

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on Wednesday 6 October 2004 in the Council Chamber, first floor, University House.

C E Charlton
University Secretary

A G E N D A

1. Terms of Reference

TO REPORT:

That the terms of reference of the Board are as follows:

- (a) To regulate the admission of all graduate students and, subject to the Higher Degrees Regulations, the initial conditions of registration and any change of these conditions.
- (b) To make recommendations to the Senate, after consultation with the Faculty Boards, Departments and Graduate Studies Committees, if appropriate, on all matters to do with graduate study in the University.
- (c) To make recommendations on the appropriate provision of academic resources and social facilities for graduate students in the University.
- (d) To make awards established from University funds to graduate students and to nominate students for graduate awards made by external bodies.
- (e) To advise the Senate on any general or specific strategic considerations regarding graduate study or research in the University.
- (f) To review periodically all graduate courses in the University.
- (g) To scrutinise all new postgraduate degree and course proposals and recommend approval to the Senate via the Academic Quality and Standards Committee.
- (h) To advise the Academic Quality and Standards Committee on matters relating to examinations for graduate degrees.
- (i) To advise the Academic Quality and Standards Committee on the role of internal and external examiners for graduate degrees.
- (j) To report to the Academic Quality and Standards Committee annually on the issues raised in reports by external examiners.

2. Membership of the Board 2004/05

TO REPORT:

That the membership of the Board for 2004/05 is as set out in Paper BGS 1/04-05 (copy attached)

3. Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

TO CONSIDER:

The election of representatives to the Graduate Awards and Nominations Sub-Committee, noting that the membership is as follows:

- (a) The Chair of the Board as the Chair.
- (b) The Chairs of the Graduate Studies Committee of the Boards of the Faculties of Arts, Science, Medicine and Social Studies.
- (c) Four members of the Board, one from each of the Faculties:

Faculty of Arts:	Dr M Luddy
Faculty of Medicine:	vice Professor Singer
Faculty of Science:	Dr A Dowd
Faculty of Social Studies:	vice Professor Phizacklea

4. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on Thursday 3 June 2004 (copy attached).

5. Matters Arising on the Minutes

6. Chair's Business

7. Postgraduate Committee and Students' Union

TO RECEIVE:

An oral report from the Education Officer on plans for the forthcoming academic year.

8. Student Recruitment

TO CONSIDER:

Initial data new postgraduate students enrolling for the 2004/2005 academic year (paper BGS 2/04-05, to be tabled at the meeting).

9. QAA Code of Practice: Postgraduate Research Degrees

TO CONSIDER:

A copy of the final version of the section of the QAA Code of Practice dealing with Postgraduate Research Degree programmes, together with a covering letter from the HEFCE (paper BGS3/04-05, copy attached) and a briefing paper setting out the more significant points (paper BGS/5-4-05, copy attached).

10. Supervision by part-time members of staff

TO CONSIDER:

Arrangements for supervision by members of staff on a part-time contract, noting that the issue had arisen during an academic complaint.

11. Examination arrangements

(a) Warwick Postgraduate Research Fellows

TO REPORT:

That requests have been received from several departments in the Faculty of Science that the requirement that two external examiners be appointed to examine theses submitted by Warwick Postgraduate Research Fellows be waived on the grounds that their status was not equivalent to that of a member of academic staff.

TO CONSIDER:

Examination arrangements for Warwick Postgraduate Research Fellows, noting that the appointment of two external examiners was currently a condition of their terms of employment.

(b) Agreement of supervisor before submission

TO CONSIDER:

A request received from examiners for a recently examined PhD thesis that the University adopt a system requiring the supervisor to agree to the submission of the thesis in writing from the supervisor before a student is allowed to submit, to reduce the likelihood of minor errors.

12. Academic Satisfaction Review

TO CONSIDER:

A copy of the Academic Satisfaction Review 'The Postgraduate Student Experience' for 2003/2004 (paper BGS4/04-05, copy attached).

13. Graduate School Programme for Research Students

TO REPORT:

That details of the expanded Graduate School Programme for 2004/2005 are available at <http://www2.warwick.ac.uk/cll/skills/postgraduate/> and that details have been circulated to students by email.

TO RECEIVE:

A copy of the brochure for the 2004/2005 Graduate School Programme (paper BGS 6/04-05, copy attached).

14. Any Other Business

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27/09/04

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