THE UNIVERSITY OF LEEDS

GRADUATE BOARD

10 June 2013

(Unconfirmed) Minutes

Present: Professor P Harrison (in the Chair), Dr T Batten, Dr N Bown, Dr A Carter (for Chair of Examinations Group), Professor M Chipperfield, Professor J Donnelly, Dr H Dyer, Dr P Gardner, Dr O Harlen, Professor A Haywood, Ms S Lebel, Dr K Mullin, Professor A Mullis, Professor M Peckham, Dr M Purvis, Mr J Smith, Dr M Spencer, Mr S Welsh.

In attendance: Dr A Bromley, Ms J Brown, Mr R Gilworth, Ms K Owen, Dr C Robinson, Ms A Smart, Ms S Throp.

Apologies: Professor H Hall, Professor D Hogg, Professor J Rodgers, Dr N Stonehouse.

Expressions of Thanks

The Chair thanked Josh Smith the outgoing Education Officer for his contributions to the work of the Board during session 2012/13 and noted the appointment of Alice Smart as the incoming Education Officer. Alice Smart was welcomed to her first meeting of the Board.

The Chair also expressed thanks to Professor Martyn Chipperfield, Dr Martin Purvis, Professor John Rodgers and Mr Simon Welsh who would be standing down as members of the Board following the meeting.

It was noted that Professor Alan Haywood would replace Professor Chipperfield as the Director of PGR Studies in the Faculty of Environment with effect from 01 July 2013.

Minutes

The Minutes of meeting held on 15 April 2013 were confirmed subject to the following amendment to M 12/206 (addition to the Minute shown using bold type and deletions shown using strikethrough):

“The Education Officer drew attention to discussions at the previous meeting (MM 12/149 – 156) when Equal Opportunities Monitoring data had been presented to the Board. The Education Officer asked, on behalf of the Progressing an Inclusive Taught Student Education Steering Group (PITESG), if any further actions would be undertaken to support the recruitment of lower represented groups to PGR study were taking place. It was agreed that further discussions would take place after the meeting”.

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

M12/206 Equal Opportunities Monitoring Data

The Chair informed the Board that he had met with Josh Smith, Education Officer and Dr Kelvin Tapley, Chair of PITESG to discuss how to support the recruitment of lower represented groups to PGR study.

MM 12/225-227 Collaborative Provision Approval

At the last meeting, the Board gave in principle outlining planning approval, to a request from the School of Earth and Environment to offer joint PhDs awards with the
Universidade Estadual de Campinas (UNICAMP) in Brazil. It had been expected that a full proposal would be submitted to this meeting. The proposal is, however, still under development as a change in senior management at UNICAMP has caused some delay.

MM 12/232-238 Report and Recommendations for UELT Development

It was noted that proposals from the Language Centre considered at the last meeting, which included removing the requirement for blanket English language testing of all new students (including UGs, TPs, PGRs) whose first language is not English, would be considered by TSEB at its meeting on 12 June. It was not anticipated that any changes would be made for 2013/14 and further discussion would be required next session.

MM 12/268-269 Proof Reading Policy

A member of the Board enquired about the plan for communicating details of the new Proof Reading Policy and highlighted that some areas, where historically international students may have been encouraged to find assistance with proof reading of their thesis, would require time for academic staff and PGR students to adjust.

It was noted that the following arrangements were in hand:

- to issue an RSA circular to PGR Tutors (for dissemination to supervisors and PGR students as appropriate)
- to highlight the introduction of the new policy at the forthcoming PGR Tutors Forum (20 June 2013)
- to include reference to the policy in the Research Student Handbook and Guide to Supervisors 2013/14
- for LUU to prepare a “student friendly” version of the policy and to make this available on the website
- for SDDU to include reference to the policy in appropriate workshops for both staff and students
- the Examinations Group would consider, at its meeting on 17/06/13, what additional advice should be given to examiners following the introduction of the policy.

It was noted that the policy was now available on the AQST website at [http://www.leeds.ac.uk/aqst/documents/policy/Proof-Reading.pdf](http://www.leeds.ac.uk/aqst/documents/policy/Proof-Reading.pdf)

Chair’s Statement

*Strategy Theme Reviews: Objective 6 – Deliver a PGR experience that attracts the world’s best students*

The Chair drew attention to the annual progress report for the above which had been presented to Senate in May. The report showed that PGR students per academic FTE were below plan, having fallen back to 1.36. The University’s completion rate for PGRs (2012/13) had, however, risen to 86.5%. The completion rate together with the PRES 2013 data (see MM 12/301-305 below) were indicators of a positive PGR experience at Leeds. The number of PGRs by academic FTE was affected by a variety of different factors, frequently beyond the control of the Board. Careful consideration of the underlying factors affecting this single measure was required.
ARIR: PGR Needs Analysis

The Chair advised that consideration would be given, at the next Directors of Faculty Graduate School forum to the questions to be included in the next PGR needs analysis. He wished to ensure that, in the future, the questions were integrated into the overall narrative of the Faculty.

PGR Funding Development Group

The PGR Funding Development Group (see M12/331 below) held its first meeting on 07/05/13. He explained the rationale behind setting up this new group: to raise the profile of funding for PGRs within the academic community, to support academics bidding for funding and to identify and encourage academics to bid for new opportunities. The Group would draw on the expertise of staff from the Research and Innovation Service.

York St John University

The Chair informed the Board that YSJU had confirmed its intention to submit an application for Research Degree Awarding Powers (RDAP) and was currently preparing the required documentation for submission to the Privy Council in early August for onward transmission to the QAA Advisory Committee on Degree Awarding Powers. The application including a Critical Self Analysis (CSA) and supporting documentation was under preparation. Staff from Leeds visited YSJU on 16 May and provided comments on the CSA and agreed that the University would prepare a letter of support for the application to be signed by the Vice-Chancellor.

If a prima facie case for proceeding with the application was agreed a panel would be appointed by QAA to carry out a detailed scrutiny.

Leeds, as the validating body, was committed, whatever the outcome, to seeing the existing PGR candidates at YSJU through to completion and examination of their thesis (currently just over 50 PGRs).

YSJU had invited the University to identify a member of staff to join a small external advisory group it had established. Professor Harrison agreed to serve on the group on behalf of the University.

Report from Leeds University Union (GB/12/66)

The report from Josh Smith, Education Officer, provided a summary of the highlights of the year which included agreeing worker status for PGRs who teach. It also recommended that for 2013/14 emphasis is given to continuing work on the CoP for PGRs Engaged in Teaching. He drew particular attention to the Partnership Awards 2013 and encouraged the PGR community to engage with this event and to submit nominations for award for 2014.

Josh Smith informed the Board that the first national competition for Three Minute Thesis would be hosted at LUU on 25 June 2013.

MATTERS FOR DISCUSSION

Working Group to review the Code of Practice for PGRs Engaged in Teaching Activities (GB/12/67)

The Board was informed that, whilst the draft Code of Practice circulated in April for consultation across the University had broadly been welcomed, further detailed
consideration of the extensive feedback received was necessary. The time available did not, therefore, make introduction of the revised CoP in its existing form a realistic option for 2013/14.

The Working Group accepted that some immediate changes to the existing Code were necessary in the interim to reflect the University’s commitment to implementing worker status for PGRs undertaking teaching with effect from 2013/14. The Working Group proposed, therefore, to move forward with two phases of implementation:

Phase One: consequential amendments to the existing Code to accommodate the implementation of worker status only from 2013/14;

Phase Two: further consideration to be given to addressing the areas highlighted in the feedback to the University consultation exercise. This further consideration will take place during 2013/14 in Partnership with LUU with a view to presenting final recommendations for the implementation of a new Code from 2014/15.

This proposal would also be considered by TSEB at its meeting on 12 June 2013.

The Education Officer drew attention to an agreement with the Working Group that, as part of the Terms of Engagement, a process for PGR students who are dissatisfied with the arrangements for their teaching activities or a decision to end a teaching engagement early could raise a complaint be implemented. Details of the procedure would be made available on the HR website and appropriate links would be embedded within the Code.

The following general issues were raised by the Board and it was agreed that these would require further consideration during phase two:

• of the possibility of establishing consistent arrangements for the payment of PGR students engaged in teaching activities during periods of fieldwork and when supervising UG projects;
• providing clarity on whether a PGR student may continue to be engaged in teaching after submission of their thesis for examination or during a referral period.

In response to questions from the Board about the implementation of the interim Code members were advised that a communication and implementation plan was being prepared and this would be discussed with the FESMs at a meeting in June. It was confirmed that implementation of a “Student Teaching Register” was necessary to ensure compliance with the requirements of implementing “worker status”.

RESOLVED: that, subject to approval by TSEB, the interim Code of Practice for PGRs Engaged in Teaching as set out in Annex A be approved with effect from session 2013/14.

The Working Group would continue its work next session.

Postgraduate Research Experience Survey (PRES) 2013 (GB/12/68(a) and (b))

The Board was advised that PRES had now closed and a University response rate of 42% had been achieved. Paper GB/12/68(a) provided initial headline data for (i) the University overall, compared with Russell Group figures and, where possible, 2011 data and (ii) by comparison between Schools. Overall the University had compared favorably with the Russell Group.
Presentation of the data had been aligned with the approach adopted by the University for the presentation of the NSS survey results with scores of less than 65% highlighted in red.

Paper GB/12/68(b) was a draft template and action plan which would, if agreed by the Board, be populated with data by individual School and then used by Faculties/Schools for setting action plans. The Board endorsed the use of the draft template subject to some minor amendments discussed at the meeting.

It was agreed that in some areas, for example, Engineering, Business and Biological Sciences, a Faculty action plan would be submitted whilst in other areas individual School action plans would be produced and collated at Faculty level by the Director of PGR Studies. To give Faculties/Schools sufficient time for meaningful discussion and consultation, including consultation with PGR students, it was agreed that Faculty Directors of PGR Studies be required to submit completed action plans to RSA in time for discussion at the December meeting of the Board.

LUU advised that it was happy to work with the Board to look at the data in more detail.

Supervisors with more than 10 students (GB/12/69)

The Board gave consideration to the possibility of imposing a “hard limit” on the number of students a supervisor may supervise to no more than 10 students (whether the supervisor was acting as main or co-supervisor). A paper setting out comments from Faculty Graduate School Committees was considered. Overall FGSCs were not in support of such a move and commented that many PGR students were attracted to study at the University due to the reputation of research-active academic staff. Restricting the number of PGR students these individuals may supervise could negatively impact upon recruitment. More significantly there was no evidence to suggest that supervisors with a higher proportion of PGR students provided supervision of a lower quality. In many cases responses suggested the opposite was the case.

The Board concluded that it did not wish to move towards imposing a “hard limit”. It did, however, accept there was a greater risk to the University when supervisors had large numbers of supervisees and wished to ensure that appropriate measures were in place to safeguard the experience of PGR students under such circumstances.

The arrangements currently in place, whereby anonymised data was presented to the Programmes of Study and Audit Group for those supervisors supervising more than 10 students annually with enquiries made of Heads of School in alternate years, was considered.

It was agreed that the letter of enquiry to Heads of School was useful as it raised awareness of those supervisors with large numbers of students and prompted Heads of School to consider the associated risks of dependency on these individuals and, for example, questions such as how the School could ensure continuity of supervision for the students were the individual supervisor concerned to leave the institution. It also provided the opportunity for closer monitoring of the students concerned by the Postgraduate Research Tutor and highlighted the need to ensure that clear channels of communication were in place for all students to raise concerns about their supervision in confidence.

It was agreed that PSAG be invited to review the letter of enquiry to Heads of School and the possibility of making those enquiries annually rather than in alternate years. The Group was also invited to consider whether Heads of School should be required to provide details of a contingency plan for a situation where the supervisor concerned was no longer available or asked whether they were satisfied that alternate
arrangements could be made if such circumstances were to arise. It was suggested that a time limit for response be included within the letter, perhaps a period of one month, and that if no response was received the matter be drawn to the attention of the Dean of PGR Studies. The Dean of PGR Studies might then raise the issue with the relevant Dean of Faculty.

Progress Issues Working Group: Unsatisfactory Academic Progress Procedure (GB/12/70)

Dr Peter Gardner advised the Board of the work undertaken by the Progress Issues Working Group together with Kath Owen, Student Advice Centre, LUU to develop a proposed Unsatisfactory Academic Progress Procedure. The procedure was based on existing requirements set out in the Code of Practice for Research Degree Candidatures (section 6.1). The proposed procedure including a flow chart and template letters had been circulated to Faculty Graduate School Committees for comment.

Overall support for the introduction of the procedure, which many agreed was long overdue, was received. The flowchart and template letters were particularly welcomed. The feedback received had been considered carefully by the Working Group at its meeting on 03/06/2013 and, where appropriate, had been used to enhance the proposal.

Some discussion took place about whether advice might be included in the procedure on what steps could be taken by the School to inform a student’s sponsor that the process had been invoked. It was agreed that such advice should not be included in any one procedure as it applied to a variety of different circumstances and that the Board should return to a more general discussion on communicating information about the progress of students to sponsors. The International Office was invited to prepare advice for consideration by the Board at a future meeting.

It was noted that the procedure was intended to be supportive for the student and would only be implemented in cases where the supervisor had already raised concerns with the student. The implementation of the procedure would help to ensure that serious concerns were addressed and handled in a structured way. To reflect the importance of ensuring that the Postgraduate Research Tutor is informed of a supervisor’s concerns about a student’s progress at an early stage some minor amendments to the procedure were agreed.

RESOLVED: that the Unsatisfactory Academic Progress Procedure, as set out in Annex B, be approved with effect from 2013/14.

In addition the following was agreed:

- reference to the procedure be included in SDDU supervisor training (and the forthcoming PGRT Forum)
- reference to the procedure be included in the Research Student Handbook, Guidance to Supervisors and on the RSA website
- the Examinations Group be invited to consider whether an individual who has provided an independent academic assessment of a candidate’s work as part of the UAPP may then proceed to act as the Internal Examiner for that candidate.

The Board welcomed the Student Advice Centre, LUU’s offer to prepare a “student friendly” version of the procedure for inclusion on its website.
Dr Peter Gardner presented a report of the findings of an ad-hoc group established to explore the possibility of introducing a PhD by Publication route to submission for students and the continuation of the current staff PhD by publication route.

The Group, which comprised members from PSAG and the Examinations Group, had consulted with FGSCs before submitting its recommendations.

The Board discussed the findings and noted that there had been little support for a direct entry to a PhD by Publication model. It also noted that the Leeds research degree regulations required work submitted for examination to have been undertaken whilst at Leeds and that such a model was not consistent with this requirement. It agreed, therefore, with the Working Group’s recommendation that no further consideration should be given to this model.

The Board was supportive of the recommendation that further consideration be given to an alternative style of thesis format to allow the inclusion of published papers within theses with effect from 2014/15. One member commented that many Russell Group universities already had such a model in place. It was agreed that the Working Group would continue to explore this opportunity and recognised that individual arrangements would be required by Faculty/School under an agreed University model.

Some discussion took place about the opportunity currently available to members of staff to submit for the degree of PhD by Published Work. Members were reminded that when this opportunity was introduced in 1996 it was not intended to replace or provide an alternative to the conventional arrangements for pursuing PhD degree study. The intention was to assist those members of staff who, possibly because of the situation in their particular discipline, had not had the opportunity of undertaking a PhD. Since the introduction of the scheme approximately 25 staff had been awarded the degree of PhD by this route. The market for this route had, however, diminished in recent years.

RESOLVED: that the PhD by Published Work route for staff should be withdrawn with effect from session 2014/15.

The Working Group was invited to consider detailed proposals for communication and implementation of this decision.

Guidance Notes on the Responsibilities of Postgraduate Research Tutors (GB/12/72)

The Chair informed the Board that the guidance notes had been to consultation and the feedback had been discussed at the Directors of PGR Studies Forum in May. Amendments had been made following these discussions.

RESOLVED: that the guidance notes on the responsibilities of PGR Tutors as set out in GB/12/72 be approved.

The guidance notes would be made available on the RSA website, circulated to FGSCs for information and forwarded to Faculty Executive Committees as there were possible workload implications.

University Boards/Committees

The Board received Minutes from the following University Boards/Committees:

(i) Research and Innovation Board (15/04/2013, 13/05/2013) (GB/12/73(a) and (b))

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Dr Batten drew attention to a request from UREC that any process adopted for the review of research degree students at the end of Year Two should include a check box for ethical issues. The Progress Issues Working Group was invited to take this into account when it considered arrangements for end of Year Two progress monitoring.

Appointment of Graduate Board Representatives on TSEB and UREC for 2013/14

Dr Hugh Dyer agreed to continue to serve as the Graduate Board’s representative on TSEB for session 2013/14. Professor Alan Haywood, incoming Director of PGR Studies in the Faculty of Environment, agreed to serve as the Board’s representative on UREC from session 2013/14 for a period of 3 years.

COMMITTEES/GROUPS OF THE BOARD

PGR Funding Development Group (GB/12/76)

The Board received the Minutes of the first meeting of the PGR Funding Development Group which was held on 7 May 2013. The Minutes explained the rationale behind setting up the Group was to raise the profile of funding for PGRs within the academic community, to support academics bidding for funding and to identify and encourage academics to bid for new opportunities. The Group would report to each meeting of the Board.

Steering Committee for DTGs ad hoc meeting - allocation of the EPSRC DTG 2013 (19/03/2013) (GB/12/77)

The Minutes of the ad hoc meeting of the Steering Committee for DTGs held on 19 March 2013 were received.

Programmes of Study and Audit Group (20/05/2013) (GB/12/78)

The Board received the Minutes of the meeting of PSAG held on 20 May 2013. Dr Gardner presented the Minutes outlining the recommendations made by the Group.

PGR Induction

Dr Gardner advised the Board of the findings of a small group established by PSAG to review induction arrangements for PGR students. The intention was not to replace existing Faculty/School induction but to ensure that all PGR students, regardless of when they start their studies, receive a basic level of induction.

The proposal included two stages of induction, an induction checklist, to be completed and scanned to the PDR and a welcome event. The checklist was designed to ensure all PGR students were provided with a minimum level of information and was designed to be indicative rather than prescriptive. The Board asked the PDR User Group to consider if there could be a further Report Type identifier on the drop down menu of the Upload tab (ie Induction checklist) plus an appropriate point in the timeline.

It was intended that the Welcome Event would ensure that all PGR students are encouraged to consider themselves as part of the research community at Leeds and are given a consistent message concerning the requirements of the research degree programme and the University’s expectations of them as students. The Event, which
would feature an introduction from the Dean of PGR Studies and other key areas/staff including LUU would run over an afternoon and culminate in a “meet and greet” reception with refreshments. The event would be offered in October, February and June with multiple dates in October to ensure all students could attend.

The Working Group had agreed that it would not be feasible to make the required changes outlined above for September/October 2013 entrants and therefore, proposed to make the changes with effect from January 2014.

Dr Bromley confirmed that if the recommendations were approved appropriate amendments would be made by SDDU to the Starting Your PhD workshops.

RESOLVED: that with effect from January 2014 changes to PGR Induction including the introduction of a checklist and welcome event be approved (subject to funding being secured).

**Continuity of Supervision Arrangements**

The Board noted that PSAG had agreed a statement, for inclusion in the Research Student Handbook and Guide to Supervisors 2013/14, which set out the University’s expectations of the actions that would be taken by the Faculty/School in the event that a change to a supervisory team was necessary.

**Integrated degree of PhD and MSc in Oral Sciences (Paediatric Dentistry)**

RESOLVED: that approval be given, with effect from session 2013/14, to the introduction of the Integrated degree of PhD and MSc in Oral Sciences (Paediatric Dentistry) and the approval, subject where relevant to approval by bodies of TSEB, to the following:

(i) the programme proposals set out in Forms A and B (as set out in Annex II of the PSAG Minutes (20/05/13))
(ii) the learning outcomes (as set out in Annex III of the PSAG Minutes (20/05/2013))
(iii) the programme of study entry for the Integrated degree of PhD and MSc (Paediatric Dentistry) as set out in Annex IV of the PSAG Minutes (20/05/2013)

**Ad hoc Split-Site Model C Arrangements Between the School of History and the Army War College, USA**

PSAG had given in principle approval to the proposal from the School of History for an ad hoc split-site arrangement subject to the receipt of additional information. Following the meeting additional information was received and this was reviewed by Dr Gardner, as Chair of the Group. Dr Gardner was satisfied with the additional information and agreed that the proposal be forwarded to Graduate Board for approval.

RESOLVED: that approval be given, with effect from session 2013/14, to the proposal for an ad hoc split-site Model C arrangement between the School of History and the Army War College, USA subject to the following amendments to Annex V of the PSAG Minutes (20/05/2013):

- that attendance at the University of Leeds for the transfer viva is mandatory.
- confirmation that SDDU will deliver the PGR student training via electronic

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1 The Chair took action, on behalf of the Board, after the meeting to approve the inclusion of “Oral Sciences” within the title of the programme
means (e.g. Starting your Research degree).

- that relevant training is in place for ‘local advisors’ based at the Army War College.

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

RESOLVED: that approval be given, with effect from session 2013/14, to amendments to the Integrated degree of PhD and MSc (Medical and Biological Engineering), subject where relevant to approval by bodies of TSEB, to the following:

(i) the amended programme proposals set out in Forms A and B (as set out in Annex VI of the PSAG Minutes (20/05/2013)

(ii) the amendment programme of study entry for the Integrated degree of PhD and MSc (Medical and Biological Engineering) (as set out in Annex VII of the PSAG Minutes (20/05/2013)

**DTC in Tissue Engineering and Regenerative Medicine**

RESOLVED: that approval be given, with effect from session 2013/14, the amendments to the DTC in Tissue Engineering and Regenerative Medicine, subject where relevant to approval by bodies of TSEB, to the following:

- the amended programme proposal set out in Forms A and B (as set out in Annex VIII of the PSAG Minutes (20/05/2013).

**Split-Site Programmes**

RESOLVED: that (i) the standard period of study for split-site models A and B be reduced from 3.5 to 3 years;

(ii) the following amendment be made to the programme of study specification for the degree of PhD:

Programme for the degree of Doctor of Philosophy

**NB the amendments are shown in bold.**

1. Three models of split-site PhD study are available:

(a) **Model A involving a Strategic Partnership with another University, Research Institute or Commercial/Industrial Organisation (available from September 2007)**

(b) Subject to an agreement being reached between the University and the other organisation, applicants may be accepted for full-time PhD research degree study for a standard period of study of 3-5 3 years. Applicants will normally be required to have obtained a relevant degree of at least equivalent to a UK second class honours degree as well as at least 6.5 on IELTS (with no component below 6.0) or an equivalent English language qualification. Some Schools may require higher levels of English language. There is normally a minimum requirement of 18 months full-time study in residence at the University of Leeds but overall the candidate is normally required to spend 50% of the candidature in each organisation.

(c) **Model B involving a Capacity Building Partnership normally with an international academic, research or commercial/industrial organisation (available from September 2010)**

Subject to an agreement being reached between the University and the other organisation, applicants may be accepted for PhD research degree study. Such
applicants will normally be required to have obtained a relevant degree of at least equivalent to a UK second class honours degree as well as at least 6.5 on IELTS (with no component below 6.0) or an equivalent English language qualification. Some Schools may require higher levels of English language. Study will normally be by full-time study over a period of 3.5 years. There is normally a minimum requirement of 18 months full-time study at residence at Leeds but overall the candidate is normally required to spend 50% of the candidature in each organisation.

Faculty Graduate School Committees (GB/12/79(a) – (g))

The Board received Minutes of meetings of FGSCs as follows: 12/349

(a) Arts (24/04/2013)
(b) Biological Sciences (26/03/2013)
(c) ESSL (22/05/2013)
(d) Environment (22/04/2013)
(e) Environment (03/06/2013)
(f) MaPS (20/05/2013)
(g) Medicine and Health (10/04/2013)

Examinations Group (22/04/2013) (GB/12/80)

The Board received a report arising from the meeting of the Examinations Group held on 22 April 2013. 12/350

Dr Carter introduced the report to the Board outlining the recommendations made by the Group. The Board agreed each of the recommendations made by the Group. 12/351

Release of the examiners’ report to candidates

RESOLVED: that with effect from session 2013/14 the final, joint report of the examiners be automatically released to the student and the supervisor(s) after approval by the Examinations Group but that the first page, which includes details of the recommendation for award, be withheld. 12/352

Suspensions/extensions during the referral and correction periods

RESOLVED: that the policy on suspensions and extensions during the referral period and extensions to the correction deadline as set out in GB/12/80 (Annex I) be approved with effect from session 2013/14. 12/353

Documentation required from candidates on resubmission

RESOLVED: that with effect from session 2013/14, where the outcome is referral for resubmission, students should be required to supply a summary of how their revised thesis has responded to the changes required by the examiners in the notes for guidance, alongside their resubmitted thesis. 12/354

Policy on video conferencing for the viva

The Board noted that the Group had reviewed and updated the policy on video conferencing for a viva and formalised the position on using Skype (or equivalent). 12/355
Researcher Development Steering Group (previously known as the Researcher Skills Training and Development Academic Steering Group) (GB/12/81)

It was noted that the “Researcher Skills Training and Development Academic Steering Group” had agreed to change its name to the “Researcher Development Steering Group” and to update its terms of reference. Full details were set out in paper GB/12/81.

ISSUES FOR REPORT

Training for Research Student Supervisors and Internal Examiners: Annual report (2012/13) (GB/12/82)

The Board received a summary of the training courses for supervisors and internal examiners of research degrees at Leeds run by SDDU in 2012/13. In addition SDDU and RSA also run an annual meeting (forum) for PGR Tutors. For 2012/13 the Forum had been run twice in shorter format along with the introduction of a new course introducing the role of the PGR Tutor.

The Board’s appreciation to the tutors for their time and support in developing and delivering the courses was noted.

Marie Curie Initial Training Networks in FP7 (GB/12/83)

The Board received a paper summarising the ITN scheme in FP7 and analysing the University’s performance. The paper also provided details of the future of ITNs in Horizon 2020 but noted that full details would not be available until later in 2013.

Vacancies for Faculty Representatives on Groups of the Graduate Board (2013/14) (GB/12/84)

The Board received details of vacancies for Faculty representatives on Groups of the Graduate Board for 2013/14. Directors of PGR Studies were asked to identify replacement members where vacancies occurred and to forward details to Sarah Throp, Research Student Administration as soon as possible.

To ensure continuity of membership of the Groups it was hoped that new members would agree to serve on the Group for 3 years.

Research Council Information

EPSRC Call for CDTs

EPSRC has invited full applications from 7 Leeds CTDs bids and 3 other CTDs of which Leeds is a partner, but not the lead. This was a positive outcome and much work now needed to be done to submit the full applications by the closing date of 18 July. Grants would be announced in November/December with new CDT cohorts commencing in October 2014.

EPSRC

The Chair informed the Board that that the University had run a competition to allocate 9 studentships from EPSRC’s iCASE and DTGs.
AHRC BGP2

The University had responded to the peer review feedback by the AHRC deadline. Only minor questions had been raised. 12/364

NERC DTP

The DTP application had been submitted to NERC by the 01 May 2013 deadline. 12/365

For Information

The Board was reminded that:

- the PGR Tutors Forum would take place on Thursday, 20 June 2013. Members of the Board were invited to attend;
- the Board would meet on the following dates during session 2013/14 (all meetings on Mondays and to commence at 2.05 pm):

  21 October 2013
  16 December 2013
  10 February 2014
  14 April 2014
  09 June 2014

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<thead>
<tr>
<th>Min Ref</th>
<th>Required Action</th>
<th>Name</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>12/283</td>
<td>Communication of details of the new Proof Reading Policy</td>
<td>RSA/SDDU/LUU/Exams Group</td>
<td>Summer 2013</td>
</tr>
<tr>
<td>12/290</td>
<td>Inform YSJU that Professor Harrison has agreed to join their external advisory group for RDAP application</td>
<td>RSA</td>
<td>30/06/2013</td>
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<tr>
<td>12/300</td>
<td>Consider Phase Two of the implementation of a new CoP for PGRs Engaged in Teaching</td>
<td>CoP Working Group</td>
<td>31 December 2013</td>
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<tr>
<td>12/304</td>
<td>Submit PRES Action Plans to RSA for discussion at December Board meeting</td>
<td>Faculty Directors of PGR Studies</td>
<td>22 November 2013</td>
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<tr>
<td>12/310</td>
<td>Review content of letter to HoS highlighting those supervisors with more than 10 PGR students</td>
<td>PSAG</td>
<td>18/11/2013</td>
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<tr>
<td>12/316</td>
<td>Communication of details of the new Unsatisfactory Academic Progress Procedure</td>
<td>RSA/SDDU/LUU</td>
<td>Summer 2013</td>
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<td></td>
<td>and 317 Consider whether an individual who has provided independent academic advice as part of UAPP may proceed to be appointed as the Internal Examiner</td>
<td>Exams Group</td>
<td>September/ October 2013</td>
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<td>12/321</td>
<td>To give further consideration to an alternative style of thesis format to allow inclusion of published papers</td>
<td>PhD by Publication Working Group</td>
<td>2013/14</td>
</tr>
<tr>
<td>12/324</td>
<td>Consider detailed proposals for communication and implementation of the decision to withdraw the PhD by PW route for staff</td>
<td>PhD by Publication Working Group</td>
<td>Summer 2013</td>
</tr>
<tr>
<td>12/327</td>
<td>Guidance notes for role of the PGRT to be made available on website and circulated to FGSCs and Faculty Executive Committees</td>
<td>RSA</td>
<td>30 June 2013</td>
</tr>
<tr>
<td>12/329</td>
<td>To take into account UREC’s request for any process adopted to review PGR students at the end of Year Two to include check box for ethical issues</td>
<td>Progress Issues Working Group</td>
<td>31/12/2013</td>
</tr>
<tr>
<td>12/360</td>
<td>Identify representatives for Groups of the Board where vacancies occur</td>
<td>Faculty Directors of PGR Studies</td>
<td>31/07/2013</td>
</tr>
</tbody>
</table>

CR/ST, Ext 35778, 20/06/2013