THE UNIVERSITY OF LEEDS
GRADUATE BOARD
MINUTES
15 February 2010

Present: Pro-Vice-Chancellor for Research Professor A Thompson (in the Chair), Dr T Batten, Dr J Donnelly, Professor P Jimack, Professor S Kim, Dr P Knapp, Professor P Millner, Professor M Wallis, Professor B Wedzicha, Professor D Westhead, Ms D Westmoreland (representing Dr G Chambers).

In attendance: Dr J Baxter (for MM 08/201-204), Dr A Bromley, Mr P Coles (for MM 08/197-200), Mrs J Y Findlay, Mr R Gilworth, Mr M Hamilton (for MM 08/218-220), Ms J Hanks (for MM 08/192-196), Ms K Innes (for MM 08/184-191), Ms K Mattinson (for MM 08/216--217), Mr J Lillywhite, Ms H Love (for MM 08/184-191), Ms K Owen, Professor E Spiers, Ms S Throp, Mr B Williams (for MM 08/218-220).

Minutes

The Minutes of the meeting held on 21 December were confirmed subject to the following amendment to M 09/132 (additions to the Minutes are underlined):

“The Board agreed that examples of best practice should be made generally available and, although the pilots had not yet been completed, steps should be taken as soon as possible to add a section to “transfer” report forms and thesis submission forms relating to whether any ethical implications have been identified and whether ethical approval has been sought. This would ensure greater awareness of the University procedures for ethical approval, which would be beneficial to all, and would, strengthen existing arrangements”.

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

M 09/106 Postgraduate Research Student Numbers at 1 December 2009 Compared with Forecast/Plan Numbers

The Board received comments from Faculty Executive Committees (GB/09/55).

The Chair thanked the 8 Faculties that had submitted responses. Comments had specifically been sought upon supervisory capacity within Faculties to support an expansion in PGR numbers and upon the financial support that would be provided for Faculty/School scholarships and bursaries in the immediate future.

It was noted that the position within Faculties varied. Some anticipated that there was the capacity to provide quality supervision to support expansion and that, where possible, any reductions to funded bursaries and scholarships...
would be minimised. In other Faculties the economies exercise had led to uncertainty which would affect both supervisory capacity and funding of scholarships.

In discussion it was noted that in some Schools, where School scholarships were available, a strategic decision had been taken to ensure that supervisory teams for the funded students consisted of an experienced supervisor and a supervisor new to the role. This would result, over time, in an increase in the pool of available supervisors.

Other issues discussed related to Qualification/Completion rates which were strategically important for funding from Research Councils and for other University bids for PGR funding. The qualification rates in some Faculties were, although above the minimum rate required by the relevant Research Councils, relatively close to the margin. At the last meeting it had also been reported that the qualification rates for part-time students were 20% lower than for full-time students. The question was raised, whilst recognising the particular difficulties faced by part-time mature students, whether some thought might be given to additional training and support for this category of student.

RESOLVED: (i) that Programmes of Study and Audit Group be asked to review the University qualification rates to identify Schools with lower rates than the average and to investigate reasons, with a view to submitting some information to the next meeting of the Board;

(ii) that Professor Spiers, Drs Bromley and Knapp also be kept informed of the above review and be invited to make contributions.

M 09/108 Recruitment of International PGR Students

It was noted that the Faculty of ESSL would be piloting work with the International Team to develop an international promotion plan. Biological Sciences would not be a pilot but would be working immediately with the International Office on plans to recruit students in certain countries where Government funding packages were available.

The Board asked that a report from the International Office on the progress and findings of the pilot be provided for the Chair by June 2010 so that any appropriate information could be made available to Faculties/Schools as soon as possible for the next recruitment cycle.

MM 09/110-113 Research Degree Qualification Rates

REPORTED: that the current information available indicated that data from HEFCE on national Research Degree Qualification Rates would be published, at the earliest, during the summer. The Board would be informed as soon as information was available.
09/123 PGR Students' Access to Training

RECEIVED: a report from the small working group established to consider pgr students’ access to training (GB/09/56).

The Board approved the principles set out in GB/09/56 and noted the context, within the social sciences, of the use of masters modular courses for some of the training of research students. The Group’s comment urging more flexibility in relation to the Board’s expectation that taught modules would normally be taken during the first year of full-time study (or the first and second year of part-time study), would be forwarded to the Programmes of Study and Audit Group for further consideration.

Further action would be required to investigate the administrative and financial implications and other issues. Dr Bromley and Mrs Findlay were asked to take this investigation forward.

MM 09/128 – 133 Update on the Development of a Personal Development Record System for Postgraduate Research Students

John Lillywhite, Director of Student Administration, gave a progress report on discussions about the development of the PDR system for PGR. Costings had been provided for the various options (ie one with functions which would significantly improve the student experience and another more limited system).

A further update would be available at the April meeting.

The Board expressed the view that the introduction of a PDR system which would enable supervisors and their students to electronically record and access any formal or informal reports pertaining to a student’s programme of study, would significantly enhance the student experience. It was suggested that the issues be discussed with some PGR students and their views be fed into ISPG. John Lillywhite was asked to follow this up with Mike Gladstone and Kath Owen.

The possibility of Faculties independently developing their own systems was raised. It was accepted that, given the current University strategy, it would not be logical to make an investment in 9 different systems. This should be drawn to the attention of ISPG. A decision upon the University system was required urgently.

M 09/147 Steering Committee on DTGs (EPSRC)

RECEIVED: a report on consultation and progress towards a decision on the possible allocation of a proportion of EPSRC funding towards the establishment of internal Doctoral Training Centres in 2011 (MAPS and Engineering).
Professor Jimack reported that both Faculties supported the proposal in principle and had established a Sub-Group with a view to setting up a pilot. The Board would be kept informed on progress.

CHAIR’S STATEMENT

Links to the Grant Announcement for Higher Education by BIS and the HEFCE funding announcement for universities and colleges in 2010/11 had been provided in the Agenda for members of the Board.

The Chair emphasised:

- that it was essential for the Board to take an active role in promoting and supporting innovation, and to ensure faculties and their graduate schools were responsive to the changing environment for PGR. This would ensure that the University would be well placed to take advantage of new opportunities, especially external and other funding opportunities;
- that, at the same time, operational activity should continue to meet quality standards to support the strategic direction of the University;
- that it would help in developing the University’s PGR strategy for Graduate School Directors to provide information about their current Graduate School activities and their vision for the future.

PGR Project Progress Report

Professor Spiers commended the collaborative and effective work undertaken (by Pro-Deans, other academic staff, SDDU and Faculty training staff, RSA and others) to prepare for the recent visit of the ESRC Training and Development Board. The feedback had been very positive.

On the PGR Project he reported:

- the Annual Research and Enterprise Reviews would reveal whether the economies would affect recruitment in Schools and the impact on the recruitment strategy;
- the work on a PGR document (temporary title “CRAC” document) was continuing and it would be published in late Spring. Faculties were providing copy by interviewing and profiling individual PGR.

Away Day for DOGES and Other Staff Involved in PGR Activity

Professor Spiers outlined the key discussions of the PGR Away Day on 8 February (paper GB/09/73 was laid on the table).

(a) PGR Conference Planning

Decisions had been taken on the date (December 2010) and that input would be necessary from Faculties, SDDU staff and communication and marketing teams. Interdisciplinary themes had been discussed as well
as the target audience, the use of poster sessions, breakout groups and a “Research Student of the Year” competition.

The Board agreed that a Steering Group be established as soon as possible under the Chairmanship of Professor Spiers and that LUU should be invited to appoint two representatives. Some members had been proposed and additional suggestions on the membership were made by the Board. The Steering Group was asked to provide a report to the April meeting of the Board.

(b) **PGR Skills Strategy**

The future of Graduate Schools and the future delivery of skills training (generic and subject specific) which were currently delivered by Central Services and the Graduate Schools had been discussed. The draft skills strategy paper had been reviewed, suggestions made that more details were needed about training delivery and the role of possible compulsory training was discussed.

The Board was aware of the high profile attached to this PGR activity in the light of the on-going Smith review. It was also informed that the withdrawal of Roberts funding would occur six months earlier than expected.

(c) **PGR Marketing Strategy**

Valuable discussions had taken place on the outline of the PGR Marketing Strategy, especially upon the unique selling points of the University of Leeds. Suggestions had been made, within the context of the recruitment of high quality students (see also MM 09/184-191 below).

**Next Away Day**

It was agreed that another Away Day for DOGES and other appropriate staff should be held in June, with a report being made to the June Graduate Board on the progress of the PGR Conference, the PGR Marketing Plan and training issues.

**Update: Postgraduate Research Student Marketing and Communications (GB/09/57)**

A report from the Working Group supporting postgraduate research student recruitment was received from Karen Innis (Faculty Marketing Manager, Engineering) and Hannah Love (Communications – Marketing).

**PGR Showcase:** the one-off brochure to showcase postgraduate researchers at Leeds would be printed in April. It was intended to enhance the profile of the University as the provider of a high quality postgraduate research experience. It would be made available to academic staff visiting partners, sponsors and funders and to other selected external research funders and sponsors.
The publication of the PGR Showcase in April would provide an opportunity to present the Marketing Strategy to University staff and to seek their endorsement and ongoing support.

**PGR Marketing Plan**

The Board was updated on the development of the marketing plan, which would cover both UK/EU and international markets. Information on PGR activity on the main University websites would be improved and appropriate and effective routes to the other relevant sites at Faculty and School level would be established. Particular attention would be paid to the information needs and requirements of sponsors, who were recognised as being critical to the University’s recruitment efforts. Improvements to the University website were welcomed by the Board as was the attention given to potential sponsors. It was agreed that the draft marketing plan be circulated to members of the Board for comment. Following further consultation and development a revised draft plan and the proposal for web developments to support pgr recruitment would be submitted to the April Board meeting. The Chair asked to be kept informed of developments from time to time.

**Scholarships and Internships**

The discussions on the marketing plan led on to the role in supporting recruitment that could be played by the advertisement and availability of PGR scholarships. Other similar universities were advertising significant numbers of new PGR scholarships in their mission to support recruitment and attract the highest quality students to further the development of research in their institutions. At Leeds the rising costs of scholarships for research students would mean that fewer scholarships could be offered, unless some additional funding was made available. Options would be presented to VCEG for consideration to request that existing numbers of scholarships be maintained and additional funds provided.

In the meantime steps should be considered at Faculty and School levels to make use of available scholarships funding in the most effective way possible to gain maximum strategic impact. Advertisement of different types of funding should be packaged and presented in a coordinated way that is easily understood by potential students and supervisors.

Processes for the consideration of scholarship applications involving the pre-screening of applications was recommended so that selectors could concentrate on the highest quality applicants. This would ensure that “opportunity” costs for both administrators and academic staff were addressed to best effect. The Director of the Careers Centre (Bob Gilworth) indicated that processes of this kind were used by many employers.

The Board agreed that other methods of providing support for research students should be considered. One possibility was to introduce a Career Internship programme. Karen Innis and Bob Gilworth were asked to explore this possibility, in consultation with DOGES and other staff, as appropriate.
Report from the Language Centre (GB/09/58)

Judith Hanks (Director of the In-Sessional English Language Support, Language Centre) presented a report on English Language Requirements and Testing and Support in the Language Centre for 2009/10 in the period to January, together with similar data for 2008/09.

Since last year, steps had been taken to ensure that the test results of students who had taken the University Test in English (UELT) were made available to Schools as well as being available in Outlook Public Folders for consultation by Schools.

The Board noted:

- an increase in number of students taking the test (1056 as opposed to 960 in 2008/09)
- the percentage for PGR students scoring below 60% was lower than in 2008/09;
- the percentage of PGT students scoring below 60% was higher than in 2008/09
- the Language Centre had made a case for an increase in funding to cover the cost of providing adequate language support for the growing number of international students.

In connection with the improvement in the performance of PGR students in UELT it was noted that some Faculties had increased the minimum English language entry requirements and this could account for the improved performance. In contrast it appeared that there was a large intake of PGT students with borderline levels of proficiency. It was agreed that the report be forwarded to the Learning and Teaching Board.

The Board expressed its thanks to Judith Hanks and to her colleagues in the Language Centre for their support for international students.

Equal Opportunities Monitoring 2009/10 (GB/09/59)

This report was presented by Peter Coles (APPO).

In discussion it was noted that the percentage uptake of Disabled Student Allowance by PGR students was lower than the average for all students between 2004/05 and 2008/09. Kath Owen (LUU) agreed to contact Equality Service to investigate if there was a possibility that students were not aware of their eligibility for such allowances.

It was agreed that the relevant data be sent to each Faculty Graduate School.

Any feedback on the presentation of the information, especially if any changes in presentation would be helpful, should be sent to Jackie Findlay.
Ethical Issues and PGR Students: Engagement of Supervisors (GB/09/60)

This paper was presented by Dr Jim Baxter (SDDU).

Following discussions at the last Board meeting about ethical issues a Small Group met to consider suggestions for assisting supervisors to support research students in engaging with the ethical implications of their research. The Board recognised the opportunity to provide greater support for supervisors and supported the arrangements that were proposed. These included more detailed information in the Guide to Research Degree Supervisors, enhancement of ethics information in effective student supervision courses from 2010/11 and a presentation at the Postgraduate Research Tutors Forum on 01 July 2010.

The paper included as an Annex drafts of the student “transfer” academic integrity form, transfer recommendation form and examination entry form that Graduate Board had requested at its last meeting. The Board asked that the issue of work with animals be considered and, if appropriate, a relevant section be added to the forms. On the transfer academic integrity form the Board asked that additional indication be requested on whether it is anticipated that ethical review will be needed later in the research.

Communication will take place with the Learning and Teaching Board and the Research Board to advise them of the steps being taken (above) by the Graduate Board to enable them to address any relevant issues. Improving the engagement of researchers with ethical review processes is not limited to research students and the Graduate Board hereby remind:

- Learning and Teaching Board of the need for taught students undertaking dissertations or other research, and their supervisors, to follow the University’s ethical review and approval processes as necessary;
- Research Board that all staff doing, supervising or leading research, whether it be funded or not, follow the University’s ethical review and approval processes as necessary.

Next Generation Researcher Programme: Investing in Your Future
A Refreshed Strategy for Developing the Skills of Postgraduate Research Students (GB/09/61)

The Board welcomed this comprehensive document on the strategy for developing and enhancing the skills of postgraduate research students. Training and development was a key component of the postgraduate research experience requiring a high profile within the institution and externally, especially when seeking funding for PGR activity. The correct strategy was critical for the Post-Roberts environment.

The Board endorsed the plans for communication and discussion of the proposed strategy but also asked that research student representatives be consulted and the strategy document be made available to Faculty Executive Committees.
The formulation of the delivery of the implementation plan (which was not included in GB/09/61) would be the responsibility of a special sub-group of the Graduate Board and consultation upon membership would take place following the meeting. The Chair would act on behalf of the Board in considering and approving membership.

Further information and recommendations would be made available to the Board at its meeting on 26 April, prior to communication to the wider University community. The strategy would also be included on the Agenda for the Postgraduate Research Tutors Forum on 1 July 2010.

If members had any comments they wished to make following the meeting these should be communicated to Professor Wedzicha.

ISSUES FOR REPORT

Annual Report on the Vitae “Roberts” Policy Forum, the Vitae Yorkshire and North East Hub and White Rose Interpersonal Skills School (WRISS) (GB/09/62)

The Board received the annual report on the Vitae “Roberts” Policy Forum, the Vitae Yorkshire and North East Hub and WRISS. The Board noted the following:

- the annual Roberts Policy Forum was held on 6 and 7 January 2010. The conference concentrated on future funding options and the way forward for research training and development. A full conference report will be posted at www.vitae.ac.uk/policyforum in due course;

- Leeds is one of eight regional centres of the national RCUK funded VITAE programme. Hosting the Vitae Yorkshire and North East Hub continues to be of great strategic importance to the University. Details of key Hub activities in 2009 were outlined in the report;

- From 2010 the University of Sheffield has taken the decision not to collaborate in WRISS. The Universities of York and Leeds will continue to collaborate in the part-residential workshop. Key facts and figures were included in the report.

Report from the Education Officer/Postgraduate Assembly

There was no report.

Etheses Update (GB/09/63)

The Board was made aware that the Etheses development had “gone live” in the week commencing 8 February 2010. Guidance and advice (Guidance on Ethesis Preparation, Copyright and Publication) was available on the RSA website. Candidates commencing a doctoral research degree in or after September 2009 are required to submit their successful thesis in both hard bound and electronic form. Other doctoral candidates (who commenced prior to September 2009) are strongly encouraged to adopt the same process.
Feedback from students and supervisors is welcomed to contribute to a review of the process (and associated documentation). The review will take place in December 2010.

UNIVERSITY BOARDS

RECEIVED: the Minutes from the following University Boards:

(a) Learning and Teaching (13/01/10) (GB/09/64)

It was noted that the enhancement activities currently being undertaken in the PGR areas (eg the Showcase Publication, the PGR Conference), or under discussion for the future, would be of interest to the Learning and Teaching Board within the context of the overall student enhancement Agenda.

(b) Research Board (07/12/09 and 18/01/10) (GB/09/64 (a) and (b))

The Board noted that the current Annual Research and Enterprise Review would be split into two. The first part related to grant income (January to March) and the second part would be on preparation for the REF (May – June). Summaries on templates for the REF element were being sought from Faculties and the Chair indicated that some information might be available for the June Board meeting.

NATIONAL AND EUROPEAN ISSUES

Bologna Issues

There were no matters for consideration.

GENERAL SCHOLARSHIPS MATTERS

Research Mobility Programme (WUN) (GB/09/66)

Kirsty Mattinson (WUN International Partnerships Office, Enterprise and Innovation) presented information about WUN scholarship opportunities that were available for research students under the Research Mobility Programme. The scheme permitted research visits of up to 6 months across the Worldwide Universities Network and the Network wished to encourage further applications from research students.

It was agreed that GB/09/66 be forwarded to Faculty Graduate School Committees for publicity within the Faculties (and links on websites could be created). The Board encouraged LUU also to give publicity to these opportunities and SDDU would ensure that information was included in its Training and Development Opportunities booklet.
Information from the European Office regarding funding opportunities for PGR Students (GB/09/67)

Details of opportunities for funding PGR under EU Framework 7 (FP7) were presented by Martin Hamilton and Ben Williams from the European Office. GB/09/67 provided details of Leeds success rates in the Initial Training Networks (ITNs) competitions as well as information about the funds and allowances available for the ITNs and for the Erasmus Mundus PhD programme. More generous funding was available in the ITNs and over the next few years increased numbers of projects will be funded.

The policy at Leeds was that the research students would be appointed as staff (with student fees being waived). This could create funding issues for SDDU in the provision of training and development courses. However, it was noted that €1,200 was provided per researcher in the ITNs for “training/transfer of knowledge costs” and some of these funds could be used to meet the costs of SDDU training.

In the case of the Erasmus Mundus PhD programme a joint PhD degree programme with one or more universities in the consortium would have to be established at Leeds before submission of an application to the Commission. The closing date for applications is at the end of April 2010.

RESEARCH COUNCIL INFORMATION

Visit of ESRC Training and Development Board (04/02/10)

The Chair reported upon the ESRC Site Visit and the oral report at the end of the day. The report had been very positive and the planning for the day had been good. He extended thanks to all concerned. Dr Heather Sears was thanked for her work on the briefing papers.

Progress Towards Bid for ESRC Doctoral Training Centre

The Chair provided background to the University decision to submit a White Rose DTC bid to the ESRC, in collaboration with our partner universities. Work was continuing on the content of the bid and key discussions were taking place about organisational matters including the procedures for the allocation of scholarships. Sheffield would be the administrative lead.

GROUPS AND COMMITTEES OF THE BOARD

Researcher Training and Career Development Steering Group

RECEIVED: the Minutes of the meetings of the RTCDSG held on 19/01/10 (GB/09/68).
Faculty Graduate School Committees

RECEIVED: Minutes from meetings of Faculty Graduate School Committees as follows:

(a) Biological Sciences – 19/01/10
(b) Business – 20/01/10
(c) PVAC – 20/01/10
(d) Engineering – 21/01/10
(e) ESSL – 27/01/10
(f) Arts – 01/02/10
(g) Environment – 01/02/10
(h) Medicine and Health – 02/02/10
(i) MAPS – 04/02/10

Programmes of Study and Audit Group

RECEIVED: the Minutes of the meeting held on 18/01/10 (GB/09/70).

The Board noted that discussions about Practice-led research degrees were continuing.

Doctor of Medicine

RESOLVED: that the following amendment be made to the Programme of Study entry for the degree of Doctor of Medicine with effect from 2010/11, (page 49 of the Ordinances and Regulations and Programmes of Study 2009/10).

Delete point 10 of the Programme of Study (reproduced below) and re-number subsequent sections accordingly:

10. The thesis must have been bound in accordance with University regulations together with a declaration as follows:

either
(a) that the work is the candidate’s own;
or
(b) if the candidate has been a member of a research group that he/she has made a substantial contribution to the work, the extent of such contribution being fully and explicitly stated;
and
(c) that the thesis is not substantially the same as any work that may have been submitted for a degree, diploma or any other qualification, at this or any other University.

Professional Doctorate in Clinical Dentistry (DClinDent)

RECOMMENDED: that approval be given, with effect from session 2010/11 to the following amendment to article 5(c) of Ordinance X as follows:

Ordinance and Regulations and Programmes of Study for Research Degrees 2009/10
Ordinance X

Page 10

Section 5 (c)

D Clin Dent row

Replace “not applicable” in the third column with “7”

RESOLVED: that approval be given, with effect from 2010/11 to an amended programme of study entry for the degree of Doctor of Clinical Dentistry to provide for a part-time variant of the full-time programme, as set out in Annex I.

Examinations Group

RECEIVED: a report of the meeting held on 25 January 2010 (GB/09/71).

RESERVED BUSINESS

The Board received, for information, the reports from two Groups established to consider appeals from research degree candidates (GB/09/72(a) and (b)).

Decisions had been reached on both cases and the appellants had been notified. In addition the Groups raised general issues for consideration at both University and School level which would be referred for further investigation.

Appreciation was expressed to the members of the Group and to Sarah Throp (RSA) for the very significant amount of work involved in the investigation and resolution of the appeals.

JYF/ST, Ext 34001, 24/02/10

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<th>Required Action</th>
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<td>Review of University’s Qualification Rates to identify Schools with lower rates</td>
<td>PSAG</td>
<td>12/04/10</td>
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<td>than average and investigate reasons</td>
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<td>09/162</td>
<td>Report on progress and findings of pilot work to develop international promotion</td>
<td>International Office</td>
<td>June 2010</td>
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<td>plan to be made available to Chair of GB.</td>
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<td>09/165</td>
<td>PGR Students’ Access to Training [a] GB/09/56 to be considered by PSAG</td>
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<td>09/166</td>
<td>[b] Investigation of administrative and financial implications of the introduction</td>
<td>Jackie Findlay and</td>
<td>April/May 2010</td>
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<td></td>
<td>of arrangements set out in GB/09/56</td>
<td>Tony Bromley</td>
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<td>09/169</td>
<td>Views of PGR students on PDR development to be sought and fed to ISPG</td>
<td>John Lillywhite/Kath</td>
<td>26/04/10</td>
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<td>Owen and Mike Gladstone</td>
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<td>09/179</td>
<td>(a) Establish Steering Group for PGR Conference</td>
<td>Ed Spiers/Sally</td>
<td>ASAP</td>
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<td>09/183</td>
<td>Organise Away Day for DOGES and appropriate staff</td>
<td>Ed Spiers/Sally Edwards</td>
<td>To be held in June 2010</td>
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<tr>
<td>09/187</td>
<td>(a) Draft PGR Marketing Plan to be circulated to GB members for comment</td>
<td>Karen Innis/Hannah Love</td>
<td>ASAP</td>
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<td></td>
<td>(b) Revised draft to be submitted to Graduate Board’s next meeting</td>
<td>Karen Innis/Hannah Love</td>
<td>26/04/10</td>
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<td>09/191</td>
<td>Explore benefits of introducing Career Internship Programme</td>
<td>Karen Innis/Bob Gilworth/DOGES</td>
<td>April/May 2010</td>
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<td>09/195</td>
<td>Forward report from the Language Centre to LTB</td>
<td>RSA</td>
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<td>09/198</td>
<td>Contact Equality Service to investigate take up of DSA by PGR students</td>
<td>Kath Owen, LUU</td>
<td>April 2010</td>
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<td>09/199</td>
<td>FGSCs to consider Equal Opportunity Monitoring 2009/10 (GB/09/59)</td>
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<td>26/04/10</td>
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<td>09/203</td>
<td>Ethical Issues and PGR Students: Engagement of Supervisors (a) GB comments on draft forms to be considered</td>
<td>Various</td>
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<td>(b) RB and LTB to be advised of the steps taken by GB to raise awareness of ethical issues</td>
<td>RSA</td>
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<td>09/206</td>
<td>Refreshed Strategy for Developing the Skills of Postgraduate Research Students (a) Consultation with student representatives</td>
<td>SDDU</td>
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<td>(b) Strategy document to be made available to FECs</td>
<td>SDDU</td>
<td>ASAP</td>
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<td>09/207</td>
<td>(c) Special Sub-Group of GB to be set up</td>
<td>Chair of GB</td>
<td>ASAP</td>
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<td>09/208</td>
<td>(d) Further information and recommendations to be made to next Graduate Board meeting</td>
<td>SDDU</td>
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<td>09/217</td>
<td>Research Mobility Programme (WUN) (a) GB/09/66 to be forwarded to FGSCs</td>
<td>RSA</td>
<td>Immediately</td>
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<td>(b) LUU encouraged to give publicity to these opportunities</td>
<td>LUU</td>
<td>ASAP</td>
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<td>(c) Ensure information included in next Training and Development Booklet</td>
<td>SDDU</td>
<td>September 2010</td>
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<tr>
<td>09/232</td>
<td>Refer general issues raised by Appeal Groups for further investigation</td>
<td>RSA</td>
<td>Immediately</td>
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