

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at **9.30am on Thursday 3 June 2004** in the Council Chamber, first floor, University House.

C E Charlton
University Secretary

A G E N D A

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on Monday 26 April 2004 (copy attached).

2. Matters Arising on the Minutes

3. Chair's Business

4. 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.

5. Postgraduate Committee

TO RECEIVE:

An oral report from the Chair of the Postgraduate Committee on the Committee's recent activities.

6. Length of the Teaching Year

TO REPORT:

That the Working Group on the Length of the Teaching Year convened at the request of the Steering Committee requested that the Board of Graduate Studies conduct a survey of delivery patterns for taught postgraduate courses.

TO CONSIDER:

A paper summarising departments' responses to a survey of delivery patterns for taught postgraduate courses (paper BGS35/03-04, to follow).

7. Skills Training for Research Students

TO CONSIDER:

An update on proposals for the development of skills training organised by the Graduate School for research students in light of the recommendations of the Roberts Review (paper BGS36/03-04, to follow).

8. Periodic Review Reports

TO CONSIDER:

(a) Warwick Business School

The report of the Periodic Review of postgraduate provision in the Warwick Business School (paper BFSS44/03-04, copy attached) together with the School's response (paper BFSS45/03-04 copy attached), noting that the report and response were considered by the Board Faculty of Social Studies at its meeting on 26 May 2004.

(b) Institute of Education

(i) The HEFCE Summary Periodic Review Report Form (paper BFSS46a/03-04, copy attached), the report of the Periodic Review of Undergraduate and PGCE provision in the Institute of Education and the Institute's response (paper BFSS46a /03-04, copy attached), noting that these were considered by the Board Faculty of Social Studies at its meeting on 26 May 2004.

(ii) A request from the Institute of Education (paper BGS37/03-04 copy attached) that the Periodic Review of the Institute's postgraduate provision be delayed until the 2005/06 academic year.

(c) Department of Biological Sciences

The report of the Periodic Review of postgraduate provision in the Department of Biological Sciences (paper BGS38/03-04 copy attached), together with the Department's response (paper BGS39/03-04 copy attached).

(d) Department of Philosophy

The HEFCE Summary Periodic Review Report Form (paper BFSS48a /03-04 copy attached), the report of the Periodic Review of postgraduate provision in the Department of Philosophy (paper BFSS48B/03-04 copy attached), together with the Department's response (paper BFSS49 /03-04 copy attached), noting that these were considered by the Board of the Faculty of Social Studies at its meeting on 26 May 2004.

9. Proposed amendments to University regulations

TO CONSIDER:

Proposed amendments to University Regulations (paper BGS40/03-04, to follow):

- (a) Regulation 6 governing admission to courses of study
- (b) Regulation 8.1 governing the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB, 4 year)
- (c) Regulation 13 governing attendance and termination of registration.
- (d) Regulation 14 governing higher degrees
- (e) Regulation 18 governing termination of registration of candidates for higher degrees and postgraduate diplomas, postgraduate certificates, postgraduate awards, post-experience diplomas and post-experience certificates (to be deleted and incorporated elsewhere).
- (f) Regulation 19 governing the Postgraduate Certificate in Education

10. Annual Review Reports (minute 60/03-04 refers)

TO CONSIDER:

- (a) Draft procedures for the Annual Review of Research Degree provision (paper BGS41/03-04, copy attached).
- (b) Summary of annual reports received for taught Postgraduate courses in the Faculty of Medicine (paper BGS42/03-04, copy attached).

11. PhDs in a language other than English

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting of 13 May 2004, considered a response from Dr K O'Brien to the Committee's enquiries, (paper AQSC 83/03-04, copy attached) and recommended to the Senate that in the light of the additional information provided, the proposal from Dr O'Brien that students reading for a PhD in a Modern Language be permitted to write their thesis in the target language be approved; it being noted that this would require some changes to Regulation 14, Regulations Governing Higher Degrees, on which Professor Whitby would take Chair's Action.

12. Resubmission Practices for Taught Postgraduate Courses

TO REPORT:

- (a) That the Board at its meeting of 19 February 2003 considered the results of a survey (Paper BGS26/03-04) of all departments on resubmission practices and resolved that the Chairs of the Graduate Studies Committees of the Faculty Boards discuss the possible harmonisation of resubmission procedures with departments in their faculties with a view to considering detailed proposals at the meetings of the Graduate Studies Committees of the Faculty Boards and the Board of Graduate Studies in the Summer Term.

- (b) That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 11 May 2004 noted that resubmissions were allowed in the Faculty up to three months after the initial deadline and would be awarded 50% of the total mark, there was no limit to the number of modules on which a student could resubmit and that in order to receive a distinction a student had to achieve =70% in all modules, there was no compensation.
- (c) That the Graduate Studies Committee of the Board of the Faculty of Science at its meeting of 12 May 2004 resolved that it would welcome University guidelines on the resubmission of assessed work including the following points:
 - (i) That these guidelines shall not apply to a candidate's oral presentation
 - (ii) That the Board of Examiners, or the Director of Graduate Studies acting on its behalf, shall consider a candidate's request for the resubmission of assessed work.
 - (iii) Assessed work of greater value than 50% of the overall CATS for a degree course may not normally be resubmitted.
 - (iv) The maximum mark for assessed work which has been resubmitted shall be 50%.
- (d) That the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 12 May 2004, considered a Faculty convention governing the resubmission of assessed work and resolved that it defer consideration of the issue until the policy on over-length work is settled, it being noted that the Committee foresee difficulties in defining a resubmission policy for the Faculty given the differences in assessment and weighting of units across courses.
- (e) That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 11 February 2004, resolved that the Committee Secretary circulate the results of the survey (paper BGS 26/03-04) to members of the Committee for comment with a view to the Chair reporting the opinions of committee members to the Board of Graduate Studies in the Summer Term.

13. Marking Descriptors

TO REPORT:

- (a) That the Board, at its meeting of 16 June 2003, recommended that the Graduate Studies Committees of the Boards of the Faculties be asked to consider the introduction of additional descriptors at either end of the marking scale, in view of the large number of comments on the need to use the full range of marks at either end of the scale.
- (b) That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 12 May 2004, resolved to encourage further granularity in the descriptors at each end of the scale and that the Secretariat would circulate copies of the marking descriptors used by each Department to the members of the Committee to enable the sharing of best practice.

- (c) That the Secretary of the Graduate Studies Committee of the Board of the Faculty of Social Studies is compiling a register of current departmental practice for the Board to consider at its next meeting.

14. New and Revised Courses of Study

(a) Institute of Education

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 12 March 2004, considered proposals from the Institute of Education to introduce new Postgraduate courses as set out below and recommended that the proposals be approved:

- (i) Postgraduate Award in Foreign Language Teaching Pedagogy and Methodology: re-interpreting communicative language teaching' (paper GFSS 111/03-04, copy attached), and the constituent module, 'Foreign Language Teaching Pedagogy and Methodology: re-interpreting communicative language teaching', (paper GFSS 112/03-04, copy attached).
- (ii) Postgraduate Award, 'Learning and Information and Communications Technology', (paper GFSS 113/03-04, copy attached).
- (iii) Postgraduate Certificate in Innovation in Education, (paper GFSS 116/03-04 copy attached).

TO CONSIDER:

Proposals from the Institute of Education for the introduction of new courses as set out above.

(b) Faculty of Medicine

(i) Postgraduate Certificate in Diabetes Care for Dieticians

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004, considered a proposal from the Division of Health in the Community for a new course entitled Postgraduate Certificate in Diabetes Care for Dieticians (Paper GCFM18/03-04) and recommended that the proposal be approved.

TO CONSIDER:

A proposal from the Division of Health in the Community for a new course entitled Postgraduate Certificate in Diabetes Care for Dieticians (Paper GCFM18/03-04, copy attached)

(ii) Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004, considered a proposal from the Division of Health in the Community for a new course entitled Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses (Paper GCFM19/03-04) and recommended that the proposal be approved.

TO CONSIDER:

A proposal from the Division of Health in the Community for a new course entitled Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses (Paper GCFM19/03-04, copy attached).

(iii) MSc Health Services Management

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004, considered a revised proposal from the Division of Health in the Community for a new MSc entitled Masters in Health Services Management (paper GCFM4/03-04) and recommended that the proposal be approved subject to:

- (A) That the dissertation length be increased to 12-15,000 words and that its CATS tariff be increased to 40 points to reflect this.
- (B) That a 20 CATS Research Methods module should be included rather than the combined 60 CATS dissertation and Research Methods module.
- (C) That the budget for the Course should be reviewed by the School Finance Officer.
- (D) That the course leader must maintain strong links with the Business School so that the qualification can be marketed alongside the MBA/MPA to the health community and in particular the NHSU.

TO CONSIDER:

A revised proposal from the Division of Health in the Community for a new MSc in Health Services Management (paper GCFM4/03-04, copy attached).

(iv) Diploma in Occupational Health

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004, considered a proposal from the Division of Health in the Community for a new level 2 Diploma, entitled Diploma in Occupational Health (paper GCFM20/03-04) and recommended that the 120 CATS Diploma in Occupational Health be approved as set out in paper GCFM 20/03-04 and that the existing 60 CATS Diploma in Occupational Health be re-titled Certificate in Occupational Health.

TO CONSIDER:

A proposal from the Division of Health in the Community for a new level 2 Diploma entitled Diploma in Occupational Health (paper GCFM20/03-04, copy attached).

(c) School of Law

TO CONSIDER:

An outline proposal for the restructuring of the LLM Law in Development, noting that full course proposals would be submitted to the Graduate Studies Committee of the Board of the Faculty of Social Studies in the Autumn Term 2004/2005 (paper BGS 44/03-04, copy attached).

15. Discontinued courses of study

TO CONSIDER:

A proposal from the Division of Health in the Community to discontinue the MA/MSC in Applied Health Studies: Primary Care Practice (paper GCFM25/03-04, copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004 recommended that the proposal be approved.

16. Warwick Postgraduate Research Fellowship Scheme

TO CONSIDER:

A proposal from Professor Bridges for a possible alternative to the current operation of the Warwick Postgraduate Research Fellowship Scheme (paper BGS 45/03-04, copy attached).

17. Elections

TO REPORT:

That nominations have been received for membership of the Board of Graduate Studies for 2004/05 as set out in paper BGS43/03-04 (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, Professor Phizacklea, Dr Dowd, Professor Peile).
- (b) The election of the following:
 - (ii) One representative of the Board to serve on the Campus Life Committee for the academic year 2003/2004 (*vice* Professor McCrae).
 - (iii) One representative of the Board to serve on the Board of Undergraduate Studies for the academic year 2003/2004 (*vice* Professor Phizacklea).
 - (iv) One representative of the Board to serve on the Partnership and Distance Learning Committee for the academic year 2003/2004 (*vice* Dr Dowd).

18. Any Other Business

19. Reserved Agenda