THE UNIVERSITY OF LEEDS

GRADUATE BOARD

18 October 2010

Present: Professor E M Spiers (in the Chair), Dr T Batten, Professor M Chipperfield, Dr J Donnelly, Dr H C Dyer, Dr P H Gardner, Professor H Hall, Mr E Jebreel, Dr P Knapp, Professor P Millner, Dr A Mullis, Dr W Rea, Professor P Seakins, Ms C Taylor (PGR student representative), Dr M Treherne, Professor D Westhead.

In attendance: Dr A Bromley, Mr P Coles (for MM 10/21-28), Mrs J Y Findlay, Mr R Gilworth, Mr J Lillywhite, Ms K Owen, Dr C Robins (for MM 10/29-32), Dr A Temple (for MM 10/52-58), Ms S Throp, Mr D Wardle (for MM10/37-38).

Welcome

The Chair welcomed the following new members of the Board: 10/01

- 2 new DOGES: Dr Mathew Treherne (Arts) and Dr Hugh Dyer (ESSL)
- Mr Elliot Jebreel (Education Officer)
- Ms Carly Taylor (PGR student representative)

- New Chairs of Groups of the Graduate Board:
  - Dr Peter Knapp (Examinations Group)
  - Dr Peter Gardner (Programmes of Study and Audit Group)
  - Professor Edward Spiers (Group on Higher Doctorates and Researcher Training and Career Development Training Group)

- Representative from York St John: Professor Howard Hall

Membership and Dates of Meetings for Session 2010/11

RECEIVED: details of the Membership of the Graduate Board and dates of meetings for session 2010/11 (GB/10/01). 10/02

The Board noted that the membership of the Board included a representative of the LUU Postgraduate Assembly. As the Postgraduate Assembly no longer existed the Board agreed that the membership should be amended. 10/03

RESOLVED: that the membership of the Board be amended as follows with immediate effect: 10/04

Delete: “A representative of the Postgraduate Assembly”  
Substitute: “A PGR student representative to be appointed by LUU”
Terms of Reference  (GB/10/02)

The Board considered the current terms of reference and endorsed them, subject to the following amendment:

15. delete “The Postgraduate Assembly”

Minutes

The Minutes of the Meeting held on 24 June 2010 were confirmed.

Matters Arising on the Minutes (and not discussed elsewhere on the agenda)

M09/347 Research Degree Qualifications Rates

RESOLVED: that a small Group be established with Professor Spiers in the Chair to consider issues arising on the University’s submission and qualifications rates, with the following membership: Dr T Batten, Professor M Chipperfield, Dr W Rea and Mr P Coles (APPO).

M 09/361-366 PGR Marketing

REPORTED: that the Director of Marketing has indicated that:

(i) the Marketing Team were now developing the University’s international marketing in each Faculty under the leadership of the Faculty Marketing Manager using the Faculty of ESSL pilot as a guide. In the short term, however, the team would be focusing faculty marketing support where the University has the greatest performance gap;

(ii) PGR recruitment will now be led by one individual from the Central Marketing Team;

(iii) the International Office was working with Research Student Administration to ensure marketing information for split-site programmes was made available.

A member of the Board indicated that one of the main obstacles to the progression of Leeds UG/PGT to PGR study was the relative scarcity of funding available to support PGR study. It was, however, noted that although some Schools had a surplus of applicants with little funding to support students, others where recruitment took place from several different traditional disciplines, sometimes had an excess of funding over good applicants. It was agreed that further discussion should take place at the DOGES forum with a view to sharing information and putting effective marketing in place for applicants on a cross Faculty basis.

It was also noted that the Recruitment Team had obtained information that Leeds was not as successful in converting UG/PGT to PGR as some other universities, in particular Manchester and Nottingham.
Note was taken of the work of the Careers Centre in advertising PGR opportunities via its Employment Team. Bob Gilworth would forward the relevant email address to members.

**M09/374-380 Post-Roberts Funding Research Skills Training**

REPORTED: that meetings of the Group, Chaired by Pro-Vice-Chancellor Professor Scott, to consider Post-Roberts funding were on-going.

**M09/389 University Dean or Director of Postgraduate Studies**

Discussions were continuing about the possible advantages of establishing a post of University Dean or Director of Postgraduate Studies.

**MM 09/418-20 Scholarships**

REPORTED: (i) that the Faculty Management Group had approved changes to the CSC – University of Leeds Scholarships. However, after discussion the possible reduction in the number of Chinese Universities eligible to participate will not be considered for 2011/12 entry but will be reviewed again for 2012/13 entry; (ii) Schools have been advised of the changes to the FIRS competition.

**M 09/424 Vacancies for Faculty Representatives on Groups of the Graduate Board**

REPORTED: that a vacancy on the Group on Scholarships, Studentships and Prizes for a representative from the Faculty of PVAC remained unfilled.

The Chair of the Faculty Graduate School indicated that a representative would be forthcoming.

**MM 09/400-404 Systems Developments for Enhancing Administrative Processes Relating to Postgraduate Research Students**

REPORTED: that proposals for systems developments for enhancing administrative processes relating to pgr students would be considered by ISPG in October. An update on progress would be presented to the Board at its next meeting.

**Chair’s Action**

REPORTED: that the Chair had acted on behalf of the Board to (i) approve the following amendments to the Life Sciences Interface Doctoral Training Centre – PhD (Tissue Engineering and Regenerative Medicine) - module content with effect from session 2010/11:

Optional modules to be withdrawn:
- MICR1020 Microbiology and Immunology in Action
- MICR1025 Immunity
- MICR1021 Microbiology in Action
Optional modules to be included:
MICR1220  Introduction to Immunology
MICR1201  Introduction to Microbiology
JUY0220403  Immunology and Infectious Diseases (University of York)

(ii) to send forward a revised recommendation to Senate and Council for an amendment to Ordinance X. The original recommendation forwarded by the Board in February 2010 had incorrectly stated the standard period of study for the part-time variant of the Professional Doctorate in Clinical Dentistry as 7 years when it is, in fact, 5 years.

Representation upon other Boards/Committees/Groups

(a) REPORTED: (i) the Board is represented in 2010/11 upon other Boards/Committees/Groups as follows:

Bologna Group: Professor D Westhead and one vacancy (vice Professor S Taberner)

Learning and Teaching Board: Dr A Mullis

University Research Ethics Committee: Dr T Batten

York St John University Research Degrees Sub-Committee: Dr A Mullis

(ii) the Chair of the Board had nominated Professor E Spiers to represent the Board on an ad hoc Group on Plagiarism established by the Learning and Teaching Board.

(b) RESOLVED: that Dr M Treherne be appointed as a representative on the Bologna Group vice Professor Taberner.

MATTERS FOR DISCUSSION

PGR Project 2009-2011 (GB/10/03)

Professor Spiers drew attention to the content of GB/10/03 and to some of the next stages of the Project:

(i) scrutiny of existing PDR systems was taking place: a presentation of a University of Manchester system had taken place and other in-house systems at Leeds had been/would shortly be viewed. Once consultations had been completed, steps would be taken to agree a functional specification for the new system to support the agreed processes; implementation was expected by September 2011 and would assist students and academic staff in keeping records of meetings and reviews of progress;

(ii) a business case would be prepared for FMG for the appointment of a University Dean or Director of Postgraduate Studies;
Faculty marketing implementation plans were underway; the arrangements for the PGR Conference on 14 December would be circulated; information could be obtained from the web site http://www.leeds.ac.uk/rtd/pgrconference.html. The on-going discussions about the Post Roberts training arrangements for research students and post doctoral staff and the associated fee arrangements, which required further discussion before reaching decisions for 2011/12.

HEFCE Research Degree Qualification Rates (GB/10/04 (a) and (b))

RECEIVED:  (a) a summary of results for the Qualifications Rates 2006/07 – 2008/09 (GB/10/04(a); and (b) a summary of issues for consideration (GB/10/04(b).

Peter Coles (APPO) presented the data (GB/10/04(a)) released by HEFCE on the Research Degree Qualification rates relating to doctoral students beginning their research degrees in 2000/01, 2001/02 and 2002/03 (full-time) and for 1999/2000 (part-time/mode switch). Data was presented for the Russell Group and the University of Leeds and was based upon the HESA returns made by each University.

In the first year (2006/07) the full-time rates for Leeds were particularly high and in that year amongst the best in the sector at 88.5% overall. The rates for the following two years were average or above average for the Russell Group. The part-time rates (2008/09) were considerably lower for all institutions, although Leeds was above average for the Russell Group.

The Board noted that there had been a reduction in the rates for the full-time students for the second and third years, but with only a small increase in the number of qualifiers the overall rates would revert to a higher level and move Leeds up the rankings.

It was possible that the Qualification Rates would be part of the metrics used in the REF and they would be available to the QAA in the context of assessing confidence in arrangements for PGR support in universities. HEFCE, had, however indicated that, in the future, a different model for calculating the rates would be used – a predictive model which would estimate how many of the current students will qualify, rather than how many actually qualified from several years previously.

The second paper (GB/10/04(b)) raised certain issues for consideration. There were marked differences between the UK/EU students and international students in the reasons for leaving and a greater proportion of international students left within the second year of study, compared with UK/EU cohort. It raised questions about the timing of the “transfer” assessment.

The Board agreed that the Group (already set up in M10/07 above) be invited to interrogate the data further with a view to recommending any particular interventions that might be effective in improving the rates.
In the meantime it was agreed:

(i) that the qualifications rate data relating to Faculties and Schools be forwarded to Faculty Graduate School Committees for information, comment and investigation where appropriate;

(ii) that to ensure that HESA data for Leeds is up to date Faculties and Schools be reminded of the need to collect leaving information in a timely manner and to submit it to RSA as soon as possible.

Outcomes from Student Academic Experience Reviews (SAER) – 2009/10

Dr Christina Robinson (AQST) introduced discussion of pgr issues raised in SAERs. Attention was, first of all, drawn to the areas indicated for action in the SAER reports. Reference was made to the relevant sections of University Codes relating to each issue (and the School in which the matter had been raised). Similarly, the areas identified for consideration were identified. It was noted that, with regard to some of the issues raised, the new PDR system would assist with the development of improved practice. Decisions about the functional specifications of the PDR system would soon be made and the information collected in the SAERs would be helpful.

The Board was pleased to note the significant areas of good practice that had been identified during the SAERs and the Board agreed that this information should be shared across the University. There could be opportunities to make information available in a readily available database to gain greater understanding of how these areas of good practice had been implemented and operated. This would be beneficial across the University so that knowledge and experience could be shared.

The suggestion was made that the existing University Codes might be reviewed in the light of Precepts 15 and 17 of the QAA Code (Section 1: Postgraduate Research Programmes).

It was agreed that the Programmes of Study and Audit Group be asked to discuss GB/10/05 further with a view to sending forward recommendations to the Board on any further action to be taken.

Arrangements for SAERs 2010/11 (GB/10/06)

The Board noted that SAERs had been scheduled in 2010/11 for 5 Schools for which Senate had agreed that a wider review be conducted. Learning and Teaching would now be conducting a “light-touch” administrative check on quality assurance procedures.

The Board agreed that the Programmes of Study and Audit Group be asked to consider the process that might be appropriate for postgraduate research.
The SAERs for Electronic and Electrical Engineering and for SPEME would take place in 2010/11 as planned.

Student Complaints Procedure – Annual Report 2009/10


The report was presented by David Wardle (University Complaints Officer). The Board noted that overall there had been a fall in the number of complaints received from all students. In respect of PGR 4 had been received in 2008/09 but 5 in 2009/10. Two of these had been upheld. There continued to be concerns about the adequacy of supervisory records for pgr students in some areas of the University.

Representatives of LUU welcomed the regular meetings that took place about general issues arising from student complaints between LUU staff and those in the University Complaints Office. The Advice Centre in LUU was therefore able to provide more helpful advice to students. Attention was drawn, however, to the situation in which students sometimes found it difficult to raise issues because of the sensitive relationship between student and supervisor.

Research Student Appeals – Annual Report 2009/10

RECEIVED: the Annual Report on Research Student Appeals (GB/10/08)

The Board noted:

(i) 5 reports had been received in 2009/10, for information, from University Groups established to consider appeals from PGR students (2 were upheld and 3 were dismissed and in one an additional period of study was permitted on the basis of medical evidence);

(ii) 2 cases had been considered by Faculty level Appeal Panels (1 was upheld and 1 was dismissed).

Since 2007/08 any appeals at the “transfer” stage could be considered at Faculty level and it was noted that 5 appeals had so far been considered and resolved within Faculties.

The Board considered the general issues that had arisen during Appeals. There was evidence of excellent record keeping in some areas and the value of six monthly and annual progress reports was recognised. It was also noted that where more than one supervisor was appointed it was important that there was a clear division of supervisory responsibility with all supervisors having a role in the supervision.

It was agreed that:
(i) RSA would circulate details of the general issues arising from appeals to FGSCs, PGRTs and Heads of School;
(ii) SDDU be asked to take account of the general issues in the planning of training and briefing courses for supervisors.

Postgraduate Research Student Survey (PRES) 2011 (GB/10/09)

The Higher Education Academy had announced that the national Postgraduate Research Student Survey (PRES) would be run in Spring 2011. PRES would, in future, run in alternate years.

RESOLVED:

(i) The University will participate in PRES in 2011;
(ii) Dr H Sears be appointed as the University of Leeds PRES Officer for the 2011 survey)
(iii) A working party be formed to decide upon the Leeds specific questions for PRES 2011 as follows:

A Director of a Graduate School
A member of the Programmes of Study and Audit Group
A Faculty Graduate School Manager
A representative of RSA
LUU representative
SDDU representative

Suspensions/Extensions of Study: Graduate Board Policy  (GB/10/10)

Proposals were made for revised definitions for “suspensions of study” and “extensions of study” for PGR students. These differed slightly from current practice and had been proposed in order to cover different arrangements and processes required by some Research Councils and new UKBA visa requirements.

After a brief discussion, the Board agreed that the paper could be forwarded to Programmes of Study and Audit Group to confirm the details and to issue guidance to Faculties and Schools.

Employability and the Leeds PGR Experience

RECEIVED: a paper on Employability and the Leeds PGR Experience, which was intended to open a discussion about the “Employability Statement” for Leeds in respect of PGR students (GB/10/11).

Bob Gilworth highlighted the current UK employment situation whereby healthy PGR recruitment relied to a great extent on the public sector. This was a serious matter which had to be addressed by the Careers Centre.

A model was being proposed through LTB for taught students, which might be considered for support to PGR. The smaller number of research students meant that certain different approaches to provide support needed
consideration. More networking and the use of the Leeds Career Network (an alumni mentoring scheme devised jointly by the Alumni Office and the Careers Centre) might be considered.

It was agreed that further discussion take place with the DOGES in order to decide upon the appropriate strategy to support PGR students.

Report on the Research Ethics Training and Development Programme: Plans for 2010/11 (GB/10/12)

Dr Alice Temple outlined the research ethics training planned for delivery between September 2010 and June 2011 and sought comments from members. Training was available in all Faculties for both staff and students with further effort being made to communicate the importance of ethics and of ethical review in the research process.

Specific themed courses (eg Research with Human Participants, Data Protection and Research, Research Ethics and the Media) would be available for staff.

The Board was asked for suggestions for sessions not already in place. Cross Faculty/disciplinary sessions would be welcomed in the Arts. Members were asked to forward further suggestions to Dr Temple following the meeting.

Report on the pilot projects: engaging research students with ethics and wider social impact (GB/10/13)

Pilot projects had taken place in the Faculty of Biological Sciences and the Schools of Physics and English to investigate approaches to improving the engagement of pgr students with the broad ethical implications of their research. The outcomes from the project had varied, as would be expected in the diverse disciplines, but there was broad agreement with the need to get pgr to engage with the ethical issues of their research.

On the basis of the evidence obtained from the pilots recommendations were made which aimed at encouraging pgr to engage with the ethical consideration of their research and to have checks in place to catch instances where the engagement with salient ethical issues is necessary. At the same time the recommendations provided flexibility to allow Schools to introduce a process that is proportionate to their academic discipline.

RESOLVED:
(a) That all schools, as a minimum:

(i) as part of the research student’s training needs analysis, consider the skills the student requires to engage with the ethical implications and impact of the research (the
University's training needs analysis tool\(^1\) available to research students currently includes ethical research practice); 

(ii) check at transfer that any training and any ethical issues that have been identified have been addressed (this might be simply a check box on the transfer report form); 

(iii) specifically encourage students to undertake ethics training where salient ethical issues are known to potentially exist (the postgraduate research tutor would typically see all research project outlines at initial registration and transfer and, with appropriate training, would be able to identify projects with potential ethical issues).

(b) That all schools be strongly encouraged to run a dedicated training event covering the identification and articulation of the impact and ethical implications of research.

(c) That schools where salient ethical issues typically arise be strongly encouraged to require students to include a report on the ethical issues of their research as part of their submission, and for the ethics and impact of the research to be discussed in the viva at:

- transfer;
- final examination.

(d) That University guidance to examiners of research degrees be updated to reflect the University’s policy on good research practice in ethics.

The Board asked the Examinations Group and Programmes of Study and Audit Group to consider arrangements for the implementation of the resolution.

Proposal to Revise the Research Degree Accreditation Agreement with York St John University

RECEIVED:  

(i) a proposal to revise the Research Degree Accreditation Agreement with York St John University (GB/10/14)

(ii) an extract from the QAA Review of Research Degree Programmes – York St John University (September 2009) (GB/10/15) (for information).

The Board noted the University of Leeds had had a long standing relationship with York St John University since the 1920’s, with arrangements in place for the award of University of Leeds research degrees since 1994. In 2005 York St John had been granted Taught Degree Awarding Powers and then was recognised by the Privy Council as a University. YSJU now wished to be in a position to apply for Research Degree Awarding Powers (RDAP) in the 2012/13 academic session.

---

Under the current arrangements, approved by the Graduate Board, the arrangements for pgr were handled in much the same way as a Faculty Graduate School. To assist with the aspiration of YSJU, it was accepted that a period of transition with increased delegation in the oversight and responsibility for research degrees would be helpful. The Board was asked to approve the principles of a new Research Degree Accreditation arrangement with YSJU.

Approval was given to the principles set out in GB/10/14, so that further discussions could take place about detailed arrangements for a revised Research Degree Accreditation arrangement with YSJU. It was noted the Programmes of Study and Audit Group and the Examinations Group needed to be involved in discussions and that a phased approach would be taken in terms of implementing any new arrangements.

ISSUES FOR REPORT

Report from the Education Officer

The Education Officer reported that LUU was working on arrangements for the appropriate representation and greater involvement of PGR in democracy support in LUU.

It was the intention of LUU to be involved in “University Challenge” and test sessions would take place in November. He asked for assistance from DOGES in identifying PGR students who might wish to participate.

The DOGES raised the issue of the lack of LUU representation on Faculty Graduate School Committees. In the past representatives had been actively involved in Faculty discussions. LUU representatives indicated that priority had been given to developing an appropriate structure for taught student representation and that unfortunately the previous formal Assembly arrangements for PGR had not worked well.

The DOGES suggested that LUU should link up with the School/Departmental PG Societies to ensure that LUU was involved and aware of discussions at Faculty level. The LUU Student Engagement Coordinator had been invited to the next Faculty Graduate School Managers Forum to discuss how the union were supporting pgr students and how Faculty Graduate School Managers might help.

University Boards/Committees

RECEIVED: the Minutes of the meetings of the following Boards/Committee:

(a) Learning and Teaching Board (23/06/10 and 29/09/10) (GB/10/16 (a) and (b))
(b) Research Board (14/06/10, 12/07/10 and 15/09/10) (GB/10/17 (a),(b) and (c))
The Board noted the steps being taken to ensure that forecasts of PGR numbers were more realistic.

(c) University Research Ethics Committee (07/07/10) (GB/10/18).

It was noted that the Minutes of the meeting held on 04/10/10 will be available at the Board’s next meeting.

The Board noted that it had sometimes been difficult to find staff to review applications and that this work was not recognised in work load models.

NATIONAL AND EUROPEAN ISSUES

Bologna Issues

RECEIVED: information from the European University Association entitled: success in doctoral education – EUA-CDE prepares new recommendation on reform (GB/10/19).

GENERAL SCHOLARSHIP MATTERS

EC Erasmus Mundus PhD Funding Programme

REPORTED: that the Biological Sciences bid for funding under the EC Erasmus Mundus PhD Funding Programme had been unsuccessful. The Board was reminded that it had, at its April meeting, recommended to Senate and Council an amendment to Ordinance X which would allow the award of joint degrees with other high quality institutions in anticipation of a successful bid. Given that the bid was unsuccessful the University had not yet proceeded to put detailed arrangements in place for the award of joint research degrees.

RESEARCH COUNCIL INFORMATION

ESRC Training and Development Board Visit – Panel Report

REPORTED: that the final report of the Panel was still awaited. Decisions on applications for Doctoral Training Centres would be announced by ESRC early in the New Year.

Doctoral Training Grants (EPSRC) (GB/10/20)

The Board received an update on the allocation of a proportion of EPSRC funding towards the establishment of Centres for Doctoral Training in 2011/12 following discussions between the Faculties of Engineering and MAPs. 5 proposals for internal CDTs together with recommendations from a sub-group of the Steering Committee for DTGs on possible mechanisms for the future allocation of the ESPRC DTG across Faculties and Schools would be considered in October by the Faculty Executive Committees.
GROUPS OF THE BOARD

Researcher Training and Career Development Steering Group

RECEIVED: the Minutes of the meetings of the RTCDSG held on 05/07/10 and 21/09/10 (GB/10/21(a) and (b)).

The Chair advised the Board that the RTCDSG was pulling together the building blocks for researcher training and holding together activities until the Researcher Training Group chaired by Professor Scott developed a prioritisation plan to account for the cessation of Roberts funding.

Faculty Graduate School Committees (GB/10/22 (a) – (k))

RECEIVED: the Minutes from meetings of FGSCs as follows:

(a) MAPS (17/06/2010)
(b) Biological Sciences (13/07/2010)
(c) MAPS (15/07/2010)
(d) Biological Sciences (28/09/2010)
(e) Medicine and Health (05/10/2010)
(f) ESSL (06/10/2010)
(g) Arts (07/10/2010)
(h) Engineering (07/10/2010)
(i) Environment (11/10/10)
(j) Business (29/06/2010)
(k) Business (12/07/2010)

The Faculty of Medicine and Health raised the possibility of including the academic fees in the offer letter to the applicant which was issued by RSA rather than providing this information in an accompanying leaflet. Experience in the Faculty Graduate School had shown that an increasing number of applicants had indicated that this information was required by their sponsor. The Board agreed that the matter be referred for further investigation.

Examinations Group

RECEIVED: a report from the meeting of the Group held on 07/09/10 (GB/10/23).

Papers Circulated for Information

The Board received the following papers which were circulated for information:

- Closing Dates for University Funded Scholarships for 2010-2011 (GB/10/25)
- Information from the European Office: Postgraduate Marie Curie Opportunities in Europe (GB/10/26)
- QAA Code of Practice: Section 3 - Disabled Students (March 2010) - the Precepts (GB/10/27).
The Board noted that a complete copy of section 3 of the Code was available from the QAA website at: 
http://www.qaa.ac.uk/academicinfrastructure/codeOfPractice/default.asp

- UKCGE Events – 2010/11 (GB/10/28)
- Report from the UKCGE Summer Conference (GB/10/29)
- Postgraduate Research Tutors Forum Report (01/07/10) (GB/10/30)

RESERVED BUSINESS

Report from an Appeal Group

RECEIVED: for information the report from a Group established to consider an appeal from a research degree candidate (GB/10/24(R)).

The Board noted that the Appeal Group, after reaching its final decision on the appeal, had asked that consideration be given to the possibility that a student should be required to demonstrate that prima facie a case exists for investigation before being permitted to submit an appeal.

The Board discussed the proposal in detail. It was noted that, with effect from session 2009/10, a pro forma had been introduced for completion by an appellant. Some members felt that it was useful to both the appellant and the Appeal Group to complete the pro forma as it required the student to present evidence about the appeal in a clear and concise manner. The completed pro forma may be helpful to the University in determining whether prima facie a case exists for investigation.

The Board agreed that the current practice should continue for a period so that more information was available upon which to reach a decision about future process. In the meantime the Board asked that further information about arrangements at other universities as well any advice from the Office of the Independent Adjudicator be collected.

<table>
<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/04</td>
<td>Membership of the Board to be updated</td>
</tr>
<tr>
<td></td>
<td>RSA</td>
</tr>
<tr>
<td>10/05</td>
<td>Terms of Reference to be updated</td>
</tr>
<tr>
<td></td>
<td>RSA</td>
</tr>
<tr>
<td>10/09</td>
<td>Further discussion about sharing information and putting effective marketing in place for applicants on a cross Faculty basis</td>
</tr>
<tr>
<td></td>
<td>DOGES Forum</td>
</tr>
<tr>
<td>10/11</td>
<td>Information about the work of the Careers Centre in advertising pgr opportunities via its Employment Team to be circulated to members of the Board</td>
</tr>
<tr>
<td></td>
<td>Director of Careers Service</td>
</tr>
<tr>
<td>10/16</td>
<td>Representative of the Faculty of PVAC for the Scholarships Group to be identified</td>
</tr>
<tr>
<td></td>
<td>Director of PVAC Graduate School</td>
</tr>
<tr>
<td>10/28</td>
<td>Qualifications Rate data to be forwarded to FGSCs for information, comment and investigation</td>
</tr>
<tr>
<td></td>
<td>RSA, FGSCs, Peter Coles</td>
</tr>
<tr>
<td>10/32</td>
<td>Outcomes from SAERs 2009/10 to be considered</td>
</tr>
<tr>
<td></td>
<td>PSAG</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td>10/04</td>
<td>October 10</td>
</tr>
<tr>
<td>10/05</td>
<td>October 10</td>
</tr>
<tr>
<td>10/09</td>
<td>December 10</td>
</tr>
<tr>
<td>10/11</td>
<td>October 10</td>
</tr>
<tr>
<td>10/16</td>
<td>October 10</td>
</tr>
<tr>
<td>10/28</td>
<td>December 10</td>
</tr>
<tr>
<td>10/32</td>
<td>November</td>
</tr>
<tr>
<td>No</td>
<td>Item</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>10/34</td>
<td>Consider process appropriate for PGR in those Schools in which SAERs have been deferred</td>
</tr>
</tbody>
</table>
| 10/43 | (i) Circulate details of general issues arising from appeals to FGSCs, PGRTs and HoS  
(ii) take account of general issues in planning training and briefing sessions for supervisors | RSA       | November 10 |
| 10/47 | Confirm details and issue guidance on Graduate Board policy on suspensions/extensions of study | PSAG      | December 10 |
| 10/51 | Employability and the Leeds PGR experience – discuss appropriate strategy to support PGR | DOGES     | December 10 |
| 10/54 | Forward suggestions for sessions to be included in the Research Ethics Training and Development Programme to Alice Temple | All members | November 10 |
| 10/58 | Consideration to be given to the implementation of the resolution arising from the pilot programmes: engaging pgrs within ethics and wider social impact | Exams Group PSAG | November 10 |
| 10/75 | Further investigation of suggestion that academic fees should be quoted in the offer letter | RSA       | December 10 |
| 10/81 | Collect information from other universities and OIA in relation to academic appeals | RSA       | December 10 |

JYF/ST  
EXT 35778  
01/11/10