Welcome and Expression of Thanks

The Chair welcomed Ms Armineh Soorenian (Union Academic Representative for the Faculty of ESSL and member of the PGA) and Ms Carys Jones (Democracy Support, LUU) to the meeting.

The Chair thanked Ms Susan Nash (Education Officer) for her contribution to the work of the Board during the previous session. She asked that the Board’s thanks and good wishes be passed on to Ms Nash who was not present at the meeting.

Minutes

The Minutes of the meeting held on 21 April 2008 were confirmed subject to the following amendment to M 07/338:

Delete 0.1% FTE and replace with 0.1 FTE

Matters Arising on the Minutes

M07/360 Submission Rate Statistics

RECEIVED: details of discussions held by FGSCs on the submission rate statistics for full-time PhD candidates commencing study in the period November 2002 – October 2003 (GB/07/88).

The Board noted interesting preliminary conclusions drawn by the Faculty of Engineering about the importance of the “transfer” process in reaching timely, rigorous and realistic decisions.

As the submission rate statistics included all candidates registering for their second year of study those entering year two who were subsequently unsuccessful at a late “transfer” review would count against the School. The Faculty of Medicine and Health had undertaken some analysis of the rates which had shown that a significant portion of the non submissions had been as a result of candidates, who were allowed to register for year 2, being unsuccessful at deferred “transfer” reviews.
The Chair acknowledged that whilst it was important to ensure that the “transfer” process was undertaken before the end of the first year of full-time study wherever reasonable it was not possible to guard against some circumstances which might, for legitimate reasons, delay the process (for example the ill-health of the candidate). The overriding factor remained the best interest of the student.

M07/323 Procedure for the consideration of appeals from research degree candidates following adverse academic decisions

The Board, which had agreed at its last meeting to review the procedure for the consideration of appeals from research degree candidates, considered the appropriate membership for the Group. It was suggested that the following individuals be invited to form the Group which would undertake its review during session 2008/09:

Professor P W Bonsall (in the Chair)
Mr D Adillypour (Education Officer) or a representative from the PGA
Academic Director of a Faculty Graduate School (Dr T F C Batten)
Representative from the School of Law (Professor C P Walker – to be invited)

M 07/340 The role of the Postgraduate Research Tutor and the Impact on the individual’s workload

RECEIVED: a paper for discussion of the role of the Postgraduate Research Tutor and the impact of the position on the individual’s workload (GB/07/89).

It was noted that no generic job description for the role of the Postgraduate Research Tutor existed. The Graduate Board had, in 2003, in recognition of the importance of the role, established criteria for appointment. The University’s Code of Practice for Research Degree Candidatures outlined the general responsibilities of the position.

Following recent enquiries it was clear that some Faculties/Schools had prepared localised job descriptions but in the majority of Faculties/Schools these did not exist. Recognition for the role in School workload models again existed or was under discussion in some areas, but these instances were again the minority.

It was agreed that Research Student Administration (previously known as Research Degrees and Scholarships Office) prepare a draft job description for consideration and make further enquiries of Postgraduate Research Tutors of the workload involved. It was recognised, however, that there would inevitably be variations in work loads depending on the numbers of pgr students involved.

The Board agreed to return to further discussion of the issue next session.
M 07/346 Template of the University Code of Practice and Faculty Protocols

REPORTED: that Faculties were required to submit their completed templates, which will form the Faculty Protocol for the implementation of the University Code of Practice for Research Degree Candidatures, to Research Student Administration by 16 June 2008.

The Chair of the Programmes of Study and Audit Group, Dr Andy Mullis, was invited to take the lead in reviewing the completed templates. This was the first year the Faculty Protocols had been introduced and it was, therefore, likely that the review would be light touch.

Introduction of the Protocols was timely given comments made by the QAA in its draft report following the institutional audit. A theme of the report was the importance of consistency of implementation of policy across the University. By introducing the protocols the Board hoped to develop greater clarity and transparency in the way information was conveyed to pgr students and greater consistency of practice. The protocols also raised the opportunity of sharing good practice between faculties/schools.

Membership of the Graduate Board

RECEIVED: a paper for discussion outlining membership of the Board (2007/08) and issues to consider for membership in 2008/09 (GB/07/90)

The Board noted that its current constitution allowed for a representative from each of the nine Faculties and that this representative should be either the Pro Dean for Research or the individual specifically appointed to Chair the FGSC. In practice all nine Faculties were currently represented on the Board by the Chair of the FGSC. In one case only, the Faculty of PVAC, the posts of Pro-Dean for Research and Chair of the FGSC were held by the same individual.

It was agreed that it was appropriate that the Faculty representative on the Board should be the member specifically appointed to Chair the FGSC, who would also be the Academic Director of the Graduate School and that membership of the Board from 2008/09 be amended to reflect this.

The Chair asked that the introduction of the Directors of Graduate Schools Forum (DOGES) be reflected in the membership of the Board. Professor B M Wilson would Chair DOGES in its first year and from 2009/10 onwards one of the Directors of a Faculty Graduate School would take over the Chair.

Details of the revised membership of the Board for 2008/09 is attached as Annex A.

Knowledge Transfer Accounts Management Committee

The Board agreed that Dr Andy Mullis be appointed as its representative on the KTA Management Committee with immediate effect.
New University Health and Safety Policy

RECEIVED: details of the proposed New University Health and Safety Policy (GB/07/91) 07/398

The Board was informed that the proposed new Health and Safety Policy had been considered by the University’s Council at its recent meeting and that subject to final editing had been adopted. No previous consultation with the Board had taken place.

Members of the Board were concerned that pgr students may not be sufficiently covered by this policy statement. The policy appeared to refer only to students in general terms and appeared not to take account of the significant risks involved in some pgr projects.

Health and Safety Training for PGR students was carried out on an ad hoc basis to meet the needs of individual students in particular areas of the University. It was clear that one size would not fit all even within individual Faculties/Schools given the range of projects and research undertaken and the varying risks involved.

The Board felt, however, the lack of a coordinated overview and recording of Health and Safety Training for pgr students may expose the University to risk. In addition the Board was of the view that University Health and Safety courses which were available to staff (some of them on-line) should also be made available to pgr students.

The Board recommended that some amendments might be made to the document including a more explicit elucidation of the role of the Faculty Safety Officer in relation to pgr students. It was felt that a series of specific guidelines covering the responsibilities of the Faculty Safety Officer in respect of pgr students, in ensuring that training had taken place, should be included. The role of the Faculty Safety Officer in monitoring such training was also significant. In addition, it would be helpful to have a series of written protocols for supervisors and pgr students to consider on acceptable levels of risk when assessing potential projects.

The Board also raised issues relating to the Health and Safety of pgr students working off campus, for example on fieldwork (see MM 07/418-419).

It was agreed that the Board’s comments be forwarded to Mr Gary Tideswell, Director of Well-being, Safety and Health.

NATIONAL AND EUROPEAN ISSUES

Bologna Issues

RECEIVED: a report from the conference launching the European University Association: Council for Doctoral Education (EUA-CDE) (GB/07/92). 07/406

The Board noted that the primary purpose of the conference was to prioritise activities and the agenda for the EUA-CDE over the next two
years. It was suggested that the EUA-CDE should have three levels of activities:

- organising workshops, seminars and conferences
- acting as an umbrella organisation
- liaising with the European Research Council and other European bodies as well as global partners


The next EUA-CDE Workshop on the professional development and assessment of supervisors will be on 8 and 9 January 2009 at Imperial College. The next annual conference will be held on 2-4 June 2009 in Lausanne.

**STRATEGIC ISSUES**

**QAA Institutional Audit 2008**

RECEIVED: extracts, of particular relevance to postgraduate research students, from the draft QAA report (GB/07/93).

The Board received extracts from the draft report for information only and noted that the University expected to receive the final report by 04 July 2008. It agreed to return to further discussions of the issues raised at its next meeting on 20 October 2008 when the final report would be available.

**Recruitment and Retention of Postgraduate Research Students (GRIP Project)**

Professor Wilson informed the Board that the project was beginning to gather momentum and that the Strategy Project Group had assigned a Project Officer (0.5 FTE) to work specifically on the project. Professor Wilson intended to visit each Faculty Graduate School Committee in order to encourage all areas to take ownership of the project and to encourage creativity at all levels.

Discussion of the University’s marketing strategy for pgrs had begun and the potential benefits of a physical Graduate Centre building in which skills training would be included had been raised. Extensive discussion was also taking place at local level.

Discussions would also take place on ways that small changes to processes and procedures might make a positive impact on recruitment and retention. Steps would be taken to identify the number of scholarships awarded from central University, Faculty and School funds.

Professor Wilson reiterated that in order to meet the target of 1.7 pgr/academic FTE by 2011 an estimated £65M investment was needed.

A Project Plan would be submitted to the next 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 09 April 2008 (GB/07/94).

The Board noted that a UDF bid, originating from the Study Abroad Office had been made to seek to resource a fixed term appointment for a “Health and Safety Officer” to look at all the health and safety and risk management issues for Study Abroad. However, following a steer from VCEG and subsequent discussions between Study Abroad, Careers Centre and Health and Safety Services the remit has been broadened to a wider range of off campus activities which would include activities for research students.

Dr Bob Gilworth, Director of the Careers Centre and others involved in the process would bring further details to the Graduate Board for discussion early next session.

Research Board

RECEIVED: the Minutes of the meeting of the Research Board held on 14 April 2008 (unconfirmed) (GB/07/95).

RESEARCH POSTGRADUATES

Review of the Code of Practice for Postgraduate Research Students Engaged in Teaching

RECEIVED: paper GB/07/96 which summarised the discussions held by the Group established to review the Code of Practice for PGR Students Engaged in Teaching and included (i) a revised draft of the Code of Practice for Postgraduate Research Students Engaged in Teaching;

(ii) draft generic job descriptions/person specifications prepared by Human Resources for the roles of:

- (a) Demonstrator
- (b) Tutorial Assistant
- (c) Seminar Tutor

(iii) a revised registration form for Demonstrating and Tutorial Assistance prepared by HR

Pro-Vice Chancellor for Students and Staff, Professor Steve Scott, the Chair of the review Group, presented the paper to the Board. The Group, which had been established by the Board during session 2006/07, had consulted with a variety of stakeholders including the University Union, AQST, Human Resources, Research Degrees and Scholarships Office, SDDU and the Equality Service. Members of the academic staff within different Faculties had been included in the membership of the Review Group.
The Group agreed that the Code should provide a framework of principles for the management and training of pgrs engaged in teaching. In preparing the revised draft the Group wished to ensure the following values were embedded:

- recognition that PGR students engaged in teaching are a valuable asset to the University;
- establish a commitment towards training for the role;
- the importance of equality of opportunity and consistency of practice across the University;
- equal pay for work of equal value.
- the overriding factor being the quality of teaching for the receiving student.

One of the changes to the existing Code involved Faculties/Schools being required to pay postgraduate research students engaged in training for teaching, identified by the Faculty/School as necessary, at half the hourly rate for demonstrating and tutorial assistance (previously this had been recommended). The Group felt that this was an important step towards recognition of the professional nature of the role.

The Board noted that Human Resources had begun work with UCU to review the area of teaching assistance. It expected to review arrangements for PGR students engaged in teaching during session 2008/09. The review would include consideration of the terms and conditions under which such duties are undertaken and rates of pay. The outcome of the review would inevitably have an impact of the revised Code. The Review Group had, however, wished to press ahead with the implementation of a new Code which provided a framework of principles for the managements of pgrs engaged in teaching.

The Board acknowledged that there would be a significant amount of work involved to role out the revised Code and the arrangements it described from September but was prepared to approve the revised Code.

RESOLVED: that, with effect from session 2008/09, the revised Code of Practice for Postgraduate Research Students Engaged in Teaching, as set out in Annex B, be approved.

In addition it was agreed that:

(i) Faculty Graduate School Committees be asked to give consideration to best practice in the management and training of postgraduates engaged in teaching and to provide a short report to the Graduate Board in October 2008;

(ii) Human Resources be asked, as part of the forthcoming review with UCU of the arrangements for postgraduates engaged in teaching to give consideration to relevant issues which had emerged from the Group’s discussions (for example, there should be a process in place which allows for the removal of a postgraduate from teaching where the teaching is judged to be unsatisfactory);
(iii) Human Resources be asked to give further consideration to the process by which it records the numbers of hours of all paid activity undertaken by full-time postgraduates research students across the University.

Comments on the draft generic job descriptions and person specifications for the roles of demonstrator, tutorial assistant and seminar tutor were invited. These should be sent to Mrs K Chesworth in Human Resources. Any comments on the draft revised registration form for Demonstrating and Tutorial Assistance should also be sent to Mrs Chesworth.

Postgraduate Research Student Survey (PRES) 2008

RECEIVED: an update on PRES 2008 (GB/07/97) 07/429

Dr Heather Sears, SDDU, introduced the paper. She reminded the Board that this was the second year the national PRES survey, which was supported by the Higher Education Academy, had been run and the first year in which the University had participated. A limited number of Leeds specific questions had been included in the survey following discussion of the questions to be included by a Working Group.

The response rate for the survey from the University was 33%, higher than the national average.

The University results would be made available as follows:

(i) University report considering internal data broken down by Faculty;
(ii) Individual School raw results including qualitative comments will be provided to FGS Committees;
(iii) University report comparing against national aggregate data.

The University report would be presented to the Board at its next meeting in October. Data could, however, be presented to Faculties in various formats and Directors of Faculty Graduate Schools were invited to contact Dr Sears as soon as possible to discuss their requirements.

It is anticipated that the national aggregate data will be published by the HEA in late 2008. However, participation in the survey also offers the opportunity to form bench marking clubs. The Board was invited to consider which institutions should be a priority target for bench marking Leeds data. It was agreed that other Russell Group universities should be targeted. Further suggestions should be sent to Dr Sears before 26 June 2008.

The Board agreed that the Working Group should continue in existence.

Report from the Postgraduate Assembly/Education Secretary

RECEIVED: a report from the Education Officer (GB/07/98) 07/437

The report highlighted the areas relating to postgraduates in which LUU had focused during session 2007/08 these included:
• Re-organising postgraduate representation;
• Facilities for pgr students

For the forthcoming year LUU hoped to focus on issues surrounding the financial support available, training and provision available at the University and what more it could do to encourage pgr students to use the Union as a social and representative facility.

The Board welcomed the efforts made by the Union to increase pgr representation and offered its support for the development of further initiatives.

GENERAL SCHOLARSHIP MATTERS

AHRC Block Grant Partnership Bid

The Board noted that work on the bid to AHRC was continuing and the proposals for the areas to be included would be considered by the Executive Group on 24 June. Thereafter further work to prepare supporting documents would be undertaken before submission to the AHRC later in the summer.

Bids for EPSRC Doctoral Training Centres (DTCs)

RECEIVED: details of bids made by the University for DTCs (GB/07/99)

The Chair reported that the University had submitted 10 outline bids, some in collaboration with other institutions, to EPSRC for doctoral training centres. Of those 10 bids, not all of which were led by Leeds, 3 have been invited by EPSRC to submit full proposals.

The process had proved to be fiercely competitive and it was disappointing that only 3 of the bids prepared had been selected to participate in the second round.

TRAINING SKILLS MATTERS

Training Programmes for Research Student Supervisors and Internal Examiners

RECEIVED: a report from the Staff and Departmental Development Unit on the training programmes offered for research student supervisors and internal examiners (GB/07/100)

The Board noted that the programme of courses would continue in 2008/09. In order to enable experienced internal examiners to fit training for the role more readily into their schedules the development of an online update for experienced internal examiners was being investigated with a view to offering it in 2009/10.
The Chair thanked all tutors for their support of the courses and acknowledged the time committed to the development and delivery of the courses. Any identification of additional training needs would be welcomed by SDDU.

GROUPS OF THE BOARD

Faculty Graduate School Committees

RECEIVED: the Minutes from meetings of FGSCs (GB/07/101 (a) – (h)) as follows:

(a) Arts (02/06/08)
(b) Biological Sciences (20/05/08)
(c) Business (02/06/08)
(d) ESSL (21/05/08)
(e) Engineering (02/06/08)
(f) Environment (16/04/08)
(g) Medicine and Health (02/06/08)
(h) PVAC (09/04/08)

It was reported that at the recent meeting of the Faculty Graduate School Committee for Medicine and Health a lively discussion of the retention and recruitment of pgr students took place. It had emerged that, except in one case within the Faculty, the Postgraduate Research Tutor was not a member of the School or Institute Senior Management Team (or equivalent). It was, therefore, unclear how any strategies to increase PGR numbers could be achieved.

The Chair was supportive of the view that the Senior Postgraduate Research Tutor should be either part of the School/Faculty Senior Management Team or have the opportunity to feed into discussions. In this way the importance of pgrs to the University strategy would be embedded in management planning.

Faculty Graduate School Directors were asked, without delay, to investigate the position in their Faculty and to report back on their findings to Research Student Administration. The issue would also be raised at the Postgraduate Research Tutors Forum on 1 July.

The Board was of the view that the matter should be raised at Faculty Management Group.

In addition Research Student Administration was asked to prepare a generic job description for the role of Postgraduate Research Tutor (see M 07/387 above).

Faculty Representation on Groups of the Graduate Board

RECEIVED: details of vacancies for Faculty Representatives on the Examinations Group, Programmes of Study and Audit Group and Group on Scholarships, Studentships and Prizes for session 2008/09 (GB/07/102)
Directors of Faculty Graduate Schools were asked to identify Faculty representatives for the Groups where vacancies occurred within their particular Faculty. Notification of new Faculty representatives should be sent to Sarah Throp in Research Student Administration by no later than 1 August 2008.

Steering Committee on Doctoral Training Grants (DTGs)

RECEIVED: the Minutes of the meeting held on 12 May 2008 (GB/07/103)

The Board noted that the next meeting of the Steering Committee would be held in the Autumn.

Steering Committee on Split-Site Programmes

RECEIVED: a report from the Steering Committee on Split Site Programmes following meetings held on 08 May and 03 June 2008 (GB/07/104 and 104(a)). The recommendations had been endorsed by the Chair of the Programmes of Study and Audit Group acting on behalf of the Group.

Model C

The Committee had re-considered the structure of Model C following representations made by individual schools. Model C had not recruited well and with hindsight it was felt that the requirements for attendance in Leeds were set too high. The Board considered the Group’s recommendations which included a reduced level of attendance at Leeds but introduced more detailed arrangements for the monitoring of candidatures proceeding under Model C. The Board considered the recommended reporting arrangements and agreed that a more rigorous mechanism which involved six monthly progress reports from the student and supervisor(s) should be adopted.

RESOLVED: that with effect from session 2008/09 the following be approved (i) revised arrangements for Model C of the Split-Site PhD Programme as set out in Annex C and (ii) amendments to the programme of study entry for the degree of PhD as set out below:

Ordinance and Regulations and Programmes of Study for Research Degrees 2007-2008

Programme of Study Entry for the Degree of Doctor of Philosophy

Page 26

Amendment (shown in bold italic and using strike through)

6 (c) Model C involving individual students studying mainly on a part-time basis

Subject to a statement of support from the applicant’s employer, which guarantees, with appropriate evidence, that relevant resources and facilities are in place for the research, applicants may be accepted for PhD research degree study. Applicants will normally be expected to have obtained a relevant degree at least equivalent to a UK upper second class honours and a Master’s degree as well as at least 6.5 on IELTS (with no component below 6.0) or an equivalent English language qualification.
Some Schools may require higher levels of English language. The period of study will extend over a standard period of five years and the method of study will be mainly part-time with normally full-time attendance in residence at the University of Leeds for a period of at least 48 months over the course of the programme. The first two months should be undertaken in full-time attendance in residence at Leeds.

Models A (Strategic Partnerships) and B (Capacity Building Partnerships)

The Board was advised that preparation of legal paperwork relating to these programmes had been slow due to its complexity. It was of the view that a brief Memorandum of Understanding should be prepared for Model A for progressing initial discussions with more detailed legal documents prepared to cover specific issues (for example Intellectual Property Rights) at a later stage. Model B was likely to fall under the University’s arrangements for collaborative partnerships.

Examinations Group

RECEIVED: the Minutes of the meeting held on 14 April 2008 (for information) and (ii) a report arising from the meeting held on 09 June 2008 (GB/07/105 and GB/07/106).

The Board was reminded that a report of the meeting held on 14 April 2008 had been presented to the last meeting.

Joint Recommendation from the Programmes of Study and Audit and Examinations Groups

Doctor of Clinical Psychology (D Clin Psychol)

The Board noted that the proposed amendment would give, D Clin Psychol candidates, in exceptional cases, the opportunity to submit a thesis which exceeded the 40,000 word limit.

The Programme Team was asked to discuss with the Examinations Group the wording of a policy statement which would outline the exceptional circumstances under which additional information might be included within Appendices and the types of information that would be acceptable.

RESOLVED: that with effect from session 2008/09 the following amendment to the programme of study entry for the degree of Doctor of Clinical Psychology be approved:

Ordinance and Regulations and Programmes of Study for Research Degrees 2007-08

Programme of Study Entry for the degree of D Clin Psychol

Page 62

Insert new 4

4. Candidates pursuing the programme of study are required to observe relevant procedures in relation to ethical issues.
Renumber existing paragraphs.

Page 65

After 11. Candidates must present a thesis (40,000 words maximum) on the subject of his/her research and satisfy the examiners as specified in Ordinance X and its associated Regulations.

Insert In exceptional circumstances candidates may, with the approval of their supervisor, include Appendices (up to 20,000 words maximum) which will not be counted towards the overall word length of the thesis.

Rolling Agenda

RECEIVED: the rolling agenda (GB/07/108).

Dates for Future Meetings of the Board and its Groups

The Board received dates of meetings of the Graduate Board and its Groups for session 2008/09 and 2009/10 as follows:

<table>
<thead>
<tr>
<th>Programmes of Study and Audit Group (all at 2.05 pm)</th>
<th>Examinations Group (all at 2.05 pm)</th>
<th>Graduate Board (all at 2.05 pm)</th>
</tr>
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<tbody>
<tr>
<td><strong>SESSION 2008/09</strong></td>
<td></td>
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<tr>
<td>8 September 2008</td>
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<td>13 October 2008</td>
<td>20 October 2008</td>
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<td>10 November 2008</td>
<td>17 November 2008</td>
<td>22 December 2008</td>
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<td>06 April 2009</td>
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<td>27 April 2009</td>
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<td>20 April 2009</td>
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<td>8 June 2009</td>
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<td><strong>SESSION 2009/10</strong></td>
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<tr>
<td>7 September 2009</td>
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<tr>
<td>09 November 2009</td>
<td>Dates of meetings for 2009/10 to be confirmed</td>
<td>19 October 2009</td>
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<tr>
<td>18 January 2010</td>
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<td>21 December 2009</td>
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<tr>
<td>12 April 2010</td>
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<td>08 February 2010</td>
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<td>26 April 2010</td>
</tr>
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<td>21 June 2010</td>
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</table>

RESERVED BUSINESS

Examinations Group

RECEIVED: Part II of the Minutes of the meeting held on 14 April 2008 (for information) (GB/07/109(R)).

<table>
<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
<th>Name</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>07/387</td>
<td>Prepare draft job description for the role of a PGR Tutor and make further enquiries of existing PGRTs regarding the workload involved</td>
<td>RSA</td>
<td>End August</td>
</tr>
<tr>
<td>07/405</td>
<td>Forward Board’s comments on the new Health and Safety Policy to the Director of Well-being, Safety and Health</td>
<td>RSA</td>
<td>Immediately</td>
</tr>
<tr>
<td>No.</td>
<td>Task Description</td>
<td>Responsible Party(s)</td>
<td>Deadline</td>
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<tr>
<td>07/428</td>
<td>FGSCs to consider best practice in the management and training of pgrs engaged in teaching and make a short report to Graduate Board in October.</td>
<td>FGSCs</td>
<td>Report to Board on 19/10/08</td>
</tr>
<tr>
<td>07/429</td>
<td>Comments on generic job descriptions and person specifications for the roles of demonstrator, tutorial assistant and seminar tutor to be sent to Mrs K Chesworth, HR. Also any comments on the revised registration form for Demonstrating and Tutorial Assistance.</td>
<td>All members</td>
<td>End July</td>
</tr>
<tr>
<td>07/451</td>
<td>Faculty Graduate School Directors to investigate whether, in their particular Faculty and the Schools within the Faculty, the Senior PGRT is a member of the Senior Management Team.</td>
<td>Directors of Faculty Graduate Schools</td>
<td>By 1 August (to advise RSA)</td>
</tr>
<tr>
<td>07/455</td>
<td>Directors of Faculty Graduate Schools to identify representatives for the Groups of the Graduate Board where vacancies occur.</td>
<td>Directors of Faculty Graduate Schools</td>
<td>By 1 August</td>
</tr>
</tbody>
</table>

JYF/ST, Ext 34001, 23/06/08