THE UNIVERSITY OF LEEDS
GRADUATE BOARD
18 June 2012
MINUTES

Present: Professor P Harrison (Dean of Postgraduate Research Studies) (in the Chair), Professor A Baker, Dr T Batten, Professor M Chipperfield, Professor J Donnelly, Dr H Dyer, Dr P Gardner, Dr O Harlen, Professor H Hall, Mr B Jackson, Professor R Mackenzie, Dr M Purvis, Dr N Stonehouse, Mr S Welsh.

In attendance: Ms J Blaikie (for MM 11/411-414), Ms L Burton, Mr P Coles (for MM 11/405-410), Ms LJ Conway (for MM 11/396-400), Mrs S Edwards (for MM 11/401-404), Mrs J Findlay, Mr R Gilworth, Mrs C Mills, Dr C Robinson, Dr H Sears, Mr J Lillywhite, Ms S Throp.

Expressions of Thanks

The Chair thanked Ben Jackson the outgoing Education Officer for his contributions to the work of the Board during session 2011/12 and noted the appointment of Josh Smith as the incoming Education Officer.

The Chair also expressed thanks to Dr Andy Mullis who would shortly be stepping down as Director of the Faculty of Engineering Graduate School and, therefore, from membership of the Board.

The Chair noted that this was the last meeting of the Board that would be attended by Mrs Jackie Findlay and expressed thanks for her work on the Board’s behalf over the past years. On behalf of the Board he wished her a healthy and happy retirement.

Minutes

The Minutes of the meeting held on 16 April 2012 were confirmed.

Matters Arising on the Minutes

M 11/248 Partnership Agreement

REPORTED: that TSEB had endorsed changes to the text of “the Partnership”, proposed by the Chair following discussions at Graduate Board, which enabled PGR students to more readily engage with it. It was noted that the changes would take immediate effect (GB/11/102).

The Board noted a minor inconsistency in the document and asked that where reference was made to “personal tutors” in the section entitled “what students can expect from staff” the words “or supervisory team” be included. It was agreed that this request be conveyed to TSEB.

M 11/273-275 PGR Needs Analysis

REPORTED: that the Chair would give further consideration to the PGR Needs Analysis questionnaire which formed part of the Integrated Planning Exercise (IPE). The identification of suitable questions for the PGR needs analysis would be an item on the agenda at the next DoGs Forum.
MM 11/299 – 301 Code of Practice for PGRs Engaged in Teaching

REPORTED: that the Working Group established to review the Code of Practice for PGRs Engaged in Teaching met on 13 June 2012.

Following consultation within the University (April 2012) there were a number of outstanding issues which required consideration and it would not be possible to meet the original timeline for recommending a revised Code of Practice for introduction with effect from session 2012/13. The existing Code would, therefore, remain in place for session 2012/13. It was now anticipated that the revisions to the Code would be finalised by January 2013 for implementation from 2013/14.

The Chair had already issued a reminder to those involved in the allocation of teaching of the necessity to ensure that opportunities were allocated in a fair and transparent manner in order to address concerns raised by PGR students in the Postgraduate Research Experience Survey (PRES) 2011.

The Working Group planned to hold its next meeting in July.

M 11/305 Working Group of the Student Welfare Senior Management Team

REPORTED: that the Student Welfare and Support Management Team had noted comments made by the Graduate Board on the policies for support for pregnant students and students with dependents. The policies were still under consideration but when completed would be available on the Equality Services website and linked from the help@leeds web pages.

The Team would also raise with HR the possibility of including similar statements on bringing children into a public area within the University within relevant staff policies as suggested by the Board.

CHAIR'S STATEMENT (INCLUDING QUESTIONS FROM MEMBERS OF THE BOARD TO THE CHAIR)

Role Descriptor for Directors of Faculty Graduate Schools

The Chair informed members that FMG, at its meeting on 21 June, would consider a common role descriptor for Directors of Faculty Graduate Schools. The proposed descriptor, which was intended to support the strategic development of PGR had already been through wide consultation.

In response to a question from a member of the Board the Chair confirmed that no work had been undertaken to review the role descriptor for the Faculty Graduate School Managers.

Move to a PGR Centrally Funded Scholarships Consolidated Budget

The Chair would be taking forward discussions with VCEG to try and obtain a more consolidated central funded scholarships budget. Currently the University funding for various specific scholarships programmes comes from different University sources and are “earmarked” for particular scholarships. For the future more flexibility in the use of the funding would be necessary so that decisions could be taken to support University strategic bids, such as those made to the EPSRC and NERC for DTCs during 2012/13. Virement between the “pots” associated with particular scholarship schemes might also be necessary to secure other scholarships for the University both within the UK and
internationally. Faculties would be asked about their future needs for scholarship funding in the PGR Needs Analysis questionnaire and it was noted that any scholarships would be reserved for outstanding applicants.

It was noted that the above new flexibility proposals would not apply to endowed scholarships, where certain conditions for awards had been made by the donors.

Attention was drawn to the actions of certain international government funders who were seeking substantial discount of fees for international students, with the sanction of withholding funding for students to register with those universities who were not prepared to offer discounts.

Preparation for an inspection by the UK Border Agency

In preparation for an inspection by UKBA of the University’s compliance with immigration procedures the University is undertaking a review. The Chair reminded members of the importance of attendance monitoring through use of the University’s Postgraduate Development Record (PDR) system and the subsequent notification of absence. This was one example of the kinds of procedures that would come under scrutiny during a UKBA inspection of the University. Both student and supervisor engagement with the PDR has been compulsory since September 2011. Faculty Graduate Schools were strongly encouraged to identify where individual students or staff were not engaging and it was suggested that non engagement should be reported to the Head of School in the first instance and then to the Dean of PGR Studies (Chair of Graduate Board). It was noted that a report existed for identifying non supervisor engagement within the PDR and this could be used to identify where practice was non compliant.¹

PDR: Transfer Process

The Board discussed the use of the PDR in the transfer process. It was agreed that a circular be issued to Faculties/Schools advising them that all transfers with effect from next session should be managed through the PDR. In addition Faculties/Schools should be informed that RSA would no longer accept recommendations for transfer made outside of the PDR after 01 September 2012.

PDR: Progress Monitoring

It was noted that RSA was currently collecting information on behalf of the Progress Issues Working Group (PIWG) about the variety of practices which existed across the University for progress monitoring. The need to move towards harmonization of PGR processes was recognised. The PDR currently serves largely as a repository for progress monitoring and if it is to be developed to support this consistent processes must be developed. The Chair drew attention to the need for compromise and willingness to converge if this was to be achieved.

The PIWG recognised that this was a significant piece of work and had identified some processes for initial consideration. A report would be made to the Programmes of Study and Audit Group at its next meeting (12 November 2012).

¹ It was established after the meeting that this report was only available to those Faculty/Schools using the optional monthly reporting facility.
MATTERS FOR DISCUSSION

Key Findings from the QAA Institutional Review and Action Plan (GB/11/103)

The Board noted that in response to the key findings from the Institutional Review (February 2012) the University was required to submit an action plan to QAA by 13 July 2012 addressing its key findings.

The Board was asked to consider a draft action plan put together for consideration by TSEB with some additional text prepared by RSA in relation to specific Graduate Board activities.

The Board considered the draft action plan in detail and agreed some amendments to the text. RSA was asked to forward its comments to the Academic Quality and Standards Team immediately after the meeting for incorporation into the final draft.

PGR Destination Survey 2012 (GB/11/104)

Ms J Conway, Careers Centre, introduced the paper which outlined details of a destination survey of 100 research council funded students who had completed doctoral studies in 2011. The main purpose of the survey was to fulfill Research Council requirements for final destination data for the process of submitting funding bids.

The outcome of the survey was positive with 95.4% of students in employment or further study. The data collected would feed into the annual Destination of Leavers Survey for Higher Education (DLHE). Differing timescales for the two surveys had prevented combination of the two exercises.

The Board was cautious in its interpretation of data of the types of University employment obtained by the leavers. Variations in terminology and inconsistency of practice across HEIs made comparisons of positions, such as Fellowships, complex.

The Board agreed that it would be useful to conduct a follow up survey in 24 months and that it would be useful for a wider destination survey of PGR leavers to be conducted.

The Careers Service agreed to explore the possibility of using email address information, collected as part of the on-line graduation management, for future surveys. This data was stored in BANNER.

Graduate School Practice in Research-Intensive Universities (GB/11/105)

Sally Edwards presented a paper on “Graduate School Models at UK Universities, which was intended to highlight some of the options, considerations and issues in graduate school provision. Comments and feedback were welcomed and would inform an “options paper” on the development of Leeds Graduate Schools, which was planned for September 2012.

Significant information had been collected and analysed on the models that were operating in other Russell Group Universities. A wide range of models were in existence and these identified the benefits and challenges for different approaches. This background was helpful but work was needed to identify a solution appropriate to the Leeds situation. It was acknowledged that at Leeds there was overall no consistent approach for the support of PGR students within Schools, in particular Faculties or between Faculties. The situation was complicated further by the development of Centres for Doctoral Training.
The University strategy required an increase in academic staff to PGR to a ratio of 1.8 FTE, which would require a substantial increase in the number of PGR students and would provide a University profile approaching the top 50 universities in the world. The University would, therefore, need to put in place processes, arrangements and support which would sustain increased numbers of PGR students.

It was agreed that the paper be circulated widely within Faculties for discussion by Faculty Graduate School Committees and other relevant groups for their comment. Electronic copies would be made available and comments should be returned to s.edwards@adm.leeds.ac.uk.

HEFCE Research Degree Qualification Rates (RDQRs) (GB/11/106)

Mr Peter Coles, Strategy and Planning, introduced the paper. He informed the Board that on 09 May 2012, HEFCE published a research report which presented projected rates of qualification for UK/EU students on full-time doctoral research degrees. The methodology uses an algorithm which is applied to the most recent cohort of students for which data is available to predict what the end states of the students would be after both 7 and 25 years. HEFCE also calculates a benchmark figure and if the projected data is significantly different from the benchmark then this “should be taken as an invitation to the HEI to investigate possible causes for the differences that have been identified”. This new methodology is intended to replace the former RDQR methodology.

Mr Coles informed the Board that issues with the Leeds data had led the University to take up the opportunity to request its exclusion from the report. Preview data sent by HEFCE to Leeds indicated projected rates of below 70%, considerably below what might have been expected. Of the Russell Group universities UCL had similarly withheld its data.

Investigations within the University identified that the reason for this lay in the way Leeds recorded “over time” students in the HESA Return. This had resulted in an over estimation of the proportion of students predicted not to qualify. Had a different approach to the HESA return been taken the proportion of non qualifiers would have been much smaller.

Comparative results from the other English Russell Group universities were presented in the paper. Qualification rates for some of these universities, including Imperial and Newcastle, were low and had led to unwelcome headline articles in the THES. Overall the headline message from the publication of the data was that only 75% of those commencing UK doctoral study could expect to complete successfully within 7 years.

Both Imperial and Newcastle “found fault” with HEFCE’s methodology in the THE article and taken together with Leeds’ experience, “curious features” in the data and also the very low rates shown for a small number of non Russell group institutions it would appear that, at this stage, we cannot have entire confidence in the accuracy of the methodology.

For the future:

- The University anticipates that changes now made in recording student data will ensure that future projections of qualification rates will be a more accurate reflection of the Leeds situation;
- It cannot be presumed that the 7 year projected rates obtained by the new methodology will be quite as high as those seen under the previous RDQR method, for instance, only a 50 day period is allowed for students
to withdraw from study (and therefore be excluded) whereas the previous method allowed one year;
• Further revisions to the methodology are under consideration by HEFCE;
• HEFCE has indicated that it expects to develop methods for analysing qualification rates for non-EU, part-time and non-doctoral research degrees.

Proposed Policy on Ethical Issues arising from Research (GB/11/106)

Ms Jennifer Blaikie, Senior Research Ethics Administrator, attended the meeting for this item. She explained the proposal for a single policy statement on research ethics which linked together existing policies relevant to research ethics and which would provide a clear point of reference for University and external guidance. It was intended that the single policy would be introduced with effect from session 2012/13.

The Board was supportive of the proposal to adopt the single policy setting out institutional requirements for ethical review and the associated expectations of staff and students.

Members were invited to send any feedback on the paper to Jennifer Blaikie (j.m.blaikie@adm.leeds.ac.uk).

Report from the Senior Research Ethics Administrator (GB/11/107)

The Board received the report which provided an update of research ethics activity and developments.

Admissions Issues (GB/11/109)

The paper provided data on the current number of registrations of new research degree students per month. This showed that the greatest number of students register in September/October with students able to complete registration and gain access to their ID card (and University facilities) during the course of the previous month before their official registration date (eg during September for an October start).

It was noted that if four preferred points of induction are to be introduced a decision is required early in session 2012/13 so that planning for arrangements for 2013/14 can be made and communicated to those receiving offers of admission.

At the request of the Board, at its previous meeting, an example of an academic offer letter was provided for review which proposed some minor amendments to the text on the reverse of the letter and included new material on the commitment to research activity. This text is carefully considered in consultation with the University Legal Advisor to ensure contractual and legal obligations are satisfied as well as providing information to manage student expectations.

The Board held a lengthy discussion about the offer letter recognising that the offer of an academic place was a separate procedure to that of awarding a scholarship. Some suggestions were made for amendment to the format of the offer letter.

The Board endorsed the proposed amendments to the reverse of the offer letter with effect from 01 August 2012 (as set out in Annex V of GB/11/109) subject to the addition of a weblink to the Partnership.
The Board considered a suggestion that the information about the academic fee might be included in the offer letter and also arrangements for including information about bench fees. It was agreed that the Chair be authorised to consider this suggestion further after the meeting. A report would then be made available to the Board.

Report from the Plagiarism Working Group (GB/11/110)

The Board received an interim report from the Plagiarism Working Group which included a recommendation for immediate implementation together with some proposals which required further discussion before implementation. The Board was supportive of the recommendation and

RESOLVED: that, with effect from session 2012/13 the definition of plagiarism for research students be amended and brought into line with the definition in use for taught students.\(^2\)

It was noted that various University procedures and protocols would require consequential amendment for session 2012/13. Some amendments might also be necessary in Faculty/School handbooks.

The Board also noted that the Working Group was discussing some issues in relation to monitoring, communicating and training in relation to the prevention of plagiarism.

ISSUES FOR REPORT

Report from the Education Officer, LUU (GB/11/111)

Ben Jackson highlighted the successful outcomes of work through partnership which included:

- Work to support PGRs engaged in teaching
- Continuing to build an effective PGR community
- A range of successful networking events
- Work with SDDU in developing this year’s PGR Showcase Conference.

He continued by expressing his thanks to the Graduate Board for its support for PGR issues. The Chair responded by thanking Ben Jackson again for his valuable contributions to the Board’s work.

Future Arrangements for Student Academic Experience Reviews (SAERs) (GB/11/112)

Dr Christina Robinson informed the Board that the 5 year cycle of two day SAER visits using the existing methodology which integrated PGR and taught student review methodology had now been completed. The methodology would now be revisited and the following key principles had been suggested:

- Schools will be reviewed on a 6 year rather than 5 year cycle;
- The review of taught and PGR student experience should no longer be integrated;
- The methodology, timetable and unit of review for PGRs will be agreed in time for 2013/14.

\(^2\) Precise wording to be approved by the Chair following the meeting.
The Board was supportive of the proposals. It was suggested that consideration might be given to some consistency of membership across the two review processes.


The Board noted that the programme continues to be received well and will run again next session with the addition of a separate course (in September) introducing the role of a PGR Tutor for those new to the role. This course had previously been run in tandem with the Postgraduate Research Tutors Forum in July.

The Board expressed its thanks to the tutors from across the University who contributed to the programme and noted that without their continued support the delivery of the courses would not be possible.

Leeds Trinity University College (GB/11/114)

The Board received a report from the annual meeting with LTUC and the Chairs of the Examinations and Programmes of Study and Audit Group which was a requirement of the accreditation agreement in respect of research degree programmes.

It noted that overall there were no significant changes to existing arrangements proposed and that the number of admissions to PGR study at LTUC was likely to remain small in the foreseeable future. LTUC was keen to continue its relationship with the UoL to accredit research degree candidatures in the longer term.

Postgraduate Research Financial Oversight Committee

The Chair reported that the Committee had met on 17 April 2012. Two major studentship opportunities were approaching: NERC DTP and EPSRC DTC. It was also expected that the EPSRC DTG would move to new arrangements for entry in 2015 with universities being requested to provide more evidence for consideration as part of the submission process for entry in 2015. Work was underway to consolidate the central PGR scholarships budget which would enable the University to better position itself in Research Council funding bidding processes (see M 11/xx above).

AHRC Block Grant Partnership 2

The expression of interest from the White Rose Universities had resulted in an invitation to submit to the final bidding stage. Work with the Universities of Sheffield and York was underway.

University Boards/Committees

RECEIVED: the Minutes from the following University Boards:

(i) Taught Student Education Board (25/04/2012) (GB/11/115);
(ii) Research and Innovation Board (16/04/2012 and 14/05/2012) (GB/11/116(a) and (b)).

It was noted that the University Research Ethics Committee (UREC) would meet on 20/06/2012.
Bologna Issues: European Higher Education Area Ministerial Conference, Bucharest, April 2012 (GB/11/117)

The Board received a highlight report arising from the Conference for information. 11/437

GROUPS AND COMMITTEES OF THE BOARD

Steering Committee for Doctoral Training Grants (DTGs)

The Board received the Minutes of the meeting of the Steering Committee for DTGs held on 10 May 2012 (GB/11/118). 11/438

Preparing for the EPSRC Call for DTCs and Reconstitution of the Steering Committee for DTGs (GB/11/119)

The Chair informed the Board that the paper sought approval for an amendment to the membership of the Steering Committee. Funding from EPSRC was significant and it was his view that a more strategic approach from the Committee was appropriate. Whilst the Terms of Reference remained appropriate a streamlined membership compromising of senior members of the University was recommended.

RESOLVED: approval be given to the reconstitution of the membership of the DTG Steering Committee with immediate effect as set out in Annex I of GB/11/119. 11/439

The existing Terms of Reference of the Committee were endorsed. 11/440

Programmes of Study and Audit Group

DTC in Tissue Engineering (GB/11/120)

Dr Peter Gardner informed the Board of action he had taken on behalf of the Group to approve amendments to the DTC in Tissue Engineering and Regenerative Medicine for the sessions 2011/12 (retrospective) and 2012/13 as set out in Annexes I and II to these Minutes.

Integrated degree of PhD and MSc (Medical and Biological Engineering)

Dr Gardner informed the Board that it was anticipated that a recommendation would be sent forward for amendment to the Integrated degree of PhD and MSc (MBE) for 2012/13. The Board authorised the Chairs of the Programmes of Study and Audit Group and Graduate Board to take action on its behalf to consider the recommendations in advance of the next meeting.

Doctor of Health and Social Care (DHSC)

In response to a recommendation from the Chair of PSAG the Board

RESOLVED: that intake to the programme of study leading to the degree of DHSC be suspended for session 2012/13.

PhD by Published Work Working Group

Dr Gardner reported that he had chaired a meeting of the Working Group on 13 June 2012. This is a joint Working Group of PSAG and the Examinations Group.

3 Following the meeting action was taken on behalf of PSAG to approve some additional amendments to the DTC and these amendments were noted by the Chair acting on behalf of the Board.
Progress Issues Working Group (GB/11/121)

The Board noted the paper which provided an update on the work of the Progress Issues Working Group which had, to date, held two meetings. Dr Gardner drew attention to the next steps which included collecting information from Faculties/Schools on existing progress monitoring arrangements with a view to identifying best practice.

Mindful of resourcing constraints the Group intended to concentrate initially on arrangements at the transfer stage and the introduction of a procedure to manage unsatisfactory student performance.

It was noted that there were currently only two members of the Working Group and that further members would need to be recruited to ensure cross Faculty representation. Additional administrative resources were also required to support the project.

It was noted that Dr Heather Sears, SDDU, had expressed an interest in contributing to the work of the Group.

Examinations Group (GB/11/122)

The Board received a report arising from the meeting of the Examinations Group held on 23 April 2012.

Postgraduate Development Record (PDR) User Group (GB/11/123)

The Board received the report arising from the meeting of the PDR User Group held on 15 May 2012. Following discussions at PSAG the Group had been asked to consider how it might take an oversight of take-up and implementation of the PDR to ensure the system was being used effectively. The Group considered this and agreed it would be appropriate to work in conjunction with Faculty Graduate Schools and Faculty Implementation Teams to take an oversight of implementation and engagement with the system. Responsibility for monitoring attendance of individuals in accordance with the published attendance monitoring policy would, however, continue to rest with individual Faculties/Schools. The Board was supportive of the proposed amendments to the Terms of Reference.

RESOLVED: that the Terms of Reference for the PDR User Group be amended with immediate effect as set out in Annex I of GB/11/123.

The Board asked the User Group to send forward recommendations for consequential amendment to its membership in due course.

Faculty Graduate School Committees (GB/11/124 (a) – (f))

The Board received Minutes from FGSC meetings as follows:

(a) MAPs (14/05/2012)
(b) ESSL (23/05/2012)
(c) Arts (28/05/2012)
(d) Business (28/05/2012)
(e) Medicine and Health (06/06/2012)
(f) Environment (11/06/2012)
FOR INFORMATION

Postgraduate Research Tutors Forum

The Chair reminded the Board that the PGRT Forum would be held on Tuesday, 3 July 2012 and that all members of the Board were invited to attend.

Dates of Meetings for Session 2012/13

The Board was reminded that dates of meetings for 2012/13 had been arranged for the following dates (all Mondays at 2.05 pm):

- 22 October 2012
- 10 December 2012
- 04 February 2013
- 15 April 2013
- 10 June 2013

Vacancies for Faculty Representatives on Groups of the Board (GB/11/126)

The Board received a paper highlighting membership of the Groups of the Graduate Board for session 2012/13 and where vacancies occurred. The Chair agreed to contact individual Directors of Faculty Graduate Schools to encourage identification of members where vacancies remained. DoGs were reminded that appointments were made for three years in the first instance and this period of appointment could be extended.

RESERVED BUSINESS

Reports from Research Student Appeal Groups (GB/11/125 (a) – (c))

The Board received, for information, reports arising from the consideration of 3 individual research student appeals. In one case the Group wished to draw some general issues to the attention of the Board.

The Chair endorsed the Group’s view that a supervisor personally retaining notes of supervision meetings was inappropriate. All notes should be held in the PDR and in this way accessible in the event of an appeal or complaint.

It was agreed that in response to a general issue that had been raised, the Examinations Group be invited to review its guidance to candidatures on the examinations process to ensure that it is clear and accessible.

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<th>Min Ref</th>
<th>Required Action</th>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>M11/376</td>
<td>Forward notification of inconsistency in text of Partnership to TSEB</td>
<td>RSA</td>
<td>Immediately</td>
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<tr>
<td>M11/377</td>
<td>PGR Needs Analysis to be included on agenda for next DoGs Forum</td>
<td>Chair</td>
<td>July 2012</td>
</tr>
<tr>
<td>M11/389</td>
<td>Identify areas of University not engaging with PDR Faculty Graduate Schools</td>
<td>Immediately</td>
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<tr>
<td>M11/390</td>
<td>All transfers/upgrades to be managed through PDR RSA to issue circular Faculty Graduate Schools</td>
<td>September 2012</td>
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<tr>
<td>M11/392</td>
<td>Progress Issues Working Group to report to PSAG PIWG</td>
<td>November 2012</td>
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<tr>
<td>M11/395</td>
<td>Forward Board’s comments on draft action plan arising from IRENI review to AQST RSA</td>
<td>Immediately</td>
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<td>M11/400</td>
<td>Explore possibility of using email address information collected as part of the on-line graduation management system.</td>
<td>Careers Centre</td>
<td>Immediately</td>
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<tr>
<td>M11/404</td>
<td>Circulate Faculty Graduate School paper (GB/11/105) for discussion</td>
<td>Faculty Graduate Schools</td>
<td>July 2012</td>
</tr>
<tr>
<td>M11/413</td>
<td>Submit any comments on the proposed policy statement on ethical issues affecting research to Jennifer Blaikie</td>
<td>All</td>
<td>July 2012</td>
</tr>
<tr>
<td>M11/440</td>
<td>Give further consideration to the possibility of including academic fees in offer of admission letter</td>
<td>Chair</td>
<td>July (Report to October 2012 Board)</td>
</tr>
<tr>
<td>MM11/422-433</td>
<td>Amend definition of plagiarism for pgr students in publications/policies to align with definition for taught students</td>
<td>RSA Faculties/Schools</td>
<td>July</td>
</tr>
<tr>
<td>M11/453</td>
<td>Bring forward recommendation for amendment of membership of the PDR User Group</td>
<td>PDR User Group</td>
<td>October 2012</td>
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<tr>
<td>M11/457</td>
<td>Identify Faculty representative(s) where vacancies occur on Groups of the Board</td>
<td>DoGs</td>
<td>30/06/2012</td>
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<tr>
<td>M11/460</td>
<td>Consider a general issue arising from a research student appeal</td>
<td>Exams Group</td>
<td>September 2012</td>
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JYF/ST
Ext 35778
29/06/2012