THE UNIVERSITY OF LEEDS

GRADUATE BOARD

**PGR Progression and Examinations Group**

**2022/23**

Terms of Reference

The PGR Progression and Examinations Group has been delegated responsibility from the Graduate Board for the following matters:

1. to implement University policy and procedures for the progression, transfer and examination of research degree candidates;
2. to consider, reach decisions upon, and report upon, matters relating to progression within research degree candidatures, including the following:

* Approval of Supervisory teams when the supervisor does not meet the eligibility criteria
* Any sole supervisor arrangement following prior approval by the Head of Faculty Graduate School
* Transfers from a provisional registration category to full degree registration including transfer to registration for MPhil
* Request to defer or postpone decisions on Transfers
* Recommendations to withdraw from study following failed attempt at transfer or outcome of the PSP (UAPP)
* Approve Suspensions and extensions to the period of study including those to undertake an internship
* Reductions to periods of study
* Reviewing requests for FT PGRS to be absent from the University for period in excess of 12 months
* Changes to the mode of study (FT to PT and vice versa)
* Transfer to Split Site Study
* Changes to Thesis titles and minor or major change of topic

1. to ratify Transfer results for research degrees
2. to conduct regular reviews of strategic and policy issues in relation to progression and examinations for research degrees and to make recommendations to the Graduate Board;
3. to conduct regular reviews of procedures and all documentation associated with the progression and examination of research degree candidates and to make changes as appropriate;
4. to undertake liaison and consultation with other Groups of the Board as necessary;
5. to undertake liaison and consultation with the Faculty Graduate School Committees as necessary;
6. to appoint examiners for research degree candidates after consideration of recommendations from Schools and other registration units;
7. to consider recommendations made by the examiners for research degree candidates;
8. to ratify examination results for research degrees, subject to the Group being satisfied that the criteria for the award of the degree have been met, to award such degrees, under authority delegated by the Graduate Board;
9. to participate in the University's PGR periodic review.

UNIVERSITY OF LEEDS

Graduate Board

**PGR Progression and Examinations Group**

**2022/2023**

# Constitution

**Chair (normally a Head of Graduate School)**

**Deputy Chair**

Normally one academic representative\* from each of the following Faculties with experience of PGR supervision & examination:

**Biological Sciences**

**Business**

**Environment**

**Social Sciences**

Normally two academic representatives\* from each of the following Faculties with experience of PGR supervision & examination:

**Arts Humanities and Cultures**

**Medicine and Health**

Engineering and Physical Sciences

Representative from Disability Services

Head of Doctoral College Operations

Progression and Assessment Manager (Doctoral College)

Student Support and Communications Manager (Doctoral College)

Heads of Faculty Graduate Schools *(ex officio members)*

**Arts Humanities and Cultures**

**Biological Sciences**

**Business**

**Environment**

**Medicine and Health**

**Social Sciences**

Engineering and Physical Sciences

\*Faculty Representatives on the Progression and Examinations Group should also be members of their Faculty Graduate School Committees (FGSC) and normally a DPGRS. They are expected to keep the FGSC informed about discussions within the Progression and Examinations Group as well as about any new policy developments or regulations. Similarly they are expected to bring forward any relevant issues from the FGSC for discussion at the Graduate Board’s Progression and Examinations Group.

Meetings per year: The Group will meet 8 times per year.

Reporting to: Graduate Board

UNIVERSITY OF LEEDS

Graduate Board

**PGR Progression and Examinations Group**

**2022/2023**

# Membership

**Stuart Barber (Chair)**

**Nichola Wood (Deputy Chair)**

Normally one academic representative\* from each of the following Faculties with experience of PGR supervision & examination:

~~Stephen Muench (2019 – 2025) - Biological Sciences~~

Bin Xu (2021-2024) - Business

Zia Wadud (2022-2025) - Environment

Maria Rovisco (2020-2023) - Social Sciences

Normally two academic representatives\* from each of the following Faculties with experience of PGR supervision & examination:

~~Aylwyn Walsh (2021-2024) - Arts Humanities and Cultures~~

~~Mark Westgarth (2022 – 2025) - Arts Humanities and Cultures~~

Frederique Ponchel (2021 – 2024) - Medicine and Health

Dr Fiona Errington-Mais (2022 – 2025) - Medicine and Health

~~Frans Muller (2022 – 2025) - Engineering and Physical Sciences~~

~~Todd Stewart (2022 – 2025) - Engineering and Physical Sciences~~

Janne Oinonen - Representative from Disability Services

Paula North - Head of Doctoral College Operations

Catherine Mills – PGR Progression and Examination Manager (Doctoral College)

Lucy Kuźlik - PGR Student Support and Communications Manager (Doctoral College)

Heads of Faculty Graduate Schools *(ex officio members)*

**Arts Humanities and Cultures**

**Biological Sciences**

**Business**

**Environment**

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