



## Executive Summary of Business for Doctoral School Board

Title	Annual Cycle of Business (Provisional)
Status	Unrestricted
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Type	Paper to note
Date	November 2023
Summary of paper	This paper presents the provisional annual cycle of business for the Doctoral School Board, reflecting its new terms of reference (see DSB/32/02). The annual cycle of business is likely to evolve over the course of the first annual cycle of meetings under the new terms of reference. Comments and suggestions from the Board are welcomed.
Suggested reading	DSB Terms of Reference: DSB/32/02
Classification	Internal Use
Resource implications	n/a
Consultation	Via the Board.
Recommendation	It is recommended that the Board <b>NOTES</b> and <b>COMMENTS</b> on the Annual Cycle of Business

Doctoral School Board  
**Annual Cycle of Business (Provisional)**

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**Standing items**

- Welcome / Minutes
- Review of action log
- Chair's report (written)
- PGR Reps' report (oral)

**Annual items**

Meeting	Item	Responsibility
October	<ul style="list-style-type: none"><li>- Review Terms of Reference</li><li>- Report on PRES (biennial)</li></ul>	<ul style="list-style-type: none"><li>- Doctoral School</li><li>- Planning</li></ul>
January	<ul style="list-style-type: none"><li>- Progression and award outcomes</li><li>- PGR appeals report</li><li>- Research misconduct report</li></ul>	<ul style="list-style-type: none"><li>- Research Degrees Progression &amp; Award Board</li><li>- Student Casework Manager</li><li>- Research Governance</li></ul>
April	<i>Meeting held over for annual policy/regulations review + annual portfolio review – other substantive business to be avoided, where possible.</i>	
June	<ul style="list-style-type: none"><li>- Chair's Annual Report</li><li>- Chair's annual reports from the three sub-committees of the Board</li></ul>	<ul style="list-style-type: none"><li>- Chair</li><li>- Sub-Committee Chairs</li></ul>