

## UNIVERSITY OF WARWICK

### Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 9.30am on Thursday 2 June 2005 in the Council Chamber, University House.

C E Charlton  
University Secretary

**Note: Questions on agendum items or apologies for this meeting should be directed to the Assistant Secretary of the Committee, Sarah Holberton, ext 74050, email [s.holberton@warwick.ac.uk](mailto:s.holberton@warwick.ac.uk)**

### A G E N D A

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 26 April 2005 (previously circulated).

2. Matter arising on the Minutes

(a) QAA Code of Practice – Examination Arrangements (minute 47/04-05 refers)

TO RECEIVE

An oral report from the Chair on discussions following presentations on possible changes to examination arrangements for research degrees to Chair's Forum and Faculties of Science and Social Studies Lunches

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting of May 11 2005, considered paper BGS20/04-05, (copy attached) setting out possible changes to examination arrangements for research degrees and recommended the following:

- a) That the Graduate School should seek acknowledgement of any emails notifying departments that a thesis has been submitted in order to ensure that the examination procedure has been initiated.
- b) That the word 'normally' should be inserted in the table of proposed deadlines in Section 2 in order to cater for exceptional cases and that the point at which the countdown to a deadline starts should be clarified.
- c) That in cases where it proves impracticable to appoint an independent Chair, an audio and not a video recording should be made, as it was felt that a video recording could intimidate the

candidate, and that in any case, the candidate's permission should be sought for any recording.

- d) That the suggestion that Chairs of Faculty Graduate Studies Committees should have the option to refer cases to a third examiner when the recommendation is either to award a lower degree or not to award a degree at all should be rethought, as it was felt that the relationship between the third, first and second examiners remained unclear.

TO CONSIDER:

Recommendation of the Board to Steering Committee and Senate on changes to examination arrangements for research degrees (paper BGS33/04-05, to be tabled)

- (b) TO REPORT:

That the Chair has sent a memo to Chairs of Departments encouraging them to bring proposals for new courses to a Board meeting in the first term of the academic year, if possible, to facilitate admissions and recruitment processes.

- (b) IT and library provision for students who have submitted their theses (minute 50(i)/04-05 refers)

TO RECEIVE:

An oral report from the Secretary to the Board outlining IT and library provision for students who have submitted their theses.

- (c) Accreditation of Prior Learning (minute 51(i)/04-05 refers)

An oral report from the Chair on the proposed policy on APL.

- (d) Warwick Sport (minute 52/04-05 refers)

TO REPORT:

That the Chair has written to departments to urge them, where possible, to keep Wednesday afternoons free from timetabled lectures, to ensure maximum access to 'Sport for All'.

- (e) New Doctoral level qualifications (minute 54/04-05 refers)

TO CONSIDER:

An oral report from the Chair on the desirability of developing new doctoral level qualifications and alternative routes to PhD.

- (f) Minimising time taken for approval of new courses (minute 53d/04-05 refers)

TO CONSIDER:

An oral report from the Chair on progress in minimising time taken for approval of new courses.

(g) Student rooms (minute 57/04-05 refers)

TO REPORT:

That the Chair had contacted the Pro-Vice-Chancellor (Research and Accommodation) to determine whether there would be any further rooms for postgraduate students in October 2005.

(h) Policy on resubmission (minute 34(vi)/04-05 refers)

TO CONSIDER:

A paper from the BGS working group on resubmission policy (paper BGS30/04-05, copy attached).

(i) Use of postgraduate application fee income (minute 53c/04-05 refers)

TO REPORT:

That the Director of the SRAO has not yet finalised the budget for the coming year but will report to the Board in September.

3. Chair's Business

TO REPORT:

That the PGA in 'Assessment and Evaluation' at Warwick Medical School has been approved by Chair's action.

4. Business from other committees

(i) Word limit for PhD theses in the Faculty of Social Studies (minute BFSS19/04-05 refers)

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 11 May 2005, considered the Board's request for a paper offering clarification of the 'special circumstances' and the rationale for the recommendation below:

'That the current regulations governing the word limit for PhD theses in the Faculty of Social Studies, be amended to allow application to be made by the supervisor to the Board of Graduate Studies for dispensation of the prescribed word limit in special circumstances'

and resolved that the 'special circumstances' should be considered on a case-by-case basis (applications should be made to the Board of Graduate Studies) and recommended the following:

- (i) That the word limit for PhDs in the Faculty of Social Studies should stay at 80,000 words

- (ii) That Regulation 14 (G) (71) should be amended to bring the Faculty of Social Studies in line with the Faculty of Arts; Regulation 14 (G) (71) is set out below with the recommended deleted words ~~struck through~~ and added words in **bold**;

“To satisfy the requirements of the degree of PhD, a thesis shall constitute a substantial original contribution to knowledge which is, in principle, worthy of peer-reviewed publication. The thesis shall be clearly and concisely written and well argued and shall show a satisfactory knowledge of both primary and secondary sources. In addition it shall contain a full bibliography and, where appropriate, a description of methods and techniques used in the research. The thesis shall not exceed 70,000 words in the Faculty of Science and 80,000 words in the Faculties of Arts and Social Studies. This limit ~~shall in the Facultyies of Social Studies, be inclusive of appendices, footnotes, tables and bibliography and in the Faculties of Arts and Science shall be exclusive of appendices, footnotes, tables and bibliography.~~

In the Facultyies of Arts **and Social Studies** an appendix may contain material that functions as data to supplement the main argument of the thesis, and may not contain material that is an essential or integral part of the thesis. An appendix may not exceed 5,000 words in length unless permission to exceed this length is given by the Board of Graduate Studies”.

TO CONSIDER:

The recommendations from the Graduate Studies Committee of the Board of the Faculty of Social Studies concerning word limits for PhD theses.

5. Reports from the Faculty Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees of the Boards of the Faculties.

6. Postgraduate Committee

TO RECEIVE:

An oral report from the Education Officer on the Postgraduate Committee’s recent activities.

7. Skills Training in the Arts Faculty

TO CONSIDER

A paper on skills training in the Arts Faculty (paper BGS31/4-05, copy attached)

8. New and Revised Courses of Study

(a) Faculty of Science

(i) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 25 January 2005, approved a proposal from HRI for a new PhD in 'Plant and Environment Sciences' (paper SGS28{revised}/04-05, to be tabled)

TO CONSIDER:

The proposal from HRI for a new PhD in 'Plant and Environment Sciences' as set out in paper SGS28/04-05.

(ii) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 25 January 2005, approved a proposal from HRI for a new MPhil in 'Plant and Environment Sciences' (paper SGS29{revised}/04-05, to be tabled)

TO CONSIDER:

The proposal from HRI for a new MPhil in 'Plant and Environment Sciences' as set out in paper SGS29{revised}/04-05.

(iii) TO REPORT:

That the Graduate Studies Committee of the Faculty of Science at its meeting of 11 May 2005, approved a proposal for a new course MSc in 'Scientific Computing' (paper SGS.47{revised}/04-05, copy attached).

TO CONSIDER:

A proposal from the Faculty of Science for a new course MSc in 'Scientific Computing' as set out in paper SGS.47{revised}/04-05.

(iv) TO REPORT:

That the Graduate Studies Committee of the Faculty of Science at its meeting of 11 May 2005, approved a proposal for a new MSc in 'Scientific Computing (Research)' (paper SGS.48{revised}/04-05, copy attached).

TO CONSIDER:

A proposal for a new MSc in 'Scientific Computing (Research)' as set out in paper SGS.48{revised}/04-05.

(v) TO REPORT:

That the Graduate Studies Committee of the Faculty of Science at its meeting of 11 May 2005, approved a proposal for the new MSc in 'Digital Manufacturing Management' to replace the MSc in 'Information Technology for Manufacture' from October 2006 (paper SGS.54 {revised}/04-05, copy attached).

TO CONSIDER:

A proposal for the degree course MSc in 'Digital Manufacturing Management' to replace the MSc in 'Information Technology for Manufacture' from October 2006 as set out in paper SGS.54{revised}/04-05.

(b) Medical School

(i) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 10<sup>th</sup> May 2005 recommended that the current range of research degree titles offered by the School be rationalised such that the following research degree titles should be offered: Medicine, Medical Sciences, Health Sciences and Medical Education and that all research students registering in the Medical School should initially be registered for an MPhil so that no student registers directly for a PhD but must be upgraded subject to satisfactory progress.

TO CONSIDER:

The recommendations from the Graduate Studies Committee of the Board of the Faculty of Medicine that the current range of research degree titles offered by the School be rationalised such that the following research degree titles should be offered: Medicine, Medical Sciences, Health Sciences and Medical Education and that all research students registering in the Medical School should initially be registered for an MPhil so that no student registers directly for a PhD but must be upgraded subject to satisfactory progress.

(ii) Restructuring of the Framework for Taught Postgraduate Degrees in Warwick Medical School.

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 10<sup>th</sup> May 2005 approved an outline rationale for restructuring taught postgraduate degrees (paper GCFM 38 {revised}/04-05, copy attached), noting that this proposal was intended to provide a rational framework governing all of the postgraduate programmes in Warwick Medical School and to introduce an alternative to the standard dissertation model for all WMS masters programmes.

TO CONSIDER:

An outline rationale for restructuring taught postgraduate degrees in the Medical School as set out in paper GCFM 38{revised}/04-05.

(iii) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 10 May 2005 approved a proposal for a new module and Postgraduate Award, 'Understanding Research and Critical Appraisal in Health Care' (paper GCFM 39/04-05, copy attached).

TO CONSIDER:

The proposal from the Medical School for a new module and Postgraduate Award entitled 'Understanding Research and Critical Appraisal in Health Care' as set out in paper GCFM 39/04-05.

(iv) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 10<sup>th</sup> May 2005 approved a proposal for a new taught masters course entitled MSc in 'Health Sciences' (paper GCFM 41{revised}/04-05, copy attached).

TO CONSIDER:

The proposal from the Medical School for a new taught Master's course entitled MSc in 'Health Sciences' as set out in paper GCFM 41{revised}/04-05.

(v) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 10<sup>th</sup> May 2005 approved a proposal from the Division of Medical Education for a new module and postgraduate award entitled 'Clinical Research Governance' (paper GCFM 42 {revised} /04-05, copy attached).

TO CONSIDER:

A proposal from the Division of Medical Education for a new module and postgraduate award entitled 'Clinical Research Governance' as set out in paper GCFM 42{revised}/04-05.

(vi) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 10 May 2005 approved a proposal from the Division of Health in the Community for a new module and postgraduate award entitled 'International Health Policy' (paper GCFM 43 {revised}/04-05, copy attached).

TO CONSIDER:

A proposal from the Division of Health in the Community for a new module and postgraduate award entitled 'International Health Policy' as set out in paper GCFM 43 {revised}/04-05.

(vii) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 10 May 2005 approved a proposal to amend the CATS weighting of the 'Cardiovascular Risk' module and postgraduate award (paper GCFM 44/04-05, copy attached).

TO CONSIDER:

A proposal from the Faculty of Medicine to amend the CATS weighting of the 'Cardiovascular Risk' module and postgraduate award as set out in paper GCFM 44/04-05.

(c) Faculty of Arts

(i) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Arts at its meeting of May 11, 2005 approved a proposal from the Departments of English and Comparative Literary Studies, German, French and Italian Studies for a new course MA in 'Translation, Writing and Cultural Difference' (paper AGSC54/04-05{revised}, copy attached), noting that the committee recommended that a permanent home should be found within a department for the administration of the course.

TO CONSIDER:

A proposal from the Departments of English and Comparative Literary Studies, German, French and Italian Studies for a new course MA in 'Translation, Writing and Cultural Difference', as set out in paper AGSC54/04-05{revised}, noting the recommendation that a permanent home should be found within a department for the administration of the course.

(ii) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Arts at its meeting of May 11, 2005 approved a proposal for a new course MA in 'Pan-Romanticisms' from a number of departments across the Faculty (paper AGSC55/04-05{revised}, copy attached).

TO CONSIDER:

A proposal for a new course MA in 'Pan-Romanticisms' from a number of departments across the Faculty of Arts as set out in paper AGSC55/04-05{revised}.

(iii) TO REPORT:



That the Graduate Studies Committee of the Board of the Faculty of Arts at its meeting of May 11, 2005 approved a proposal from the Department of History of Art for a Postgraduate Diploma in the 'History and Business of Art and Collecting' (paper AGSC57/04-05{revised}, copy attached).

TO CONSIDER:

A proposal from the Department of History of Art for a Postgraduate Diploma in the 'History and Business of Art and Collecting' as set out in paper AGSC57/04/05 {revised}.

(iv) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Arts at its meeting of May 11 2005 approved a proposal to change the CATS ratings for the following MA courses: 'International Design and Communication', 'European Cultural Policy and Management', 'Creative and Media Enterprises' (paper AGSC39/04-05, copy attached).

(d) Faculty of Social Studies

(i) TO REPORT:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Studies had taken action over the Spring term to approve a proposal from CRER to make minor restructures to the degree, MA in 'Race and Ethnic Studies', supplied with a covering memo (papers GFSS 143(a-b)/04-05, copies attached).

TO CONSIDER:

A proposal from CRER to make minor restructures to the degree, MA in 'Race and Ethnic Studies' as set out in papers GFSS 143(a-b)/04-05.

(ii) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting of 11 May 2005 approved a draft proposal from NAGTY and the Institute of Education to introduce a postgraduate award 'Introduction to Gifted and Talented Education (Mathematics)' (papers GFSS 144(a-c)/04-05, copies attached) noting that approval in principle was requested with a view to being approved as Chair's action at a later date, supplied with a covering memorandum (paper GFSS 144/04-05, copy attached).

TO CONSIDER:

A draft proposal from NAGTY and the Institute of Education to introduce a postgraduate award 'Introduction to Gifted and Talented Education (Mathematics)' as set out in papers GFSS 144(a-c)/04-05.

(iii) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting of 11 May 2005 approved a draft proposal from NAGTY and the Institute of Education to introduce a postgraduate award 'Introduction to Gifted and Talented Education (Science)' (papers GFSS 146(a-c)/04-05, copies attached).

TO CONSIDER:

A draft proposal from NAGTY and the Institute of Education to introduce a postgraduate award 'Introduction to Gifted and Talented Education (Science)' as set out in papers GFSS 146(a-c)/04-05.

(iv) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting of 11 May 2005 approved the proposal from the School of Health and Social Studies to introduce a new course, MA in 'Applied Social Studies', noting that the Diploma in 'Applied Social Studies' had previously been approved by the Committee, supplied with a covering memo, papers GFSS 155(a-d)/04-05, copies attached).

TO CONSIDER:

A proposal from the School of Health and Social Studies to introduce a new course, MA in 'Applied Social Studies' as set out in papers GFSS 155(a-d)/04-05.

(v) TO REPORT:

That the Chair of the Board of the Faculty of Social Studies had taken action on behalf of the Board to approve a new two-day CPD course relating to implementation of the new 'Housing and Health Safety Rating' (papers GFSS 163-163a/04-05, copies attached), noting that this does not amount to either a Postgraduate Certificate or Award in Warwick terms, but is coming to the Board as the University does not have a system for approving this type of CPD based accreditation.

TO CONSIDER:

A proposal from the Faculty of Social Studies for a new two-day CPD course relating to implementation of the new 'Housing and Health Safety Rating' as set out in papers GFSS 163-163a/04-05.

(vi) TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting of 11 May 2005 approved the proposal from Warwick Business School to introduce a Postgraduate Award, 'Clinical Systems Improvement' (paper GFSS 164/04-05, copy attached).

TO CONSIDER:

A proposal from Warwick Business School to introduce a Postgraduate Award, 'Clinical Systems Improvement' as set out in paper GFSS 164/04-05.

9. Elections

TO REPORT:

That nominations have been received for membership of the Board of Graduate Studies for 2005/06 (paper BGS32 /04-05, to be tabled).

TO CONSIDER:

- (a) The election of members to the Graduate Awards and Nominations Sub-Committee as follows:
  - (i) The Chair of the Board as the Chair.
  - (ii) The Chairs of the Graduate Studies Committee of the Boards of the Faculties of Arts, Science, Medicine and Social Studies.
  - (iii) Four members of the Board, one from each of the Faculties of Arts, Science, Medicine and Social Studies (*vice* Dr Luddy, Dr Dowd, Dr Patel, Dr Rosamond).
- (b) The election of the following:
  - (i) One representative of the Board to serve on the Campus Life Committee for the academic year 2005/2006 (*vice* Professor Bridges).
  - (ii) One representative of the Board to serve on the Board of Undergraduate Studies for the academic year 2005/2006 (*vice* Professor Phizacklea).
  - (iii) One representative of the Board to serve on the Partnership and Distance Learning Committee for the academic year 2005/2006 (*vice* Dr Dowd).

10. AOB