THE UNIVERSITY OF LEEDS

GRADUATE BOARD

Minutes

18 April 2011

Present: The Acting Pro-Vice-Chancellor for Research and Innovation, Professor E Spiers (in the Chair), Dr T Batten, Dr J Donnelly, Dr H Dyer, Dr P Gardner, Professor H Hall, Dr P Knapp, Professor P Meyer (representing Professor D Westhead), Dr A Mullis, Dr M Purvis, Dr W Rea, Mr S Welsh.

In attendance: Dr A Bromley, Mr P Coles (MM 10/306-317), Mrs J Y Findlay, Mr R Gilworth, Ms K Owen, Ms S Throp, Mr B Williams (MM 10/355-356), Professor M Wilson.

Minutes

The Minutes of the meeting held on 14 February 2011 were confirmed.

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

MM 10/205-206 External postgraduate education

RECEIVED: (i) details of the discussions held by Faculty Graduate School Committees regarding the identification of quality markets where cohorts of students might be attracted to the University split-site PhD programmes (GB/10/77);

(ii) a further copy of paper GB/10/53 (which had been presented to the February meeting of the Board) which set out details of the arrangements for Split-Site PhDs at Leeds and included information about the agreed fee structures for each of the Split-Site models.

No particular markets had been identified at this stage and there was no information, therefore, to feedback to the Pro-Vice-Chancellor for International Partnerships, Professor Richard Williams and Dr Judith Lamie, International Director arising from the discussions. The Board was reminded that Professor Williams had indicated at the last meeting that the University wished to identify one or two initiatives for growing quality, resources and impact and to develop long term ambitions for external postgraduate education within the next 12 months.

The Board noted that the University’s split-site PhD opportunities were not particularly visible on the corporate website. It was agreed that this should be drawn to the attention of the International Office and the Communications Team.

Chair’s Statement and PGR Project Progress Report

The Chair informed members that the closing date for applications for the post of Postgraduate Research Dean had now passed and a number of applications had been received. It was anticipated that interviews would take place in May or June 2011.

The paper on the development of Faculty Graduate Schools had been presented to FMG. It was now with the Deans for further consideration and reflection on the implications for their particular Faculties. The outcome of these further deliberations would need to borne in mind as part of the Student Services Project.
The Personal Development Record System was currently under development with the intention of starting user testing in May and subsequent roll out of the system into Faculties/Schools in the summer.

PGR Academic Fees (Standing Item on the Agenda)

The Chair informed members that there was currently no information for report on the matter of pgr academic fees. Discussions were ongoing within the sector.

MATTERS FOR DISCUSSION

Final Report from the Working Group on PGR Submission and Qualification Rates (RDQR) (GB/10/78)

A Working Group on PGR Submission and Qualification Rates, chaired by Professor Edward Spiers, was established by the Board in December 2010 to identify factors and assess data relevant to research degree completion issues and to make recommendations to the Board for performance improvement of qualification rates.

The Board received the final report of the Working Group which set out a summary of the Group’s key findings, conclusions and recommendations for consideration.

Peter Coles, Strategy and Planning, informed the Board that overall the University’s research degree qualification rates compare well with those of other institutions in the Russell Group (no Russell Group institution achieved an overall completion rate in excess of 90% in the data published by HEFCE last year). Data available to the Group indicated that the University’s rate was set to improve again in the coming years to around 85-86%. Nevertheless, completion rates remain variable across the University and the Working Group had identified a number of possible measures to improve completion rates for further discussion. These included:

- more effective monitoring of the PGR intake;
- a more systematic and rigorous approach to the six-month assessment
- provision of “support packages” for borderline students
- require students entering the 3rd year of full-time study to produce a plan for completing their research
- increase awareness across University of the significance of completion rates to research council funding
- increase awareness across the University of the strain on resources and hidden costs of delayed completions;
- disseminate the good practice adopted by schools with high qualification rates across the Faculty and cognate disciplines.

Dr Peter Gardner, Chair of Programmes of Study and Audit Group, informed the Board that PSAG, at its April meeting, had discussed a number of issues relating to progress reporting, the transfer process and the possibility of introducing an unsatisfactory student procedure emerging from discussions of a small working group. Although coming to the issues from a different perspective some of the recommendations made by the PSAG Group were similar to those set out in this report. PSAG would be giving further consideration to issues surrounding English language next session when further information was made available by RSA.

Kath Owen, Student Advice Centre, LUU particularly welcomed reference to the identification of and provision of support for underperforming students.
The position of part-time candidates, which made up around ¼ of the pgr numbers was raised. It was agreed that the recommendations could and should be applied to part-time candidates and that careful consideration should be given to the completion rates for this group of candidates which were traditionally, across the whole of the sector, lower than those for full-time candidates.

The Board was supportive of the Working Group’s conclusions and recommendations. It noted that some of the conclusions emerging from the Working Group led to recommendations of best practice which should be disseminated to Faculties/Schools whilst other recommendations required amendment to the University Code of Practice for Research Degree Candidatures and current procedures for the assessment and monitoring of research degree candidatures. It agreed that consideration be given, after the meeting, to incorporating the amendments into the University Code of Practice for Research Degree Candidatures, the Research Student Handbook and Guide to Supervisors. Information would also be made available at the PGR Tutors Forum. Some further development of the PDR system would be required to accommodate these changes.

The Chairs of the Programmes of Study and Audit Group and Graduate Board were asked to consider the implications of the recommendations to the University Code of Practice for Research Degree Candidatures and their implementation and to take action, as appropriate, after the meeting.

The Chair thanked Peter Coles for his significant contribution to the work of the Group.

Equal Opportunities Information (GB/10/79)

This report was presented by Peter Coles, Strategy and Planning. The paper compared disability, gender and ethnicity data for research postgraduate students both within the University and – for UK students – with comparable information for the HE sector as a whole and with the 20-34 age group in the UK population.

Members were asked to comment on the format in which the data was presented. Some suggestions were made which included the possibility of comparing data against the undergraduate population and the pool of “A” level candidates. Peter Coles agreed to consider the suggestions and make appropriate amendments to the presentation for 2011/12.

It was agreed that the report be sent to Faculty Graduate School Committees for reflection.

Employability and the Leeds PGR Student Experience (GB/10/80)

Dr Bob Gilworth, Careers Centre, presented the paper to the Board.

Dr Gilworth advised the Board that the transition from the Roberts to the post-Roberts environment had provided an opportunity to consider the purpose and ambition of the University’s employability provision for pgr students. In general, the scale and quality of the provision at Leeds is very good, but the extent to which it is known and understood by the community of students and staff is variable across the University. With this in mind the paper made suggestions for both new provision to be developed and existing provision to be adapted in line with the overall aim of promoting employability as part of the Leeds PGR experience. The need for the Careers Centre, Graduate Schools and other colleagues involved in researcher training to work together was recognised.

It was agreed, after the meeting, to roll out recommended good practice to Faculties/Schools with effect from session 2011/12 but to delay changes to the University’s Code of Practice for Research Degree Candidatures until 2012/13 and after consultation with FGSCs has taken place.
A “menu” of new developments and ongoing activities supported by the Careers Service was outlined in the paper:

Developments:
- Induction input for all PGRs, emphasising the breadth of opportunities and the need to make positive choices for the future
- Support with developing mechanisms to capture information on students’ career thinking
- Job market/vacancy system briefings for staff
- PGR website demonstrations and development discussions
- Greater visibility of the Spark business start-up offer
- Pilot PGR internship programme
- Pilot light touch business insight programme.
- “Leeds for Life”- style networking events.

Ongoing:
- Individual/small group careers guidance/coaching
- Generic skill sessions suitable for central delivery
- Tactical support with the detail of selection processes
- Psychometric testing practice and feedback
- Experience of personality questionnaires with feedback and discussion
- Access to mainstream graduate market employer events and vacancies

Members reflected on the implications and challenges of developing internships for research degree students. PGR did not have long summer vacations in which to undertake such programmes unlike taught students and anything more than small-scale internships ran the risk of distracting candidates from their research and possibly creating an adverse impact on completion rates. It was agreed that it would be useful to gather information from peer institutions about the development of internship programmes and to gather data from across the University about the range of possibilities available.

The Board noted that the BBSRC had recently announced that as part of its new Doctoral Training Partnership funded students would be required to participate in a 3-month professional internship during their training.

The paper would now be forwarded to FGSCs for consideration and reflection and, in particular, on possible pilot internship programmes. Comments could also be sent directly to Dr Gilworth.

In addition discussions would take place between the Careers Centre and Graduate Schools Directors regarding implementation and local tailoring of provision.

ISSUES FOR REPORT

Report from the Education Officer (GB/10/81)

Kath Owen, Student Advice Centre, LUU presented the report to the Board.

Survey relating to the implementation of the Code of Practice for PGR students engaged in teaching

LUU was currently undertaking an on-line survey on the experiences of pgr students engaged in teaching. The survey would close when the response rate reached 200 (approximately 10% of the pgr population). A report on the findings of the survey would then be prepared.
Application for Postgraduate Engagement Funding

LUU had submitted a bid for funding from the NUS and HEA to pilot, evaluate and disseminate student engagement practice in relation to pgrs. LUU acknowledged that Student Unions had traditionally struggled to support research students to engage and influence their institution and that LUU was no exception. Significant inroads had, however, been made recently with the introduction of the PGR newsletter, academic networking events with PGR, PGT and University staff.

The Board was invited to suggest ways that LUU could develop this work, subject to the bid being successful. Suggestions for development of the work should be forwarded to Lisa Burton, CDS Office, LUU.

Report from the Group established to consider the research student appeals procedure (GB/10/82)

The Group, which was chaired by Professor Mike McPherson, (Chair of the Panel of Potential Chairs for Research Student Appeal Groups), had been asked by the Board to consider the possibility of introducing a *prima facie* stage to the research student appeals procedure.

The Group agreed that it did not wish to introduce any additional stages to the appeals procedure but that there should be opportunities for a University Appeal Group and for a Faculty level Appeal Panel to decide that no *prima facie* case exists for an appeal and bring consideration of an appeal to a close before a full appeal hearing is conducted. In such cases the appellant would be informed that the appeal had been dismissed and the reasons for the dismissal in writing.

In addition the Group had given some consideration to the role of the “supporter” at a meeting with the Appeal Group/Panel and the matter of legal representation. It recommended that the procedure should be amended to ensure consistency with the arrangements for taught student appeals.

The main amendments proposed to the existing procedure document included:

- a new section entitled “Process to be followed by an Appeal Group/Panel in the consideration of an appeal (A.24 – A.31) which included details of stages in the procedure where an Appeal Group/Panel could agree that there is no *prima facie* case for proceeding with its enquiries;
- section F: Legal Representation has been removed and replaced with more detailed information about the role of the “supporter” and corresponding clarification about the circumstances in which a “proxy” might be appointed.

RESOLVED: that the revised research student appeals procedure, as set out in Annex I, be approved with effect from session 2011/12.

Funding for Student FTEs in 2011/12

RECEIVED: details of the initial net rates of funding through the resource allocation model for student FTEs in 2011/12 which had been prepared by Strategy and Planning for information (GB/10/83).

The Board noted that these were the initial amounts per FTE for 2011/12 and would be reviewed during 2011/12 and updated in April 2012 when details of actual student FTEs and associated income had been finalised. The rates, therefore, were to be treated with caution at this stage.
HEFCE Consultation on Research Funding

The Board noted that HEFCE had begun consultation on the allocation method for postgraduate research funding from 2012-13. The consultation was available on the HEFCE website (www.hefce.ac.uk). Heads of Institution had been invited to respond by Monday, 20 June 2011. Comments were invited and should be addressed directly to Professor Edward Spiers.

Postgraduate Research Experience Survey 2011 (PRES) (GB/10/84)

The Postgraduate Research Student Experience Survey had been launched nationally on 1 March and was due to run until 17 May 2011. Members of the Board were invited to raise awareness and encourage pgrs to complete PRES. Dr Heather Sears, SDDU and UoL PRES Officer, was available to attend any relevant events before the closing date to provide a 3 minute overview of the survey or a brief slide presentation.

Dr Tony Bromley informed the Board that at 15 April 2011 the response rate across the University was 35%.

The Chair thanked Dr Sears for her work promoting the survey and securing a healthy response rate.

PGR Conference Update

Dr Tony Bromley reminded the Board that the PGR Conference would be held on Tuesday, 13 December 2011. Deans of Faculty and Heads of School had been provided with details of the criteria for the Young Researcher of the Year Competition and would be permitted to nominate one entry per Faculty. Professor Pam Denicolo, Vice-Chair of the Executive Committee of the UKCGE had agreed to join the judging panel for the event.

An e-mail would be issued after Easter advising Schools about all 3 of the competitions that would be held as part of the PGR Conference 2011.

QAA Consultation on Characteristics of the Doctorate

The Board noted that the QAA was seeking feedback on draft documents entitled Doctoral Degree Characteristics and Rough Guide to the UK Doctorate which are available from: http://www.qaa.ac.uk/news/consultation/reviewconsultation.asp.

It was the intention of the QAA to publish a document defining the characteristics of doctoral study in the UK. (This will complement the Masters degree characteristics document already published.) The new publication would give guidance to higher education professionals who set and assess standards for postgraduates wishing to do a doctorate (PhD, DPhil or other level 8 award). A companion document, A rough guide to the UK Doctorate, would provide information for students interested in doing a doctorate.

The closing date for the consultation was 29 April 2011. Responses should be forwarded to Sarah Throp, Research Student Administration.

QAA Institutional Review of the University of Leeds (2012) (GB/10/85)

RECEIVED: a summary of the new QAA Institutional Review method (GB/10/85).

The new “Institutional Review” methodology would be launched by QAA in September 2011 and Leeds had been chosen as one of the first universities to undergo review. Under the new arrangements there would be a stronger focus on the student experience. PGR would be threaded throughout the core areas (eg academic experience, standards,
learning opportunities) rather than as a separate area. The quality of public information would not be judged until 2012/13, after the Leeds review.

It had been announced that the themed area for the review would be the “1st year student experience” and it was expected that this would cover 1st year pgrs and particularly how the institution puts together information for new students (eg induction).

It was the intention that the University’s evaluation document would be presented to Senate at its meeting on 12 October 2012. Work on the document would therefore be on-going over the summer. Drafts would be circulated for comment and input.

Help with preparing the document would be required and DOGES were invited to participate.

Vacancies for Faculty Representatives 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 2011/12 (GB/10/86).

DOGES were asked to identify Faculty representatives for the Groups where vacancies occurred within their particular Faculty. DOGES were reminded that it was possible to extend the period of appointment of an existing Faculty representative for a further period of one, two or three sessions. Notification of new Faculty representatives should be sent to Sarah Throp in Research Student Administration.

UNIVERSITY BOARDS/COMMITTEES

RECEIVED: the Minutes (or a report) from the following University Boards/Committees: (GB/10/87)

(i) Taught Student Education Board (02/03/11) (GB/10/87)

It was reported that the issue of widening participation in relation to research students had been mentioned but this would require careful assessment in view of the obvious difficulties.

(ii) Research Board (14/02/11 and 14/03/11) (GB/10/88 (a) and (b))

The Board asked that the Research Board paper on the ESRC White Rose Doctoral Training Centre be circulated to the Graduate Board, with any relevant updated information, so that the Board could be kept fully informed.

(iii) University Research Ethics Committee (31/03/11) (GB/10/89)

The Board noted that there had been some concerns expressed that “salient ethical issues” that had been highlighted to supervisors and students, especially those pertaining to research in Arts and Humanities may have been too widely drawn. The outcome of further discussions will be reported back to the Board.

NATIONAL AND EUROPEAN ISSUES

Bologna Issues

Dr Martin Purvis, Chair of the TSEB and Graduate Board Bologna Group, reported that an on-line forum set up by the UUK Europe Group had been discussing the UK response to the “refreshed” Salzburg Principles (which relate to Doctoral programmes within Europe).
GENERAL SCHOLARSHIP MATTERS

Postgraduate Research Funding Oversight Committee (GB/10/90)

Professor Mike Wilson, Chair of the new Postgraduate Research Funding Oversight Committee (which will report to GRIP and escalate issues as appropriate to the Graduate Board and the Research Board), drew attention to the terms of reference of the Committee. In amongst other responsibilities it would identify ways to prepare and position the University to bid for centres of excellence funding opportunities. One meeting had already taken place.

Postgraduate Marie Curie Opportunities in Europe (GB/10/91)

Ben Williams (European Office) reported that more information was expected in July about the Marie Curie 2012 ITNs. In addition two new programmes would be included within the 2012 call: the “European Industrial Doctorates” (which would be based with the industrial partner) and “Innovative Doctoral Programmes”.

The Board asked that the opportunity of using the Leeds PhD full-time split-site model in connection with the “European Industrial Doctorates” programme be investigated (see also M 10/301 above).

RESEARCH COUNCIL INFORMATION

New Arrangements for BBSRC Doctoral Training Partnerships (GB/10/92)

The Board noted that no more than 15-20 BBSRC Doctoral Training Partnerships would be funded and that most of these were expected to be multi-institutional within consortia. BBSRC was organising a meeting in June when more details would be made available.

Visit by representative of MRC and future allocation of DTG (GB/10/93)

Leeds had previously held an MRC Doctoral Training Grant (which was based upon the level of MRC research grants held). Following the introduction of a new algorithm for the allocation of studentships Leeds did not automatically qualify for a DTG, for 2010/11 and had entered a competition for awards, but had been unsuccessful. However, it now seemed likely that Leeds would once again, in 2011/12, receive an automatic DTG allocation for student intakes for the next 3 years.

GROUPS AND COMMITTEES OF THE BOARD

Researcher Training and Career Development Steering Group

It was reported that the meeting scheduled for 29 March 2011 had been postponed. The Board noted that FMG had now approved the proposals for the high level format of the training programme and associated financing and staff resources for Postdoctoral Researchers, following its previous approval of those for PhD students. Work to plan posts within the agreed financial framework had commenced and role descriptors would be drafted and consultation take place about an appropriate organisational structure.

Faculty Graduate School Committees

RECEIVED: Minutes from meetings of FGSCs as follows: 10/360

(a) MAPS (28/02/11)
(b) PVAC (09/03/11)
(c) ESSL (23/03/11)
(d) Arts (04/04/11)
It was noted that the Engineering Faculty meeting had been postponed as a result of the UCU day of action.

Programmes of Study and Audit Group

RECEIVED: the Minutes of the meeting held on 04 April 2011 (GB/10/95)

On-going Discussions

The Board noted that ongoing discussions were taking place about several matters and the Group would be returning to these issues (for instance, English language requirements and associated issues, support for research students with disabilities and the introduction of an unsatisfactory academic progress procedure for pgrs) once further information and data was available or when consultation with Faculty Graduate School Committees had been concluded.

Revised Procedures at the Transfer Stage in the Case of a Deferral

The Group had consulted with Faculty Graduate School Committees and the proposed revised procedures had been endorsed in their entirety by all but one of the Faculties. In discussion it was noted that the proposals were intended to ensure consistency of experience and fairness for PGR and the Faculty concerned agreed to accept the majority view.

Some amendments to the precise wording proposed by the Group were approved by the Board.

RESOLVED: that Section 9 of the Guidelines on University Procedures and Recommended Best Practice for Members of a Transfer Panel (Annex IV to the Guide for Research Degree Supervisors) be amended with effect from session 2011/12 to read as follows:

9. Deferral of the Decision

A case for an extension to the provisional registration categories can be made on academic grounds to the Graduate Board. The period of any extension is normally no more than three months and in any event cannot be more than six months. In all cases a final decision must be reached within the time limit specified above (see 2. above).

The candidate must be given, in writing, clear guidance on why the work submitted is not of the right standard, details of the further work required by the panel and the revised deadline for submission. It should also be explained to the candidate that they will be required to attend a second transfer viva if the panel are not satisfied with the revised material.

All deferred candidates must be offered a second transfer interview if, after considering the resubmitted work, the panel is of the view that, from the consideration of the written submission, the candidate has not met the criteria for transfer to Doctoral candidature. Candidate and panel members must make themselves available for the second transfer interview within a reasonable period of time.

Deferred candidates should only proceed to further data collection following careful consideration by their supervisors and/or PGR Tutor.
The Board noted that sections covering transfer in the Guide for Research Degree Supervisors (section 5.6 – 5.10), and the Research Student Handbook (sections 5.3-5.5) and other relevant documents and advice would be edited appropriately.

**Changes to the Code of Practice for Research Degree Candidatures**

The Group had recommended amendments to the University Code of Practice for Research Degree Candidatures for 2011/12. These related to ethical issues where more explicit statements were necessary, editorial amendments to achieve greater clarity and recorded some amendments that had already been approved at the February Graduate Board.

The Board noted that some further amendments to the Code in relation to the management structure would be required at a later stage, possibly during the course of 2011/12.

RESOLVED: that amendments to the Code of Practice for Research Degree Candidatures be approved with effect from session 2011/12 as set out in Annex II.

**Learning Outcomes for Certain Programmes**

RESOLVED: that the Learning Outcomes, as set out in Appendix II of the Minutes of the Programmes of Study and Audit Group (04/04/11) for the following programmes be approved and included in the relevant programme handbooks with effect from 2011/12:

- Doctor of Medicine (MD)
- Doctor of Philosophy (PhD)
- Master of Philosophy (M Phil)
- Masterships by Research
- Doctor of Health and Social Care (DHSC)

The Board noted that some discussions would take place about the implications of references to ethical issues for the Examinations Group and its arrangements.

**Extending Research Degree Provision at York St John University to include Practice-Led PhDs**

RESOLVED:

(i) that with effect from 2011-12 York St John University be permitted to include Practice-led PhD programmes within the research degrees offered under the arrangements in place with the University of Leeds, as set out in the Minutes of the Programmes of Study and Audit Group (04/04/11);

(ii) that the following amendment be made to the Regulations for Ordinance X as follows:

Amendments to the Ordinance and Regulations and Programmes of Study for Research Degrees Booklet 2010/11

With effect from session 2011/12 the following amendments should be made (additions highlighted in bold and deletions shown using strike through):

**Regulations**

Page 13, footnote

*At this University creative practice is currently offered in the following Schools: School of English, School of Fine Art, History of Art & Cultural Studies, School of Music, School of Performance & Cultural Industries, and School of Design; and at York St John University. Requirements for practice-led research degree candidatures are...*
New Integrated PhD and Master Programmes within the Internal University Centres for Doctoral Training

RESOLVED: that approval be given with effect from 2011/12 to the introduction of the following programmes of study subject to the approval by the relevant Learning and Teaching Committees and TSEB of all modular taught components and the taught programmes contained within the overall degree structure:

- Integrated degree of PhD and MSc (Nuclear Fuel Cycle)
- Integrated degree of PhD and MSc (Chemical Process Research and Development)
- Integrated degree of PhD and MSc (Medical and Biological Engineering)

as set out in Appendix IV, V and VI of the Programmes of Study and Audit Group Minutes (04/04/11).

Programmes of study entries and Learning Outcomes for the 3 new programmes (above) will be forwarded after the meeting for consideration and approval by the Chair.

Proposed Integrated PhD and Master in a new EPSRC funded Centre for Doctoral Training

On the recommendation of the Programmes of Study and Audit Group the Board gave approval, in principle, with effect from session 2011/12, to the introduction of the Integrated degree of PhD and MSc (Molecular-Scale Engineering).

Further details of the programme are expected imminently and it was agreed that the Chair be authorised to take any further action on behalf of the Board.

Amendment to the Existing Programme of Study: Professional Doctorate: Doctor of Clinical Dentistry

RESOLVED: that approval be given to (i) the amendments proposed to the degree of Doctor of Clinical Dentistry with effect from session 2011/12 as set out in Appendix VII of the Minutes of the Programmes of Study and Audit Group (04/04/11);

(ii) to consequential amendments to the programme of study entry in the Ordinance and, Regulations and Programmes of Study booklet.

Withdrawal of a Programme of Study

RECOMMENDED: that the degrees of Doctor of Dental Science (DDSc) and Master of Dental Surgery (MDS) be withdrawn with effect from session 2011/12 and the following amendments be made to Ordinance X:

Ordinance X

Page 2 - Section 1.

From the list of research degrees
Delete “Doctor of Dental Surgery (DDSc)”

From the list of Masterships
Delete “Master of Dental Surgery (MDS)”

2 Some outstanding minor issues are to be considered under Chair’s Action
Delete the row in the table relating to the DDSc
Delete the row in the table relating to the MDS

RESOLVED: that, subject to approval of the recommendation set out in M 10/379 above, approval be given, with effect from session 2011/12, to the following amendments to the Regulations and Programmes of Study entries as follows:

Regulations

Page 11
Delete “The degree of Doctor of Dental Science” and paragraphs 22, 23 and 24
Renumber following paragraphs accordingly

Page 16
Under the heading “Masters degrees by Research”
Delete “Master of Dental Surgery”

Programmes of Study

Pages 39-40
Delete Programme of study entry for the degree of “Doctor of Dental Science”

Pages 71-72
Delete Programme of study entry for the degree of “Master of Dental Surgery”

Appendix I – Learning Outcomes/Transferrable Key Skills/Learning Context/Assessment for Research Degrees - Pages 73 - 77
Delete references to the DDSc and MDS

Submission Rate Statistics for Full-time PhD Candidates Commencing Study in the Period November 2005 to October 2006 (GB/10/96)

The Board noted that the information about submission rate statistics for full-time students would be forwarded to Faculty Graduate School Committees for discussion and comment.

Examinations Group

RECEIVED: reports from the meetings held on 24/01/11 and 07/03/11 (GB/10/97(a) and (b)).

The Board noted that the Examinations Group had reviewed its arrangements for issuing letters of congratulations to students for research excellence, which had been in place since September 2010 and was taking steps to ensure greater awareness among examiners of the arrangements and criteria.

Group on Higher Doctorates

It was noted that the Group had approved the award of the degree of DSc to one candidate.
Papers Circulated for Information

- REF Timetable (GB/10/98)
- QAA – Draft Mid Cycle Follow up briefing paper for Institutional Audit which was presented to Senate on 16 March 2011 (GB/10/99)

Postgraduate Research Tutor’s Forum

The Board noted that the PGR Tutor’s Forum would be held on 5 July 2011.

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<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>10/301</td>
<td>Contact International Office and the Communications Team regarding the lack of presence of the Split-Site PhD arrangements on the corporate website</td>
<td>RSA</td>
<td>Early May</td>
</tr>
<tr>
<td>10/317</td>
<td>Give consideration to the Equal Opportunities Information (GB/10/79)</td>
<td>FGSCs</td>
<td>By 20/06/11</td>
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<tr>
<td>10/323</td>
<td>Give consideration to the paper on Employability and the Leeds PGR experience (GB/10/80)</td>
<td>FGSCs</td>
<td>By 20/06/11</td>
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<tr>
<td>10/336</td>
<td>Send comments on the HEFCE consultation on Research Funding to Edward Spiers</td>
<td>All members</td>
<td>By early June</td>
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<tr>
<td>10/337</td>
<td>Raise awareness and encourage PGRs to complete PRES</td>
<td>All members</td>
<td>By 17/05/11</td>
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<tr>
<td>10/344</td>
<td>Send comments on the QAA Consultation on Characteristics of the Doctorate to Sarah Throp</td>
<td>All members</td>
<td>By 29/04/11</td>
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<tr>
<td>10/351</td>
<td>Identify Faculty Representatives for Groups of the Graduate Board (where vacancies occur)</td>
<td>DOGES</td>
<td>By 20/06/11</td>
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<tr>
<td>10/352 (ii)</td>
<td>Send ESRC White Rose Doctoral Training Centre paper (presented to Research Board) with relevant updates to members of the Board</td>
<td>RSA</td>
<td>Early May</td>
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<tr>
<td>10/356</td>
<td>Investigate opportunity of using the Leeds PhD full-time Split-Site Model in connection with “European Industrial Doctorates”</td>
<td>European Office, RSA</td>
<td>Early May</td>
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<tr>
<td>10/371</td>
<td>Examinations Group to discussion implications of reference to ethical issues in the Learning Outcomes</td>
<td>Examinations Group</td>
<td>Early 2011/12</td>
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JYF/ST
Ext 35778
06/05/2011