THE UNIVERSITY OF LEEDS
GRADUATE BOARD
17 October 2011

Present: Professor P Harrison (Dean of Postgraduate Research Studies) (in the Chair) Dr T Batten, Professor G E Blair, Professor M Chipperfield, Professor J Donnelly, Dr P Gardner, Dr O Harlen, Professor D Hogg (Pro-Vice-Chancellor for Research and Innovation), Professor H Hall, Mr B Jackson, Dr A Mullis, Dr W Rea, Dr N Stonehouse, Dr B Thomas, Dr M Treherne, Mr S Welsh.

In attendance: Dr A Bromley, Ms L Burton, Mrs J Findlay, Mr R Gilworth, Mr J Lillywhite, Ms K Owen, Dr C Robinson (for MM 11/76-81 and 11/88-90), Dr H Sears, Dr A Temple (for MM 82-87), Ms S Throp, Mr D Wardle (for MM 11/71-73), Mr B Williams (for MM 11/93-95).

Introduction

Professor Paul Harrison, the newly appointed Dean of Postgraduate Research Studies, introduced himself to the Board. He advised members that following his appointment in September 2011 the Pro-Vice-Chancellor for Research and Innovation, Professor David Hogg, had recommended to Senate that the constitution of the Graduate Board be revised to allow for the Dean of Postgraduate Research Studies rather than the PVC for R & I to Chair the Board. This recommendation had been approved on behalf of Senate.

Membership and Dates of Meetings for Session 2010/11

RECEIVED: details of the Membership of the Graduate Board and dates of meetings for session 2011/12 (GB/11/01) subject to the following amendment:

Delete: Professor H Hull and Replace with: Professor H Hall

The Chair welcomed the following new members of the Board to the meeting:

- 2 new Directors of Graduate Schools: Professor Robert Mackenzie (Business) and Professor Eric Blair¹ (Biological Sciences).
- Mr Ben Jackson (Education Officer)
- Ms Angela Hewett (PGR student representative)

New Chairs of Groups of the Graduate Board:

- Dr Nicola Stonehouse (Examinations Group)
- Dr Oliver Harlen² (Group on Scholarships, Studentships and Prizes)
- Dr Briony Thomas (Elected Member of the Faculties)

¹ Acting Director of the Faculty of Biological Sciences Graduate School
² Dr Harlen has been a member of the Board since session 2010/11 in his capacity as Director of the Faculty of MAPS Graduate School
New *ex officio* members of the Board included Pro-Vice-Chancellor for Research and Innovation Professor David Hogg and Pro-Vice-Chancellor for Staff and Organisational Change Professor Dawn Freshwater.

The Board noted that the vacancy in the constitution for a Chair of the Forum of the Directors of Faculty Graduate Schools (DOGES) had been left vacant by the previous Chair of the Board.

**Terms of Reference (GB/11/02)**

The Board considered the current terms of reference. It agreed that some proposed amendments be brought forward to the next meeting in order to take account of the responsibilities now assumed by the Postgraduate Research Funding Oversight Committee which is sponsored by the PVC for Research and Innovation.

**Minutes**

The Minutes of the Meeting held on 20 June 2011 were confirmed.

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

**MM 10/392-395 Employability and the Leeds PGR Student Experience**

Mr Bob Gilworth, Careers Centre, tabled a paper (GB/11/31) containing details of the Careers Centre Seminar Programme for Research Students (January – April 2011).

He provided members with information about future plans for networking events for PGR with employers and alumni. An event of this kind had been successfully offered by the Careers Centre within the Faculty of Environment and similar events had been offered by Faculties. Support for PGR also included individual guidance, which was sometimes more valuable. Most Faculties had particular industries as potential employers and the Careers Centre would welcome advice on potential partners for future Networking Events. The Spark Service (Business Startup Service) in the Careers Centre was available to support PGR as well as other categories of students, although it was recognised that contact with supervisors was essential over any IPR issues.

Employability was recognised by the Board as an increasingly important issue for PGRs and Mr Gilworth was thanked for the information about current and future developments.

The Board also noted information (GB/11/28) provided by Dr Trevor Batten on the UKCGE Conference “Strategies for Enhancing Employability: the impact of Postgraduate Education” (4-5 July 2011). The activities of the Durham Enterprise School for PGRs (held under the Northern Enterprise Schools Consortium of which Leeds was a member as part of the White Rose Consortium) had been presented. Information had also been available about the employability training at Cambridge and the view that more needed to be achieved to make employers aware of the benefits of the doctoral graduate product.
MM 10/417-419 Engaging Research Students with Ethics and Wider Societal Impact

REPORTED: that (i) Research and Innovation Board, as well as Graduate Board, had accepted the way Graduate Schools were approaching and engaging research students with the ethics and wider societal impact of their research. This was subject to some outstanding responses from the Faculty of PVAC;

(ii) The University’s Research Ethics Committee (UREC) had, however, not considered the Graduate School responses as the meeting to which the paper was due to be considered had not been quorate;

(iii) the matter may need to be reconsidered when the statement of the University’s ethics policy is agreed by Senate.

The Director of the Faculty of PVAC Graduate School was asked to ensure that the outstanding responses from Schools within the Faculty were collected and added to the paper to be considered by UREC.

The Chair informed the Board that a UREC Working Group, chaired by Professor J Kirkham, has been established to review University Ethics Policy and it was expected that consultation with Graduate Board and Research and Innovation Board would take place at the end of this year.

MM 10/428 Working Group to review the Code of Practice for Postgraduate Research Students Engaged in Teaching and the Implementation of the Code

REPORTED: that the Chair, in consultation with the Chair of TSEB, had agreed terms of reference and membership of the Working Group. This would include representation from stakeholders across the University including representation from LUU. The first meeting would be held on 10/11/2011.

The Chair informed the Board that he had already sent a memorandum to Deans, Heads of School, Directors of Student Education and DOGES advising that the Group had been established and would review the existing Code and take steps to ensure its consistent and equitable implementation across the University, ensuring that lines of communication were clear.

His view was that the major issue was the implementation of the Code and he had reminded colleagues that all postgraduate research students engaged in teaching should be engaged in accordance with this Code.

Relevant comments and contributions to discussions were invited.

MM 10/431-432 QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education: Section 2: Collaborative Provision and Flexible and Distributed Learning – Amplified version (October 2010)

REPORTED: that a paper would be presented to the December meeting of the Board after some further discussions.
MM 10/436-438 Retrospective Evaluation of Research Projects

Dr Trevor Batten, the Board’s representative on UREC, informed members that UREC had considered the issue of retrospective evaluation of research projects.

Whilst the University’s position remained that appropriate ethical review must be sought in advance of the commencement of a project, UREC recognised that there may still be a few cases for which prior approval had not been sought. In such cases, candidates were strongly advised to seek retrospective evaluation of their projects from the appropriate Faculty Research Ethics Committee (FREC).

For those candidates commencing study prior to session 2009/10 there was a strong expectation that appropriate ethical review would have been obtained. If ethical review of a project has not been obtained, the candidate must provide very clear justification of why it has not been sought before progressing.

Those candidates commencing PGR study from session 2009/10 onwards must demonstrate that appropriate ethical review – either in advance or retrospectively – has been obtained.

Chair’s Action

RECEIVED: a report of action taken by the Chair, since the last meeting. (GB/11/03).

The Board noted that action had been taken to approve the following with effect from session 2011/12:

(a) a new research degree programme leading to the Integrated degree of PhD and MSc (Molecular-scale Engineering)
(b) a programme of study entry
(c) programme specific learning outcomes

(as set out in Annexes A – C to these Minutes).

Urgent action had been necessary in view of the late decision by EPSRC to award funding support.

Members noted that the taught programmes within this programme (MSc and Postgraduate Diploma) as well as the taught modules had also been approved by the relevant Learning and Teaching Committees.

Representation upon other Boards/Committees/Groups

REPORTED: that (a) the Board was represented upon other Boards/Committees/Groups as follows:

Bologna Group: Dr Matthew Treherne and one vacancy (vice Professor David Westhead)
Taught Student Education Board: Dr Andy Mullis
University Research Ethics Committee: Dr Trevor Batten

(b) Members of the Board also served as University representatives on the following Committees at accredited institutions:
A decision about the appointment of a Board representative on the Bologna Group was deferred until the next meeting. No meetings of the Group were anticipated in the near future.

CHAIR’S STATEMENT

The Chair reviewed the current position on PGR activity at Leeds. When he recently took up his post as Dean of Postgraduate Research Studies he had been impressed with the substantial amount of work that had been undertaken in the PGR area and the achievements of the PGR Project. The major achievements, which were underpinned by other developments, had been the implementation of the Postgraduate Development Record (PDR) System (which would improve the PGR student experience) and the appointment of a Dean of Postgraduate Research Studies. These developments had shown the commitment of the University, as a research-intensive University, to the support of PGR students, and its recognition of the important contribution made by PGR to the research profile of the University.

The Chair was conscious of the need to act as a champion for PGR issues and convinced of the crucial importance of the PGR body for the future research innovation that was critical to the University’s mission. He would ensure that communication links were established and maintained with relevant University committees. The University strategic plan had a target of 1.8 PGRs per academic staff FTE (with the present position being 1.44). This target would mean an increase of 20-25% in current PGR numbers. However, this increase should not take place at the expense of quality.

Other issues that were mentioned were the new training and development arrangements which should produce doctoral award holders with high level skills for employment and the Student Services Review which would provide for greater harmonisation of procedures between Graduate Schools, which would enhance efficiency and financial savings as well as a more consistent PGR student experience. In response to a question about possible harmonisation of processes between cohorts of the different categories of student (UG, PGT and PGR) it was clear that the Chair (and other members of the Board) were firmly of the view that this was unrealistic across the board although some common developments could be beneficial in some areas.

Members of the Board commented upon some of the differences attributed to PGR. The contribution of the PGR input to research activity and their professionalism (in teaching as well as research) needed to be recognised. The use of the term “Postgraduate Researcher” being discussed and could indicate to the individuals themselves that their contributions were appreciated. Further comments were made upon the fact that the new QAA Academic Infrastructure would have a separate section devoted to PGR because of the significant differences in arrangements with other categories of student. LUU representatives also confirmed that the requirements for the support and representation of PGRs meant that different arrangements had to be put in place.
It was noted that some meetings connected with the Student Services Review would shortly take place and an opportunity would be provided for some clarification of the Review. The mapping of processes for Admissions were specifically mentioned, where some members of the Board were concerned that the special arrangements needed for the PGR admissions process had not been addressed.

The Chair indicated that the item “Chair’s Statement” would now be a standing item on each Board agenda and that at that stage of the meeting he would be happy to take any questions that Board members might wish to ask. Prior notification of the questions would not be necessary.

PGR Academic Fees (Standing Item on the Agenda)

There were issues to be addressed concerning the future rate of academic fees. Options to be considered included the possible removal of the link with RCUK fee levels for UK/EU PGR students and the link with UG and PG students at Leeds for international PGR students.

Some members of the Board advised caution when considering a break with RCUK fee rates for UK/EU PGR students on the grounds that it might adversely affect recruitment. There was some discussion about the practices in different Faculties about the use of bench fees to cover the research costs of international students. Examples of the practice at other universities were also mentioned.

There was agreement that it would be helpful to have clarity about the Leeds PGR fee levels for 2012/13 at an early stage. As a result Karen Innis (Marketing) will be asked to undertake some investigations and to advise the Chair and the Pro-Vice-Chancellor for Research and Innovation.

An enquiry was made about the possibility of permitting part-time PGR students to pay academic fees by monthly instalments. The Director of Student Administration agreed to look into the matter and to report back.

MATTERS FOR DISCUSSION

Enhancement Activity: Follow Up Action on the Postgraduate Research Student Survey (PRES) 2011 (GB/11/04 was tabled at the meeting)

Dr Heather Sears reminded the Board that the response rate to PRES of 44.5% had been an excellent achievement. She then reported upon the follow up actions arising on the results of the 2011 PRES. In the review of the results Leeds was able to make comparisons with the Russell Group institutions bench marking group and the University of Leeds results in 2008. In many areas there was a significant improvement for Leeds compared to the 2008 results and performance measured against Russell Group members was good.

Presentations had been made to Faculty Graduate School Committees (FGSCs) (with one meeting postponed and rescheduled). The results had been discussed and further data analysis requirements identified. The FGSCs had noted that the Board considered (20/06/11) that those Schools scoring in the bottom quartile of the various sections should be asked to take action to address those issues. A useful summary template had been created in Earth and Environment and was circulated with the paper for information.
The following steps to be taken were endorsed by the Board:

November 2011:
- Programmes of Study and Audit Group (PSAG) consider University and School level reports to identify any institution–wide issues
- Directors of Graduate Schools coordinate action plan development. (A draft template (Annex 1) and a useful results summary template (Annex 2) were provided in paper GB/11/04)

December 2011:
- 2 December: Deadline for actions plans from Faculty Graduate School Committee
- 12 December: Graduate Board to receive Faculty/School action plans January 2012
- 16 January: PSAG to consider Faculty/School action plans

October 2012
- Graduate Schools coordinate action plan update for consideration of PSAG in November

In addition the Board agreed:

(i) that the University level report be made available on the PRES website (campus access only)
(ii) that the Marketing Team be approached to provide support for PRES 2013;
(iii) that the PRES Officer be asked to contact HEA to discuss the content of the questions for 2013 and to explore the opportunity for changes
(i) that the results ranked by strongly disagree/disagree would be used for determining the bottom quartile in 2011.

PGR Project 2009-11 - Project review and benefits realisation report (GB/11/05)

The Chair presented the draft PGR Project review and benefits realisation report. Some minor amendments still remained to be addressed, but work was underway to finalise the report and to present it to VCEG. Attention was drawn to the future priorities for postgraduate research (sections 76-82) and in particular to the opportunities of working more closely with LUU in the organisation of the annual Postgraduate Research Conference, the work of the new Postgraduate Research Funding Oversight Committee, the role of the Dean of Postgraduate Research Studies and the challenges presented in providing enhanced careers and employability support for postgraduate researchers.

The Board (i) expressed its warm appreciation of the excellent work undertaken by Sally Edwards in compiling the Report and asked that her name be recorded as an author;

(ii) asked that the final report be placed upon the University website for reference by staff.
York St John University (Revised Accreditation Agreement and the QAA Institutional Audit Report 2011) (GB/11/06)

Annual Accreditation Review Meeting (06 July 2011)

The Board noted the content of the notes arising from the Annual Accreditation Review meeting on 6 July 2011 which had been chaired by the Acting Pro-Vice-Chancellor for Research and Innovation, Professor Edward Spiers. No particular issues of concern in respect of the research degree arrangements at YSJU had been identified. The Chair had confirmed the University and Graduate Board’s support for YSJU’s aspiration to apply for research degree awarding powers (RDAP) in 2012/13. More than 50 research degree candidates were currently registered at YSJU for University of Leeds awards.

A revised accreditation agreement had been discussed at the annual review meeting in July 2011. It was agreed that the new agreement should be solely for the purpose of the management of research degrees and that a letter of adjustment would be prepared to extend the current agreement for taught degrees to see out those few students still registered for University of Leeds taught awards.

Revised Research Accreditation Agreement

Following the meeting a revised research degree accreditation agreement for a period of 5 years from 01 September 2011 had been agreed and signed by both parties.

The revised agreement included the following:

- an Annual Research Accreditation Review which would provide the University of Leeds with continuing oversight of arrangements at YSJU;
- arrangements for periodic review of YSJU in the summer of 2012;
- arrangements for the validation of new research degree programmes, which in keeping with requirements for the validating body to have oversight and ultimate responsibility for awards granted in its name, will remain at the University of Leeds;
- devolved responsibilities for considering admission and monitoring of progress of individual candidates to YSJU Research Degrees Sub-Committee. Non straight forward cases and all matters relating to examination arrangements would remain the responsibility of the University of Leeds.

QAA Institutional Audit: York St John University (April 2011)

The Board received an extract from the QAA Institutional Audit report relating to research degree arrangements and noted the following recommendations for action:

Recommendation for action that is advisable

- Ensure that research students engaged in teaching receive appropriate training prior to commencing any teaching or assessment (paragraph 45)
Recommendation for action that is desirable

- Bring to a timely conclusion its review of the instruction, advice and guidance for research degree recruitment interview panels, as recommended by the QAA special review of research degree programmes in 2009 (paragraph 45)

Professor Howard Hall, YSJU representative on the Board, informed members that YSJU Academic Board had taken immediate action in response to the issues raised. An action plan had been prepared and agreed with QAA. In respect of the research degree arrangements:

- a Protocol for Postgraduate Research Students Engaged in Teaching would be considered by YSJU’s Research Committee in November. Once approved, steps would be taken to ensure consistent implementation across the institution;

- new guidance notes for research student and admission and interview panels had now been approved.

The Board asked for a report on progress at its next meeting.

Leeds Trinity University College – Accreditation Review (GB/11/07)

The report on the accreditation review visit to LTUC on 27 June 2011 was received. The review concentrated on the arrangements for the teach out of the University of Leeds’ accredited taught provision (due to finish 2014/15) but also considered the infrastructure for the small number of students who are following postgraduate research degrees at LTUC. There are currently 6 research degree students registered at LTUC with all candidates jointly supervised by staff from the University of Leeds.

The current accreditation agreement, which predominantly relates to the accreditation of taught provision but also provides an infrastructure for research provision, will expire at the end of this session. Current experience and knowledge had not identified any significant issues that would question the University’s confidence in LTUC provision for PGRs and the student experience.

The Board had no objections to the proposal that an interim revised accreditation agreement permitting the existing research degree agreement to continue until 2015 be agreed. This would see the teach out of the University of Leeds taught awards and permit the ongoing delivery of research programmes under existing arrangements.

Professor Judy Donnelly, LTUC representative, thanked the University for its support. She informed the Board that LTUC wished to continue arrangements for research degree supervision beyond 2015 and had shown its commitment through the recent recruitment of a Director of Research and EKT and the provision of dedicated space for part-time PGR students.

The Chair informed the Board that a longer-term view on the sustainability of an accreditation agreement with LTUC solely for the purpose of research awards was required. He agreed to take forward discussions and report back to the Board in due course.
ISSUES FOR REPORT

Report from the Education Officer  (GB/11/08)

Mr Ben Jackson, Education Officer, presented the report to the Board. The Board’s attention was drawn to the following:

- The latest developments of the Blueprint: Meeting Expectations Through Partnership. One of the themes of the blueprint was “Bringing Postgraduates Together”;
- LUU would be involved with the Working Group established to review the Code of Practice for PGRs who teach and its implementation;
- LUU support for the Postgraduate Society;
- LUU support and involvement with the Postgraduate Researcher Conference;
- The launch of Postgraduate Networking Events.

It was noted that LUU had developed an action plan to implement and develop the Blueprint and members were encouraged to contact LUU with comments. The Board also noted that work was ongoing with the University of Sheffield on an NUS Project aimed at improving PGR representation.

The Board welcomed the work of LUU on PGR engagement and offered its support for further development. The Chair expressed his willingness to attend LUU events.

PDR System Update  (GB/11/09)

The Board considered the PDR Project Update Report. It noted that the PDR system had been rolled out to Faculties on 1 August and went live across the University on 1 September. Support for the PDR system would rest primarily with Faculty Implementation Teams (FITS) and day-to-day enquiries should be directed to the FIT representatives or via the ISS Helpdesk.

Significant change requests were being kept on a “wish list” and a PDR User Group would be convened in November. This Group would include user representatives from faculties and was being set up to ensure changes occur in a controlled and coordinated way. Some requested changes may represent “phase 2” development and this Group would consider whether there is a possible business case for this.

It was agreed that the User Group would report directly to Graduate Board for at least the first 12 months and would become a Group of the Board and as such, should be included in the organisational chart (GB/11/25). The first meeting of the Group would take place in November.

Information about the take up of the system as at 14 October 2011 was tabled as paper GB/11/09(b). The Board was encouraged by the data that showed considerable usage across the University just 6 weeks after the University go live date. It was recognised, however, that successful implementation rested with the engagement of PGR students which would in turn “encourage” take up and endorsement by supervisors.
Some issues relating to the University’s Identity Management (the way information on academic staff is held by HR on SAP) and the level of continuing support for the PDR system were raised. The Board noted the development officer would provide support for the equivalent of one day a week until December. Any requests for further developments and enhancements would, in the first instance, be referred to the PDR User Group for prioritisation.

Postgraduate Conference Update

Dr Tony Bromley reminded the Board that the conference would take place on 13 December 2011 and would include the following competitions:

- University of Leeds Postgraduate Researcher of the Year (By Faculty nomination only)
- Postgraduate Research Image of the Year
- Postgraduate Research Poster of the Year
- Three Minute Thesis

Advertising for attendees at the conference, which was open to all, would take place shortly.

Partnership Agreement (GB/11/10)

The Board considered “The Partnership” and in particular the vocabulary used and whether it covered the PGR dimension adequately. It was agreed that the principle of the document was acceptable but the Partnership used language relevant to candidates on taught rather than research programmes. For example, reference is made to curriculum, personal tutees, course content which are not relevant to PGRs. Whilst reference is made to research-led teaching there is no mention of research or supervision. The Partnership also includes a quote from the Pro-Vice-Chancellor for Student Education but no equivalent quote from the Dean of Postgraduate Research Studies.

The Board considered two possible ways forward. The first was to amend the vocabulary in the Partnership to encompass PGR students. It was recognised that this might be difficult to achieve without significantly lengthening the document and potentially confusing the message and reducing the impact for taught students. The second option discussed was that a separate document might be prepared for PGR students.

The Chair agreed to raise the Board’s comments with the Pro-Vice-Chancellor for Student Education in the first instance. The Education Officer agreed to provide information about arrangements at some other HEIs.

Student Complaints Procedure – Annual Report 2010/11(GB/11/11)

Mr David Wardle, University Complaints Officer, presented the report to the Board. He drew attention to the section of the report that related to research degree complaints which comprised 5 out of 40 formal student complaints received during session 2010/11.

Mr Wardle acknowledged that the report did not capture the complete picture as it did not include those complaints that were handled at local Faculty/School level.
Lessons learnt included a requirement for a formal mediation service to be made available in the case of PGR student complaints. The Student Complaints Officer was discussing this with the Office of Safety, Wellbeing and Health.

Research Student Appeals – Annual Report 2010/11 (GB/11/12)

Ms Sarah Throp, RSA, drew the Board’s attention to the details of numbers of appeals received over a six year period from session 2005/06. Numbers remained small, fluctuated considerably, but involved a significant amount of work for those serving on the Appeal Group/Panel.

The Board had received just one report from an Appeal Group last session, as just one appeal had been submitted at University level during session 2009/10. This appeal had been rejected and there were no general issues arising from the report that could usefully be disseminated to Faculties/Schools.

Outcomes from Student Academic Experience Reviews (SAERs) 2010/11 (GB/11/13)

Dr Christina Robinson, AQST, reminded the Board that of the seven Schools originally scheduled for a SAER in 2010/11, Senate had agreed that in five cases a wider review would be conducted. Arrangements were, however, put in place by the Programmes of Study and Audit Group for a desk based review of the PGR arrangements within these schools.

From the two full reviews conducted (Electronic and Electrical Engineering and SPEME) areas for action, consideration and good practice were identified. Given that only two reviews were conducted it had not been possible to draw any themes from the reports.

One area for action which could be cross-referenced to a specific Code of Practice was that SPEME articulate more clearly the mechanism for PGR students to raise general issues of concern. Other actions included the sharing of good practice relating to PGR activity in the DTC more widely. It was, however, recognised that the externally funded DTCs were often significantly better resourced, particularly administratively.

PSAG would consider the report in more detail together with reports arising from the Faculty of Engineering on the two SAER reviews and the desk-based reviews conducted in the five Schools. Good practice emerging from the reviews would be disseminated through the relevant Faculty Graduate School Committees.

Attached to the paper (GB/11/13) was the timetable for reviews scheduled for 2011/12 which included SAERS in 5 Schools.

Arrangements for SAERs 2011/12 (GB/11/14)

The information in this paper was a repeat of information contained at the end of paper GB/11/13 – a timetable for SAERs in 2011/12.
Dr Alice Temple, Research Ethics Training and Development Officer, provided the Board with information on the research ethics training provision scheduled for 2011/12.

She informed members that UREC would give consideration to the training of supervisors in research ethics in the light of identified inconsistencies in the quality of ethical applications submitted by PGR students. She asked members to comment on the proposal that training should be made compulsory for supervisors.

The Board expressed reluctance to making training compulsory. Members agreed that FREC’s should be more proactive within the Faculty in identifying those supervisors who might benefit from training. FRECs might also be encouraged to provide guidance and support to supervisors on ethical review arrangements tailored to the needs of the individual Faculty. This would be preferable to University wide guidance which could not reasonably be applied across the wide-ranging disciplines in the University.

It was suggested that Dr Temple might provide FRECs with a template which could be customised by individual Faculty needs.

Some discussion also took place on a proposal that the transfer report form should not only include tick boxes on ethics but also a text box for panels to justify their tick. After some discussion the Board agreed that the most appropriate place for the text box was the Faculty/School transfer panel’s report form. This form captured detailed information on the transfer review process. It was then the responsibility of the Postgraduate Research Tutor/Director of Faculty Graduate School to ensure that appropriate quality checks were undertaken before the transfer recommendation form was sent to RSA for action on behalf of PSAG.

It was agreed that FGSCs should be invited to review their transfer process, and that of Schools within the Faculty, to ensure consistency with the University’s Guidelines on University Procedures and Recommended Best Practice for Members of a Transfer Panel. Dr Temple was invited to comment on the Guidelines, in respect of ethical matters, in light of the discussions at the Board before these were sent to the FGSCs for review.

QAA Institutional Review (GB/11/16)

The Board received the draft briefing paper for the QAA Institutional Review which had been endorsed by Senate on 12 October 2011. Comments on the draft document were invited and these should be sent to Jackie Findlay or Sarah Throp in RSA by 24 October 2011.

QAA: Changes to the Academic Infrastructure: final report (June 2011) (GB/11/17)

Dr Robinson advised the Board that the QAA had published details of the work it would undertake to restructure the Academic Infrastructure as the new UK Quality Code for Higher Education (2011). This followed an evaluation of the Academic Infrastructure during 2009/10 and public consultation.
QAA had indicated that a separate PGR chapter was necessary as a number of specific questions applied to the management of research degree provision. This separate chapter was a priority for early work and it was anticipated that further information for consultation would be released in the Autumn. The Board would be kept informed.

University Boards/Committees

RECEIVED: the Minutes of meetings as follows:

(i) Taught Student Education Board (22/06/11 and 21/09/11) (GB/11/18 (a) and (b))

The Board noted reference in the June TSEB Minutes to the set up, in all Faculties, of Employability Working Groups. The Board welcomed this development and supported the inclusion of a PGR representative on each Working Group.

(ii) Research Board (13/06/11, 11/07/11 and 12/09/11) (GB/11/19 (a) – (c))

The Board noted reference in the July minutes to split-site PhDs. It was agreed that RSA would investigate further.

NATIONAL AND EUROPEAN ISSUES

Information from the European Office: Postgraduate Marie Curie Opportunities in Europe (GB/11/20)

Ben Williams (European Office) provided information about the Marie Curie Initial Training Networks (ITNs) scheme in 2012 and the call for proposals. Leeds has an excellent success rate in Marie Curie and the European Office was able to provide support for proposals.

This year two new schemes had been included: the “European Industrial Doctorates” and “Innovative Doctoral Programmes”.

RSA would work through the European Office to provide guidance on the feasibility of the new schemes and the fit with University arrangements. Feedback from members of the Board was also welcomed and this should be directed to Ben Williams.

RESEARCH COUNCIL INFORMATION

Research Council Doctoral Training Funding 2011/12 (GB/11/21)

The Board noted the information contained in GB/11/21 which provided information about Doctoral Training support from individual research councils.

GROUPS OF THE BOARD

Research Skills Training and Development Academic Steering Group

RECEIVED: the Minutes of the first meeting of the Group held on 15 September 2011 (GB/11/22).
The Group had been established to manage research skills training and development in the Post-Roberts landscape. Three subject discipline training hubs had been established within the Faculties and these would be represented on the Steering Group which would be chaired by Professor Harrison.

The Chair thanked Dr Tony Bromley for his hard work in developing the new arrangements.

Faculty Graduate School Committees

RECEIVED: the Minutes from meetings of FGSCs (GB/11/23 (a) – (f)) as follows:

(a) PVAC (13/07/2011)
(b) MAPs (19/09/2011)
(c) PVAC (28/09/2011)
(d) Medicine and Health (04/10/2011)
(e) Engineering (04/10/2011)
(f) Environment (10/10/2011)

The Board noted the following points arising from the sets of Minutes:

- Heather Sears has attended meetings of FGSCs to discuss results of PRES and action that is needed;
- Steps are in place to embed the new delivery arrangements for researcher skills training;
- PDR information will become a regular item at meetings;
- Engineering FGS has made some suggestions about English language issues, which will be referred to the next meeting of the Programmes of Study and Audit Group on 07 November 2011;
- Employability issues are being discussed.

Examinations Group

RECEIVED: reports from the meetings of the Group held on 01/08/11, 12/09/11 and 10/10/11 (GB/11/24 (a) – (c))

It was noted that PGR examinations data analysis would be referred to FGSCs for review and comment and that the Group had launched a survey questionnaire to collect information on the student experience of the examination process.

Group on Higher Doctorates

The Board noted that its Group on Higher Doctorates had taken steps to award the degree of Doctor of Science (DSc) to Professor Peter Selby, Director of the Leeds Institute of Molecular Medicine, in July 2011.

Expression of Thanks

The Board recorded its warm thanks and appreciation to Professor Edward Spiers who had served as the acting Pro-Vice-Chancellor for Research and Chair of the Graduate Board for a significant period during session 2010/11.
Papers for information

The Board received the following papers for information:

- Graduate Board and its Groups – Organisational Chart (GB/11/25)
- REF (GB/11/26)
- Timetable for Centrally Funded Postgraduate Scholarships for 2012-2013 (GB/11/27)
- UKCGE Summer Conference, Nottingham Trent University, 4-5 July 2011 (GB/11/28)
- UKCGE Events – 2011/12 (GB/11/29)
- Postgraduate Research Tutors Forum Content (05/07/11) (GB/11/30)

<table>
<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06</td>
<td>Amendment to GB ToR to be considered</td>
<td>Graduate Board</td>
<td>12/12/11</td>
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<tr>
<td>11/13</td>
<td>Collect outstanding School responses to the questionnaire on engagement of pgrs with ethics and wider societal impact</td>
<td>DOGE PVAC</td>
<td>30/11/11</td>
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<tr>
<td>11/29</td>
<td>Appoint GB representative on Bologna Group</td>
<td>Graduate Board</td>
<td>12/12/11</td>
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<tr>
<td>11/35</td>
<td>Include Chair’s Statement as a Standing Item on Agenda – at this point Chair will take questions from members</td>
<td>RSA</td>
<td>On-going</td>
</tr>
<tr>
<td>11/38</td>
<td>Investigation about PGR academic fees</td>
<td>Karen Innis</td>
<td>30/11/11</td>
</tr>
<tr>
<td>11/39</td>
<td>Enquire about possibility of permitting part-time pgr students to pay academic fees by monthly instalments</td>
<td>Director of Student Administration</td>
<td>12/12/11</td>
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<tr>
<td>11/42</td>
<td>Prepare PRES Action Plans</td>
<td>FGSCs</td>
<td>02/12/11</td>
</tr>
<tr>
<td>11/52</td>
<td>Report on progress and action plan to address issues raised by QAA</td>
<td>YSJU</td>
<td>12/12/11</td>
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<tr>
<td>11/57</td>
<td>Take forward discussions about the long term sustainability of a research accreditation agreement with LTUC</td>
<td>Chair</td>
<td>On-going</td>
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<tr>
<td>11/70</td>
<td>Raise GB comments on the Partnership with PVC for Student Education (a) (b) Gather information about arrangements at other HEIs</td>
<td>Chair</td>
<td>12/12/11</td>
</tr>
</tbody>
</table>

| 11/85   | Prepare template for FRECS to provide guidance and support on ethical review arrangements | AT | 31/12/11   |
| 11/87   | Comment on University Transfer Panel Guidelines in respect of ethical matters (a) (b) review transfer process to ensure consistency with Guidelines | Alice Temple | 30/11/11   |
|         | FGSCs | Feb 2012 |
| 11/88   | Comment on Draft QAA Briefing Paper | All | 24/10/11   |
| 11/100  | Engineering FGSC paper on English language issues to be considered | By PSAG | 07/11/11   |
| 11/102  | Review and comment on PGR Exam Data Analysis | FGSCs | 12/12/11   |

JYF/ST
Ext 35778
26/10/2011