbon in March 2007. The report of the Nice meeting would be considered. A ministerial meeting in London in May 2007 would then consider policy recommendations.

**New Route PhD (HEFCE grant initiative)**

**RECEIVED:** (i) the discussion paper about the future of the New Route PhD considered at the New Route PhD Consortium AGM (GB/06/29(b), (ii) details of discussions held at the National New Route Consortium Annual General Meeting on 29 November 2006 (GB/06/29).

The Board noted that the AGM of the New Route PhD Consortium had made certain proposals on the future shape of the programme and had asked member institutions to discuss and respond to these recommendations by the end of January 2007. It was felt that the diversity in the structure of the programme between different institutions was not helpful.

The proposals limited the taught content of the 4 year full-time programme to 120 credits for taught components (specialist courses and generic skills training) which would lead to a Postgraduate Diploma, with exit routes at Postgraduate Diploma, M Phil or PhD level. The proposals indicated that graduation with a taught Master’s degree would no longer be possible (in order to avoid double counting of research or erosion of PhD research time).

Some concern was expressed at the above proposals, given that the Leeds 4 year full-time New Route PhD model (the Integrated PhD and Master) contained the award of a taught Masters and a PhD degree. It was considered that there were significant marketing advantages in the Leeds model and the marketing advantages of offering only a Postgraduate Diploma with a PhD were questioned. The proposals also appeared to be moving away from the new trend in parts of Europe, where the second year of a 2 year Master’s programme became a preparation for the specific research topic of the PhD. It was also accepted practice in Mathematics in some UK Universities (Warwick was mentioned) whereby the dissertation work of a taught Master’s degree might contribute significantly to the first chapter of a PhD thesis.
The Board asked that the National Consortium proposals (together with this extract of the Minutes) be circulated to Schools for any comments to be sent to Professor Judith Smith (Biological Sciences) by 20 January 2007. Professor Smith has been appointed as Vice-Chair of the National Consortium and would take part in further discussions within the Executive Group.

**E Theses: British Library Project**

**RECEIVED:** proposals to establish a pilot project and to participate in the E Theses British Library Project (GB/06/30).

The Board noted that the aim of the JISC-funded EthOS (Electronic Theses On-line Service) project, led by the British Library, was to deliver a service which would ultimately allow users to search and access all indexed UK theses on a free basis. Members discussed the aims of the project and noted that there were serious reservations in the Arts area where “publication” of research in the conventional sense might then not be possible. However, the proposals were generally welcomed in the Science area, where research findings could be made available globally, as well as nationally.

At present members did not envisage electronic submission replacing bound theses, but being in addition to the traditional bound thesis. It was noted that the School of Geography had been approached to undertake a 12 month “pilot project” whereby students would submit an electronic version of the final thesis in addition to the final, hard bound copies. The e-thesis would then be placed in the White Rose ePrint repository. The pilot project would inform further consideration of the issues involved and enable the University to reach a decision on whether to participate in the British Library project.

The Board was, however, of the view that the British Library EthOS initiative could contribute to the University strategic plan and assist with the achievement of an influential world-leading research profile.

**RESOLVED:** that subject to the resolution of possible issues relating to third party copyright:

1. a 12 month pilot scheme be undertaken in the School of Geography, whereby students would be invited to voluntarily submit an electronic version of the final thesis in addition to the final, hard-bound copies which are normally required;
2. the e-theses be made available to the University library for use in a web-facing repository which could be accessed by end-users;
3. the University library to use this system over a 12-month pilot to monitor use, scope problems and identify any issues arising (including the size, format and presentation of e-thesis files);
4. following completion of the pilot, further consideration be given to widening this scheme to a University-wide level;
(v) further discussions take place with the British Library about the possible digitisation of theses already held at Leeds in printed versions, with a view to participating in a three year project with the British Library (at an estimated cost of £6K per year to be paid to the British Library).

It was noted that the Examinations Group of the Graduate Board would take matters forward and that the University Library and the Research Degrees Office would be required to co-operate and support the work involved. Any decision to take part in the British Library project to digitise existing printed theses would involve the payment of fees to the British Library and appropriate funding would be required.

Faculty Graduate Schools

RECEIVED: (i) conclusions relating to the establishment of Graduate Schools in Federal Faculties reached following a meeting between the Chair of the Graduate Board and the Deans of the following Faculties: Arts, ESSL, Environment, MAPS and PVAC (GB/06/31);

(ii) Diagrams representing the core functions of Graduate Schools and indicating how these would be organised in the various Faculties with effect from session 2007/08 (GB/06/32).

The Board welcomed the new arrangements which would enhance good practice and noted that these had been endorsed by the Faculty Management Group. Discussions at the Board meeting concentrated upon the role and recruitment process for Academic Directors of Graduate Schools and the administrative support that would be necessary. Faculties were anxious to proceed with the appointment process for Academic Directors as soon as possible. Several Faculties had recently made appointments and it was felt that circulation of the job descriptions would be helpful and that a formal selection process would be desirable.

Further discussions about Faculty Codes of Practice, relevant data to be reviewed and monitored by the Academic Director and other issues would take place at the next meeting of the Board.

Report on Numbers

RECEIVED: provisional statistics on research and taught postgraduate student numbers at 01/12/06 (GB/06/33).

It was noted that

(i) part-time H/EU taught and research postgraduate numbers had both fallen;

(ii) intake of full-time H/EU and international research postgraduates had increased.

It was agreed that Paper GB/06/33 would be circulated to Faculty Postgraduate Research Committees to assist with the marketing plans and for comment by marketing advisors.
Research Degree Applications

RECEIVED: a report from the Research Degrees Office on comparative data on research degree applications during September and October 2005 and 2006 (GB/06/34).

The Board noted that from September 2006 the on-line and paper applications systems for research students had worked side by side. There appeared to have been a significant increase in applications in September – December 2006 compared to the same period in 2005.

The Board asked that paper GB/06/34 be sent to Faculty Postgraduate Research Committees for comment and advice on what further information would be helpful in monitoring processes in the future.

Any comments on the operation of the on-line applications system could be sent directly to Alison Leach c/o the Research Degrees Office.

Research Student Questionnaire 2006

RECEIVED: a report arising from the analysis of the responses to the Research Student Questionnaire 2006 (GB/06/35).

The report on the Research Student Questionnaire 2006 was presented by Dr Heather Sears. The questionnaire had been advertised to 2304 students and an overall response rate of 34% had been achieved and the analysis had been conducted by an independent consultant.

In the Training and Development area, more than 20% of respondents felt that they required more support than is available at Leeds in the following areas: IT skills for data collection and analysis, networking and career management.

The report was referred to FPRCs for further discussion. If required, the results could be analysed in more detail (for instance against individual questions by year of students’ study).

The Board noted that in 2007 work would be carried out to address in more depth those areas on which the Faculties and Graduate Board would like more information/clarification (Research Student Needs Analysis). Comments and advice were therefore required from Faculty Postgraduate Research Committees.

Ethics and Experimental and Practical Procedures

RECEIVED: a report from the meeting of the Committee on Ethics and Experimental and Practical Procedures held on 7 December 2006 (GB/06/36).

The Board noted that the University Committee on Ethics, Experimental and Practical Procedures had amended its terms of reference so that the Deputy Vice-Chancellor was now in the Chair and 4 sub-committees based on groupings of Faculties had been established. The main Committee was
expected to report early in 2007 in more detail on the appropriate framework for research carried out by research students together with training, induction and raising awareness of ethical issues.

With the approval of the Deputy Vice-Chancellor, the Board asked Dr Gary Chambers (ESSL), to serve, as its representative on this Committee and to take a particular interest in matters relating to research carried out by research degree candidates. Dr Chambers was asked to keep the Board fully informed about discussions.

Group on Scholarships, Studentships and Prizes

RECEIVED: the Annual Report and financial statement from the Group on Scholarships, Studentships and Prizes following the meeting held on 9 November 2006 (GB/06/37).

RESOLVED: that the Annual Report and Financial Statement and projections for future expenditure be approved as set out in Annex I to the Minutes.

The Board noted (i) that the Group had suggested that Faculties should look more strategically at their fee structures for taught Masters’ programmes for international students in order to encourage recruitment and had asked that the matter be drawn to the attention of the Director of Marketing and the Marketing and Recruitment Team;

(ii) that if existing centrally funded scholarships were maintained at their current level a shortfall in funding was expected in 2009/10, and, as a result, the Group was entering into discussions with the Alumni and Development Office about other funding opportunities;

(iii) that, as a result of a change in priorities for funding international Scholarships, it was likely that the contribution of the Foreign and Commonwealth Office to jointly funded Chevening Scholarships for Master’s study at Leeds (which also involved a third party – either a company or charity) would decline.

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 01/11/06 (GB/06/38).

Research Board

RECEIVED: the unconfirmed Minutes of the meeting of the Research Board held on 13/11/06 (GB/06/39).

RESEARCH POSTGRADUATES

Report from the Postgraduate Assembly

There was no report from the Postgraduate Assembly.
University Fee Concessions for Staff Registered for Research Degrees by Part-time Study

RECEIVED: information about the introduction of a revised University policy effective from session 2007/08 (GB/06/40).

The Board noted the revised policy for fees concessions for members of staff, which widened the categories of staff that might be eligible and provided opportunities for full-time and part-time staff to be considered on the same basis.

The issue of fee waivers for part-time research degree study for staff will, from 2007/08, be considered where appropriate, through the Staff Review and Development Scheme and, where agreed as a form of staff development, the academic fees will be met by the School/Faculty/Department. Paper GB/06/40 would be circulated to Deans, Heads of Schools and to Faculty Postgraduate Research Committees for information.

A question was raised about the position of staff in the accredited institutions and it was noted that the situation relating to staff at York St John University and Trinity and All Saints College would be a matter for the Accreditation Agreement discussions, which would take place in 2007.

GENERAL SCHOLARSHIP MATTERS

White Rose Studentships (GB/06/40(a))

REPORTED: that (i) the successful networks in the White Rose Scholarships Competition for 2007/08 had been announced;

(ii) advertisement for the available studentships will be placed shortly in appropriate journals and newspapers with a closing date for studentship applications of 28 February 2007.

Paper GB/06/40(a) would be circulated to Faculty Postgraduate Research Committees.

TRAINING AND SKILLS MATTERS

Graduate Training and Support Group

RECEIVED: the Minutes of the meeting of the Graduate Training and Support Group held on 22 November 2006 (GB/06/41).

The Board noted that difficulties were being experienced in booking space for research student training activities. It appeared that it was University policy for undergraduate and taught postgraduate teaching to have priority for centrally booked teaching space. There had even been some occasions when Faculties had had to hire rooms from other Faculties so that the relevant training of research students could be carried out. The Board asked that further enquiries be made as it did not consider that use of Roberts Funding for the hire of rooms was appropriate.
The Graduate Training and Support staff would be making enquiries about the provision of accommodation for research degree training activities at competitor Universities and would report back.

Roberts Funding (Additional Generic Skills Training)


The Board noted that 60-65% of the total Roberts Funding was distributed to Faculties for training and development activities at Faculty level. Good progress had now been made in the development of Faculty provision and specialist training staff were in place in the majority of Faculties. In 2006/07 steps were being taken to develop more Faculty-based training for research staff. It was agreed that the report to RCUK should be forwarded to Faculty Postgraduate Research Committees for information.

GROUPS AND COMMITTEES OF THE BOARD

Faculty Postgraduate Research Committees (GB/06/43 (a) – (h))

RECEIVED: Minutes from meetings of FPRCs as follows:

(a) Engineering (30/11/06)
(b) Medicine and Health (4/12/06)
(c) Environment (6/12/06)
(d) ESSL (6/12/06)
(e) Biological Sciences (27/11/06)
(f) PVAC (4/12/06)
(g) Arts (11/12/06)
(h) MAPS (05/12/06)

An issue relating to the University Code of Practice had been raised at the ESSL FPRC about the requirement for an annual meeting with the student in the absence of the supervisor. The Board was clear that all students should be offered the opportunity of such a meeting to enable them to comment on the nature of the supervision received and to draw attention to any matters of concern. The Programmes of Study and Audit Group was currently considering matters relating to the University’s Code of Practice for Research Degree Candidatures and could review the precise wording relating to this matter.

Issues relating to temporary accommodation and the need for more flexible accommodation for split-site PhD students had been raised by the Faculty of Medicine and Health FPRC (GB/06/44). The Board agreed that the issues should be raised with the Accommodation Office and with Pro-Vice-Chancellor Professor Scott. It was also noted that similar difficulties in obtaining accommodation were experienced by international staff who were making short study visits to Leeds.
Management Committee for the CTA and CPD

RECEIVED: the Minutes of the meeting of the Management Committee for the CTA and CPD held on 29 November 2006 (GB/06/45). 06/148

Steering Committee on Doctoral Training Grants (EPSRC)

RECEIVED: the Minutes of the meeting of the Steering Committee on Doctoral Training Accounts held on 23 November 2006 (GB/06/46). 06/149

Programmes of Study and Audit Group

RECEIVED: the Minutes of the meeting held on 06 November 2006 (GB/06/47). 06/150

REPORTED: that Dr A Mullis has been appointed as temporary Chair of the Group for the period from 01 January – 31 December 2007 whilst the existing Chair, Dr T Burgess, is on study leave. 06/151

(a) The Board noted that the Group had considered the possibility of reporting to the Board by means of a short report instead of submitting minutes. It had felt that there would be disadvantages in not submitting a full record of discussion and, instead, proposed to submit a brief covering note to each set of Minutes drawing particular attention to certain matters. A covering note had been circulated with the Minutes of 6 November and the Board confirmed that it would be helpful for future use. 06/152

(b) The Programmes of Study and Audit Group had received a report from the Language Centre indicating that not all those students whose first language was not English, were taking the University English language test on admission, as required by the University. Members of the Board emphasised the importance of UELT in assessing levels of competence in English and whether additional support was required by particular students. Poor performance in the text could indicate serious Health and Safety issues. The Board noted that the matter had been referred to FPRCs for further discussion. 06/153

(c) Split-site PhD Arrangements

RESOLVED: that approval be given to the introduction of three new models for split-site PhD programmes, with effect from session 2007/08. 06/154

It was noted that discussions were taking place about fee levels and that a presentation about the new arrangements would be made to University staff in early 2007. 06/155
Group on Scholarships, Studentships and Prizes

The Annual Report had been considered earlier in the Agenda (see MM 06/129-131 above).

Examinations Group

RECEIVED: Part I of the Minutes of the meeting of the Examinations Group held on 20 November 2006 (GB/06/48).

(a) Special Examinations Group meeting in July 2007

An additional meeting of the Group has been arranged for 16 July 2007 to consider any research degree Examiners’ Reports received following the June meeting (bearing in mind that 31 July is the date to be used in the RAE count up of research degree awards).

(b) Criteria for the appointment of External Examiners

The Board asked that further consideration be given to the precise wording of a recommendation for a change in a clause in the Eligibility Criteria for the appointment of External Examiners in order to achieve greater clarity.

(c) Advice to candidates on the use of work in a thesis which has formed part of sole or jointly-authored publications

RESOLVED: that approval be given to the introduction of “Advice to candidates on the use of work which has formed part of sole or jointly-authored publications” within the relevant University regulations for the presentation of theses by research degree students, as recommended by the Examinations Group.

Rolling Agenda

RECEIVED the rolling agenda (GB/06/49).

Members were invited to send any comments to the Research Degrees and Scholarships Office about matters to be included on the rolling agenda.

RESERVED BUSINESS

Examinations Group

RECEIVED: Part II of the Minutes of the meeting held on 20 November 2006 (GB/06/50(R)).

Report from an Appeal Group

RECEIVED: for information the decision of a Group established to consider an appeal from a research degree candidate (GB/06/51(R)).
**Dyslexia**

The Board noted that the reserved items had included reference to two cases of dyslexia among research students. Further information about the support for such students and advice for supervisors was being prepared.

**Documents Circulated for Information**

- A copy of a circular issued by the Research Degrees and Scholarships Office on 27/11/06 giving details of ESRC Studentship Award Amendments – Approval and Reporting Requirements (GB/06/52 – Appendices II – V available upon request from the Scholarships Office).
- The University response to AHRC consultation about the future of Postgraduate Studentships (GB/06/53)
- Guide to Research Degree Supervisors 2006/07

**JYF/ST, EXT 35778**

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<tr>
<th>Min Ref</th>
<th>Required Action</th>
<th>To be Taken By</th>
<th>Date</th>
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<tbody>
<tr>
<td>06/88</td>
<td>Prepare paper for the next Graduate Board meeting with more information on the Marie Curie EST programme in Framework 7</td>
<td>Martin Hamilton</td>
<td>5 February 2007</td>
</tr>
<tr>
<td>06/90</td>
<td>FPRCs to consider and comment on HEFCE PhD Qualification Rate Data for their Faculty</td>
<td>FPRC</td>
<td>By 5 February 2007</td>
</tr>
<tr>
<td>06/93</td>
<td>SDDU to include in its budget plan bid for WRISS funding for 2007/08 onwards</td>
<td>SDDU</td>
<td>Immediately</td>
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<tr>
<td>06/98</td>
<td>Ask the Education Secretary whether the Leeds PG student community has membership of the NPC</td>
<td>RDSO</td>
<td>Immediately</td>
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<tr>
<td>06/104</td>
<td>Circulate to Schools, and invite comments on, the National NR PhD Consortium proposals together with the relevant extract from the Graduate Board Minutes</td>
<td>RDSO</td>
<td>Immediately. Comments to be sent directly to Prof Judith Smith by 20/01/07</td>
</tr>
<tr>
<td>06/109</td>
<td>Advise University Library of outcome of discussions on the proposal to establish a pilot project and to participate in the E-thesis British Library project</td>
<td>RDSO</td>
<td>Immediately</td>
</tr>
<tr>
<td>06/112</td>
<td>Collect and then circulate job descriptions for Academic Directors of Graduate Schools to Deans of Faculty and Chairs of FPRCs</td>
<td>RDSO</td>
<td>Immediately</td>
</tr>
<tr>
<td>06/116</td>
<td>Report on Numbers (GB/06/33) to be considered by FPRCs in the light of marketing plans and for comment by Faculty Marketing Managers</td>
<td>FPRCs/ Faculty Marketing Managers</td>
<td>By 5 February 2007</td>
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<tr>
<td>Code</td>
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<tr>
<td>06/119</td>
<td>FPRCs to consider paper on Research Degree Applications (GB/06/34) and comment/advise on what further information would be helpful in future monitoring processes</td>
<td>FPRCs</td>
<td>By 5 February 2007</td>
</tr>
<tr>
<td>06/124</td>
<td>(i) Report on Research Student Questionnaire 2006 (GB/06/35) to be considered by FPRCs. (ii) FPRCs to comment and advise on what further information/clarification might be sought in the 2007 Research Student Needs Analysis</td>
<td>FPRCs</td>
<td>By 5 February 2007</td>
</tr>
<tr>
<td>06/131</td>
<td>Issue of strategic fee structures for taught master programmes for international students to be considered</td>
<td>Director of Marketing (in consultation with FPRCs)</td>
<td>Asap</td>
</tr>
<tr>
<td>06/137</td>
<td>Prepare circular to Deans, HoS and FPRCs on University Fee Concessions for staff registered for research degrees by part-time study</td>
<td>RDSO</td>
<td>Immediately</td>
</tr>
<tr>
<td>06/138</td>
<td>The position of staff at accredited institutions in relation to University fee concessions for those registered for part-time study to be considered as part of the Accreditation Agreement discussions</td>
<td>Jenny Lyon (AQST)</td>
<td>2007</td>
</tr>
<tr>
<td>06/139</td>
<td>Paper advising of the successful networks in the White Rose Scholarships Competition for 2007/08 to be circulated to FPRCs (GB/06/40(a)</td>
<td>RDSO</td>
<td>Immediately</td>
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<tr>
<td>06/141</td>
<td>Enquiries to be made into the University’s policy on centrally booked teaching space</td>
<td>RDSO</td>
<td>Immediately</td>
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<tr>
<td>06/144</td>
<td>Forward report to RCUK to FPRCs for information.</td>
<td>RDSO</td>
<td>Immediately</td>
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<tr>
<td>06/146</td>
<td>PSAG to consider wording in Code of Practice relating to the requirement that all students should have an annual meeting with the PGRT in the absence of the supervisor</td>
<td>PSAG</td>
<td>By 24 April 2007</td>
</tr>
<tr>
<td>06/147</td>
<td>Issue of temporary/flexible accommodation for split-site students to be raised with the Accommodation Office and Pro-Vice-Chancellor Professor Scott</td>
<td>RDSO</td>
<td>Immediately</td>
</tr>
<tr>
<td>06/159</td>
<td>Exams Group to re-consider precise wording of a recommendation for a change in a clause in the Eligibility Criteria for the appointment of External Examiners</td>
<td>Exams Group</td>
<td>By 5 February 2007</td>
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<tr>
<td>06/165</td>
<td>Prepare information and advice for students and supervisors regarding dyslexia</td>
<td>RDSO</td>
<td>Asap</td>
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