Expressions of Thanks and Welcome

The Chair thanked members of the Board for their work this session. The agenda for the meeting showed that a number of items, initiated at the start of the session, were now coming to fruition and it was clear that the Board was tackling the challenges it faced and taking steps to take advantage of the available opportunities.

In particular, the Chair expressed thanks to the following members of the Board who would be stepping down at the end of this session:

- Dr Gary Chambers (Director of the Faculty of ESSL Graduate School)
- Dr Bob Cochrane (Chair of the Examinations Group)
- Mr Mike Gladstone (Education Officer)
- Professor Peter Henderson (Chair of the Group on Higher Doctorates)
- Professor Sebastian Kim (Representative of York St John University)
- Dr Andy Mullis (Chair of Programmes of Study and Audit Group)
- Professor Paul Seakins (Director of the Faculty of MAPS Graduate School)
- Professor Stuart Taberner (Director of the Faculty of Arts Graduate School)
- Professor Mick Wallis (Representative of Senate on the Graduate Board)
- Professor Bronek Wedzicha (Chair of RTCDSG)

Postgraduate Research Tutors Forum

The Chair reminded members of the Board that the annual PGRT Forum would take place on Thursday, 1 July and would be chaired by Dr Andy Mullis.

Minutes

The Minutes of the meeting held on 26 April 2010 were confirmed subject to the following amendments:

Dr Mullis will continue as a member of the Graduate Board in his role as Director of the Faculty of Engineering Graduate School
Drivers affecting the future development of the Graduate Schools included the Student Services Review and the post Roberts environment. Any discussions about the future role and function of Faculty Graduate Schools would inevitably involve the post Roberts debate environment but it was agreed that evaluation had to extend more broadly than the training agenda.

One significant challenge for future provision was how the University could ensure greater commonality and consistency in the student experience. IT developments, including the planned development of a PDR System (see MM 09/273 to 275 below) had the potential to improve and deliver greater consistency of the student experience.

Matters Arising on the Minutes

**MM 09/333 Research Degree Qualifications Rates**

It was reported that the Chair would take action to establish a small group to consider Research Degree Qualifications Rates.

**MM 09/335 Submission Rates (GB/09/97)**

The Board received a paper setting out comments from Faculty Graduate School Committees following recent discussions on submission rates.

The Board was reminded that high submission rates (completions within 4 years for full-time students) were critical to ensuring continued funding from Research Councils.

**Chair’s Action (GB/09/98)**

A report of action taken by the Chair, on behalf of the Board, since the last meeting was received.

(i) The Board noted that immediately following the meeting on 26 April 2010 the Chair had acted on its behalf to consider recommendations from the Chair of the Programmes of Study and Audit Group in respect of the Doctor of Health and Social Care (DHSC). The Chair approved the following with effect from session 2010/11:

- amendments to the programme of study leading to the degree of DHSC as set out in Annex G to the Minutes of the meeting of the Board held on 24/04/2010;
- a programme of study entry and learning outcomes for the degree of DHSC as set out in Annexes I and J to the Minutes of the meeting held on 24/04/2010.

(ii) In addition the Board noted that the Chair had acted on its behalf to approve the following recommendations from the Chair of the Programmes of Study and Audit Group with effect from session 2010/11:
(a) amendments to the programme of study for the degree of Doctor of Clinical Dentistry as set out in Annex A to these Minutes²

(b) amendments to the following programmes of study³:

- Integrated degree of PhD and MA (Educational Studies) as set out in Annex B to these Minutes
- Integrated degree of PhD and MSc (Oral Sciences) as set out in Annex C to these Minutes
- Integrated degree of PhD and MSc (Low Carbon Technologies) as set out in Annex D to these Minutes

CHAIR’S STATEMENT

The Chair was pleased to report that the University would continue to support the existing number of international and home/EU central scholarships through to 2011/12 entry. This was a very positive outcome in the current economic climate, and reflected the high level of importance attached to pgr activity and recruitment. To achieve this outcome extra spend of £137k in 2012/13 and £220k in 2013/14 has been approved. This would provide additional funds so that 9 new FIRS scholarships may be awarded in 2011/12 (as well as 2010/11). Support for 18 new University Research Scholarships (UK/EU) for both 2010/11 and 2011/12 was now also guaranteed. This was a positive outcome in the current economic climate and reflected the high level of importance attached to PGR activity.

Cuts in public spending of up to 25% for “unprotected” areas including universities had been announced in the recent “austerity” budget. Details of how the cuts would be distributed would not become clear until the Business Innovation and Skills department (BIS) announced details of its comprehensive spending review in October. It was possible that Research Council funding would receive some level of protection but the University would need to plan for cuts in this area. The overall effects on PGR funding would need to be considered and the University would need to take a strategic view.

The strategic imperative of ensuring progress with the internal CDT competition in STEM was recognised. More broadly a review of the use of the University’s existing central scholarships next session was required to ensure these are helping to maximise leverage on external funding opportunities and to attract the highest quality applicants to Leeds.

The Chair asked that any members with information about the future arrangements of key funders be communicated either to himself or Professor Edward Spiers, the lead on the PGR Project.

It was clear that there was a need to take a systematic approach to developing external partnerships, both on a UK and global scale, in order to secure future funding opportunities and to meet the needs of employers.

² Amendments are shown to the programme of study approved by Graduate Board at its meeting on 15 February 2010 using track changes

³ Amendments are shown to the programmes of study entries in the Ordinance and Regulations and Programmes of Study for Research Degrees 2009/10 booklet using track changes
The Chair welcomed recent success for Leeds in some Jointly Funded Research Council Studentship Competitions as follows:

ESRC/NERC  3 applications (2 successful – Geography and Earth and Environment)
ESRC/MRC  5 applications (3 successful – Medicine (2) and Geography)

Finally, it was noted the MRC had recently indicated that from 2011/12 for all new students they will increase the RTSG for their Studentships from £1K to £5K.

MATTERS FOR DISCUSSION

PGR Marketing – Update (GB/09/99)

Ms Karen Innis (Faculty Marketing Manager, Engineering) attended the meeting to provide an update on PGR Marketing.

The Board was advised that the marketing plan had been formally “signed off” at the Directors of Graduate School’s Half Away Day on 16 June 2010 and work would continue with Faculties and Schools to implement the plan and develop local marketing strategies. Meetings with Faculty Marketing Managers would be arranged.

It was intended that pilot work between the Faculty of ESSL and the International Team to develop an international promotion plan would be subsumed within the University’s overall PGR Marketing Plan with specific actions to improve international pgr recruitment, and to achieve the growth built into the University’s plans, to be agreed with the University Marketing Director and International Director in time for the start of next session.

Work was ongoing on proposition refinement/development the main elements of which included:

- Supervisor experience
- Facilities – work environment and research facilities
- Professional skills development – packaging of the offer (including consideration of internships)
- Funding

The brochure to showcase postgraduate researchers at Leeds was now in print and members were asked to indicate how many hard copies would be required. A copy would also be made available on the University’s website. Feedback on the publication including how it might be developed in the future was invited. Comments should be sent to Hannah Love, Communications, Marketing.

Work to support PGR recruitment through the development of the corporate pages of the University’s website was beginning. Discussions would also take place with FMM and DOGES to identify the most appropriate mechanism for development of Faculty, School and Institute web pages.

The Board endorsed a request from one of the members for the development of more marketing information to support the promotion of the University’s split-site PhD programmes.
It was agreed that further work was required to encourage FMMs across the University to more fully engage with PGR recruitment. It was suggested that a member of the central marketing team might be encouraged to build up expertise in PGR and to disseminate good practice across the University. The Chair of the Board agreed to draw this to the attention of Martin Holmes, the Director of Marketing.

Karen Innis would attend the forthcoming Postgraduate Research Tutors Forum to discuss the marketing plan and a further update on progress made would be available at the October meeting of the Board. At this meeting there will be an update on progress in developing faculty/school plans and on the international dimension to the activities proposed.

The Chair thanked Karen Innis for her work to develop the Marketing Plan.

The Board’s discussions turned to the benefits of Internships and how to help research degree students to articulate how, as the holder of a PhD award, they might add value to the organisation of a future employer. It was suggested that Dr Bob Gilworth, Director of the Careers Centre, prepare a paper on PGRs and careers for the October meeting. Consideration might be given to how the Leeds for Life principles might be adapted to support PGR students.

**Integrated Planning Exercise: Postgraduate Research Student Number Forecasts (GB/09/100)**

The Board received a paper prepared by the Academic Planning and Performance Office (APPO) which provided a summary of the postgraduate research student numbers considered during the Integrated Planning Exercise.

The Board noted that Faculties had submitted postgraduate research student number forecasts for the planning period 2010/11 to 2014/15. Submitted numbers revealed less ambitious plans for growth in PGR numbers than previously although still with significant increases. Across the planning period the increase in full-time Home/EU numbers is forecast to be around 25%. Similarly significant growth in numbers of international full-time (46%) and Home/EU part-time (27%) are also forecast over the planning period.

It was noted that plans for growth were ambitious and achieving these forecasts would be challenging. In this period of austerity and cuts in Faculty/School budgets, achieving the forecasts would require staff within Faculties/Schools to be proactive in identifying alternative sources of funding and to convert UG and TP to PGR registrations. It was noted that the uncertain position within some areas of the University and, in particular, the effects of the Voluntary Leavers Scheme would undoubtedly have an effect on future forecasting.

Nonetheless, growing the number of high quality PGR students was a vital element of the University’s broader research strategy. The PGR Project would continue its work in support of this objective.
Update Report from the Post-Roberts Funding Sub-Group (GB/09/101)

The Board was reminded that the Sub-Group had been established in order to investigate the issues surrounding the model for the delivery of post-Roberts research skills training for postgraduate researchers and to make recommendations to the University Group chaired by Pro-Vice-Chancellor Professor Stephen Scott. Extensive consultation had been carried out and existing arrangements, which were closely integrated with the arrangements for research staff, had been analysed. The annual Roberts funding of around £700K currently provided for 12.0 fte training staff.

The Board noted that the last payment of Roberts funding would be made in the autumn of 2010, with no further funding available in March 2011. However, RCUK would consider the continued use of unspent funds during 2010/11 on the basis of evidence submitted in the November 2010 Roberts Report by each university. Work was ongoing on the case to retain any unspent allocations of Roberts monies in order to implement the refreshed strategy for skills training.

The sub-group had, in the course of consultation with the Faculties, reviewed existing provision to identify baseline provision, to prioritise that provision and to determine the optimum place of delivery for the particular types of provision – for instance at Faculty/School level or delivered centrally across Faculties and by certain central services. The paper before the Board indicated the strategic objectives of the different areas of skills training and suggested where the training might be delivered.

Members recognised the difficulties of making decisions about the overall content of the training to be offered in the future and the models to be adopted, in the absence of any University decisions about the resource that would be available to support the training. It was, however, essential in the interests of the students that clear plans were formulated as soon as possible. A preference was expressed for a hub and spoke model, which would ensure similar levels of provision in each Faculty and which would require trainers and co-ordinators to be pooled. It was proposed in this model that each trainer would undertake responsibility for training in a group of cognate faculties plus central provision, based upon their expertise.

Other universities were considering increasing the level of academic fees in order to support the delivery of skills training post-Roberts. RCUK were also actively considering the options in respect of those students funded by the Research Councils, and further information from the Research Councils was expected to emerge shortly.

Members noted that the Researcher Training and Career Development Steering Group would meet on 5 July and that the University Group chaired by Pro-Vice-Chancellor Professor Scott would meet later in July.

Those staff involved in the collection of the data, its analysis and the preparation of the options for consideration were thanked for their work.
Social Science with Impact: A Training Framework for the University of Leeds (GB/09/102)

A paper which presented a draft framework for University training to support and increase social science research with impact had been prepared by Professor Kerr, Pro-Dean for Research (ESSL). The Board noted that the paper had already been presented to Research Board and it referred to all categories of researchers at Leeds (PGR, early and mid career researchers and research leaders).

The paper placed particular emphasis on the impact agenda and the requirements of the ESRC as well as addressing the training needs of researchers in social sciences. It was envisaged that the framework would supply an overarching rationale to unify and align training provision and would assist with the identification of any gaps in provision.

Members were asked to forward any comments to Professor Kerr by 1 July.

PGR Project Progress Report

(a) Update on the PGR Project 2009-2011 (GB/09/103)

References were made to the Marketing Strategy and Plan (see MM 09/359-369 above), to the brochure “showcasing” PGR activity at Leeds and to plans for improvements to the website as well as to other on-going developments.

The LUU representatives requested that relevant references to the PGR activity in LUU be publicised.

(b) Graduate Schools at Leeds: Future Developments for Discussion (GB/09/104)

Professor Spiers introduced the paper, which had been discussed at an earlier Away Day for the Directors of the Faculty Graduate Schools. Sally Edwards was thanked for her hard work in putting together a Graduate School Stocktaking paper for consideration by the DOGES. Various options for the future had been discussed at the Away Day.

The Board had a preliminary discussion of various options for the development of Faculty Graduate Schools. It was noted that the nine Graduate Schools had evolved in different ways and continuing that process of evolution was one option. However, there were questions whether the existing arrangements would be able to respond effectively to the new challenges of the future, which included the financial situation facing the University as well as the development of new initiatives, such as CDTs. The views of the representatives of the different Faculties varied on the possibility of moving all Faculties to the modus operandi of Engineering and Biological Sciences, which was a further option.

However, there was overall agreement that the appointment of a University Graduate School Director Dean reporting directly to the Pro-Vice-Chancellor for Research would be advantageous as it would encourage greater connectivity between Faculties. It would enable the University to engage more directly in national and international debates on PGR matters, raise the profile of PGR
students internally as well as externally and ensure the continued momentum of
the PGR Project across all the varied aspects of the Project. The representatives
of the LUU also welcomed this possible development and considered that it would
be beneficial for students. The merits of the proposal to establish a post of
University Graduate School Director or Dean was then warmly endorsed by the
Board.

The Chair indicated that he would advise participants at the University Strategy
Away Day in July of the views of the Board.

The work of Professor Spiers in bringing forward these issues for discussion was
acknowledged. More detailed work would take place and more information would
be brought to the Board for discussion next session.

(c) Update on the first Annual University of Leeds Postgraduate Researcher
Conference

Dr Bromley reported that a website had been established for the first Annual
University of Leeds Postgraduate Researcher Conference to be held on 14
December 2010 http://www.leeds.ac.uk/rtd/pgrconference. Further publicity was
underway and opportunities would be available for PGR students to be involved
in the organisation of the Conference.

Members of the Board were encouraged to promote engagement with and
participation in the conference amongst staff within their Faculties/Schools.

Leeds University Union – PGR Student Survey: Helping PGR Students love their
time at Leeds (GB/09/105)

The results of a survey of PGR students conducted by the Leeds University Union
were welcomed by the Board. The Education Officer presented the results of the
survey which gathered views about the main issues facing research students at
Leeds. 271 respondents had completed the survey and their feedback had been
helpful. High levels of satisfaction had been recorded in some areas of activity.

The majority of the respondents were not actively aware of the University’s
attendance monitoring arrangements but were able to identify the methods by
which attendance was likely to be monitored. The majority were satisfied that
their personal and skills development needs were being met. Only 55% indicated
that their supervisors had recommended specific courses and this was an area in
which supervisors might be able to provide more advice. It was clear that the
availability of office space varied between Faculties/Schools and in some areas
PGR students were required to “hot desk”. 41% of students were either
unsatisfied or very unsatisfied with the availability of office space in their school.

The recommendations made by LUU were referred for further consideration and
discussion by the Education Officer and the Chair of the Graduate Board. As an
immediate action RSA was asked to ensure that information about University
attendance monitoring for PGR students be included in communications such as
the Research Student Handbook and that the Guidance for Research Degree
Supervisors include information about the desirability of supervisors
recommending specific training courses to students, where appropriate.
Eligibility Criteria for the Appointment of Postgraduate Research Tutors (GB/09/106)

Following consultation with the Chair of the Programmes of Study and Audit Group, a recommendation for an amendment to the criteria for the appointment of Postgraduate Research Tutors was placed before the Board. Members accepted the view that to require a PGR Tutor to “normally” hold a full-time contract of employment with the University could be discriminatory and that the key issue was whether or not the individual would be sufficiently available to meet the needs of the School and its research students.

RESOLVED: that, with immediate effect, the Criteria for the Appointment of Postgraduate Research Tutors be amended as set out in Annex E to these Minutes.

ISSUES FOR REPORT

Review of Student Services

An oral report on the review of the Student Services was made to the Board by Mr John Lillywhite, Director of Student Administration. As part of the Review of Student Services four Process Analysis Teams (PATs) had been established which included membership from across the University to undertake a major analysis of student processes:

- Admissions/Conversion
- Online Registration/Enrolment/Induction
- Quality Assurance/Specialist Support
- Assessment/Award/Appeals

A report on progress would be made to the Senate in October.

Systems Developments for Enhancing Administrative Processes Relating to Research Postgraduate Students (GB/09/107)

From paper GB/09/107 the Board noted a significant number of corporate systems that support processes relating to PGR students (a diagrammatic representation was included in the paper).

During the past eighteen months several requests for systems developments and enhancements for PGR activity, which included those relating to mandatory national activity and strategic University requirements as well as those intended to ensure effective and efficient administrative systems and processes, have been brought forward from a number of sources including the Faculty Graduate School Managers Forum and workshops with school staff.

Some proposals were made about the prioritisation of the urgent systems developments relating to PGR. The highest priority was given to mandatory activity relating to the PGR Personal Development Record System, which would enable the University to fulfil the requirements of the UKBA, and to developments associated with the forthcoming REF.

The Board endorsed the proposal to:
(i) ratify the proposed prioritisation of systems developments relating to research postgraduate students as listed in GB/09/107

(ii) approve a recommendation that the following two options for funding these developments be submitted to the Information Systems Steering Group (ISPG) in July 2010:

- Option 1 – request for funding for a single integrated programme of work incorporating all prioritised systems developments;
- Option 2 – request for funding for each systems development on an individual mission-critical basis.

It was acknowledged that additional project requirements were likely to emerge later in the year as a consequence of the Review of Student Services and the REF project.

Personal Development Record System for Postgraduate Research Students Update Report (GB/09/108)

The Board noted that the development of the system would be preceded by a business analysis phase to map current processes in use across the faculties and to identify business and functional requirements. The preliminary consultation with PGR-related administrative and academic staff in faculties and the central services was underway. At the same time existing internal PDRS systems in some faculties would be reviewed in order to provide further information about the options available.

The Project Steering Group would be recommending to ISPG (6 July 2010) that the timeframe for the project be extended with a view to implementation during 2011.

University Research Ethics Committee - Update (GB/09/109)

The Board received a report from UREC which highlighted consideration of a range of issues relating to research ethics including:

- (i) supporting PGR engagement with research ethics and the introduction of new forms in August 2010 for completion in relation to the training needs analyses, the transfer processes and the examination entry of PGR students;
- (ii) training participation amongst staff and students;
- (iii) disposition of FREC responsibilities;
- (iv) compliance with requirements for ethical review and procedures for auditing and monitoring.

Concerns expressed by UREC about the participation of staff in research ethics training in various faculties and that participation seemed to be concentrated in certain faculties were noted. A discussion took place concerning the suggestion that all staff should be encouraged to attend introductory or refresher sessions. The Board was supportive of ethics training being included within existing supervisor training courses but was not supportive that ethics training, per se, should be made compulsory. Whilst it was important to ensure that responsibility for ethics was taken seriously any action taken must be proportionate to the level of requirement which will vary across the academic disciplines.
It was suggested that an on-line questionnaire might be developed for supervisors to support engagement with research ethics and to assist individuals to identify any training needs.

Report on the Pilot of Ethical Implications of Postgraduate Research Projects (GB/09/110)

The Board noted the progress of the pilots being run in the Faculty of Biological Sciences, the School of Physics and Astronomy and the School of English. By the Autumn of 2010 the mass of the 2009 intake of research students will have undertaken both the training needs analysis and the transfer processes. A report on the pilots is planned for the December 2010 meeting of the Graduate Board.

Faculty Graduate Schools were encouraged to include on websites information on the requirements to obtain ethical approval and engagement with ethical implications of research to ensure that postgraduate research students can easily access the relevant information.


The Board noted the contents of the Annual Report and noted that the training programmes continued to be well received by the participants. The Board extended its appreciation to all those staff involved in the planning and delivery of the courses.

Student Academic Experience Review (SAER)

REPORTED: that a paper outlining good practice and matters arising from Student Academic Experience Reviews held during session 2009/10 will be presented at the Board’s meeting in October 2010.

UNIVERSITY BOARDS/COMMITTEES

RECEIVED: the Minutes from the following University Boards:

(a) Learning and Teaching Board (21/04/2010) (GB/09/112)

The Board noted that LTB has established an ad hoc Group on Plagiarism to be chaired by Norma Martin-Clement, Pro-Dean for Learning and Teaching in ESSL.

Contact had been made with LTB to ensure that the Group is made aware of the advice provided to research students and the Board’s arrangements for considering allegations of plagiarism.

(b) Research Board 19/04/2010 and 17/05/2010 (GB/09/113 (a)- (b)).

NATIONAL AND EUROPEAN ISSUES


The report was provided by Dr Martin Purvis who had attended the Annual Meeting of the EUA Council for Doctoral Education (EUA-CDE). The meeting
was attended by senior staff from over 40 countries. The meeting included the following conclusions:

- the Salzburg Principles were reaffirmed (with Salzburg II to be released in Autumn 2010)
- the importance of skills training and development was recognised
- Doctoral/Graduate Schools were identified as the best means of providing training and support for doctoral candidates
- the importance of partnerships (including international) in the development of doctoral education was endorsed.

The conclusions and other discussions of the EUA –CDE meeting would be of relevance to the work of the PGR Project and other fora and the information would be made available where appropriate.

GENERAL SCHOLARSHIP MATTERS

China Scholarship Council (CSC) – University of Leeds Scholarships (GB/09/115)

Feedback on the two competitions for the jointly funded CSC-University of Leeds Scholarships for PhD students had been obtained by means of a questionnaire to all Faculties and formed the basis of options for consideration sent forward by the Chair of the Group on Scholarships, Studentships and Prizes.

After discussion, the Board agreed to send forward the following recommended changes for consideration by FMG for implementation for the scholarships competition for entry in 2011/12 (advertisement in Autumn 2010):

(i) that all University Schools should be eligible to participate in the competition (and the previous arrangements whereby the Scholarships were reserved for a limited range of Schools/Academic Areas be removed);
(ii) that the current list of eligible Chinese Universities be reduced (20 is suggested);
(iii) that the eligibility criteria be changed to state that all applicants have at the stage of application to have already met the minimum English Language requirements for entry to the various programmes of study at Leeds (as requested by the CSC);
(iv) that the PGRT become the School point of contact for applicants and staff in order to improve the administration of the scheme;
(v) that the closing date for the Scholarships be brought forward to 3 December 2010
(vi) that a briefing session for staff be held in the Autumn of 2010.

Fully Funded International Research Scholarships (FIRS) (GB/09/116 )

The Board was informed that following consultation with the Pro-Dean for Research in Engineering, with Faculties and consideration of feedback received via a questionnaire, from Directors of Faculty Graduate Schools and Graduate School Managers and Coordinators, the Chair of the Group on Scholarships, Studentships and Prizes had approved some changes to the FIRS competition for the 2011/12 entry. These included an earlier closing date (24 January 2011), a requirement that applicants have met the University’s minimum English language entry requirements for the relevant programme of study, prior to making a
scholarship application for FIRS, new revised guidance and application forms and that Faculties be requested to set in place systems for sifting applications to remove the less well qualified applications from the FIRS competition. The new arrangements would be made available to Faculties/Schools shortly.

Information from the European Office regarding funding opportunities for PGR students

REPORTED: that the European Office has no matters to report to this meeting of the Board.

RESEARCH COUNCIL INFORMATION

ESRC Training and Development Board Visit – Panel Report

REPORTED: that the University had received the draft report from ESRC and had subsequently responded. The final report was awaited.

GROUPS AND COMMITTEES OF THE BOARD

Vacancies for Faculty Representatives on Groups of the Graduate Board (GB/09/117)

The acting Chair informed the Board of the appointments of Dr Peter Gardner as Chair of the Programmes of Study and Audit Group and Dr Peter Knapp as Chair of the Examinations Group with effect from 01 August 2010.

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 2010.

Faculty Graduate School Committees (GB/09/118(a) – (g))

RECEIVED: the Minutes of meetings of FGSCs as follows:

(a) PVAC (05/10/2010)
(b) MAPS (20/05/2010)
(c) Biological Sciences (25/05/2010)
(d) ESSL (26/05/2010)
(e) Medicine and Health (08/06/2010)
(f) Arts (09/06/2010)
(g) Environment (14/06/2010)

Steering Group on Doctoral Training Grants (DTGs)

RECEIVED: the Minutes of the meeting of the Steering Group on DTGs held on 28 May 2010 (GB/09/119)

The Board noted that discussions were underway on arrangements to establish internal Centres for Doctoral Training (CDTs).
Examinations Group

RECEIVED: a report from the meeting held on 07 June 2010 (GB/09/120).

The Board noted that the Examinations Group had now agreed upon a method to recognise outstanding achievement/research excellence in research degree theses and examination which would be consistent for all candidates. More guidance would be provided to External Examiners in order to identify these particular candidates. The Examinations Group will then write directly to the candidate, to note the comments made and to pass on the Group’s congratulations, with copies of the letters also being sent to Faculties/Schools.

FOR INFORMATION

Attention was drawn to the following:

- The latest copy of the Higher Education Academy Magazine “The Academy Exchange” which focuses on the Postgraduate Experience is available for download at [http://www.heacademy.ac.uk/resources/detail/publications/exchange_9](http://www.heacademy.ac.uk/resources/detail/publications/exchange_9)

- Intellectual Property Office: Lambert Tool Kit (the Lambert toolkit is for universities and companies that wish to undertake collaborative research projects with each other) [http://www.ipo.gov.uk/Lambert](http://www.ipo.gov.uk/Lambert)

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<th>Min Ref</th>
<th>Required Action</th>
<th>Name</th>
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<tbody>
<tr>
<td>09/347</td>
<td>Chair to establish Group to consider Research Degree Qualifications Rates</td>
<td>Andrew Thompson</td>
<td>31/08/2010</td>
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<tr>
<td>09/361</td>
<td>Specific actions to improve pgr recruitment and to achieve growth built into the University plans to be agreed with University Marketing Director and International Director</td>
<td>University Marketing Director and International Director</td>
<td>For start of 2010/11</td>
</tr>
<tr>
<td>09/366</td>
<td>Encourage central marketing to develop expertise in PGR and to disseminate good practice across the University.</td>
<td>Andrew Thompson/Martin Holmes</td>
<td>31/08/2010</td>
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<tr>
<td>09/369</td>
<td>Provide information on PGRs and Careers Internships</td>
<td>Bob Gilworth</td>
<td>18/10/2010</td>
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<tr>
<td>09/383</td>
<td>Comments on Social Science with Impact: A Training Framework for the University of Leeds to be forwarded to Anne Kerr</td>
<td>Members of the Board</td>
<td>01/07/2010</td>
</tr>
<tr>
<td>09/389</td>
<td>Advise participants in the University Strategy Away Day of the Board’s warm endorsement of the proposal that a Graduate School Dean be appointed</td>
<td>Andrew Thompson</td>
<td>31/07/2010</td>
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<td>No.</td>
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<td>09/392</td>
<td>Promote engagement with and participation in the PGR Conference</td>
<td>All members</td>
<td>On-going</td>
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<tr>
<td>09/395</td>
<td>On-going discussions about the recommendations arising from the LUU PGR Survey to continue</td>
<td>Andrew Thompson and Elliot Jebreel, Education Officer</td>
<td>On-going</td>
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<tr>
<td>09/413</td>
<td>Paper outlining issues arising from SAERs to be presented to next meeting</td>
<td>AQST/RSA</td>
<td>18/10/2010</td>
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<tr>
<td>09/418</td>
<td>Recommended changes to the arrangements for the CSC – UoL Scholarships to be forwarded to FMG for implementation for the scholarships competition for entry in 2011/12</td>
<td>RSA</td>
<td>30/06/2010</td>
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<td>09/420</td>
<td>Faculties/Schools to be advised of the revised arrangements for FIRS competition</td>
<td>RSA</td>
<td>31/07/2010</td>
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<tr>
<td>09/424</td>
<td>Faculty Representatives on Groups of the Graduate Board to be identified where vacancies occur</td>
<td>Directors of Faculty Graduate Schools</td>
<td>01/08/2010</td>
</tr>
</tbody>
</table>