

## UNIVERSITY OF WARWICK

### Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on 19 February 2009 in the **Council Chamber**, University House.

J F Baldwin  
Registrar

**Note: Committee papers can be accessed at <https://files.warwick.ac.uk/bgs/browse>. Questions on items on the agenda or apologies for this meeting should be directed to the Assistant Secretary to the Board, Rory McIntyre ([r.j.mcintyre@warwick.ac.uk](mailto:r.j.mcintyre@warwick.ac.uk)).**

### A G E N D A

1. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 15 January 2009 (previously circulated).

2. Matters arising on the Minutes

(a) 'Graduate'/'Postgraduate' (minute 55(f)/08-09 refers)

TO REPORT:

That, at its meeting on 15 January 2009, the Board received an oral report from the Chair relating to a proposal from the Director of the International Office that the word 'postgraduate' be replaced by 'graduate' in marketing and publicity materials in the interests of making Warwick qualifications more marketable in some regions overseas and resolved that since the change might be prejudicial to UK recruitment and that in many overseas markets, including major regions such as South & South-East Asia, the word 'postgraduate' was common parlance, the proposal be rejected without compelling evidence of the justification.

TO CONSIDER:

(i) A paper setting out in detail the rationale for adopting the use of the word 'graduate' in marketing and publicity material in place of the word 'postgraduate' (paper BGS 72/08-09, previously circulated);

(ii) An oral report from the Director of the International Office on the proposal.

(b) Revised draft Regulations for Higher Degrees (minute 54(c)/08-09 refers)

TO CONSIDER:

Revised Regulations for Research Degrees (paper BGS 73/08-09, previously circulated), drafted by the Senior Assistant Registrar (Deputy Registrar's Office).

3. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following items:

- (a) Poor Supervisory Practice (paper BGS 85/08-09, previously circulated);
- (b) Data Warehouse;
- (c) Strategy Project Initiation Document (paper BGS 74/08-09, previously circulated);
- (d) Graduate School report to the Steering Committee (paper S.C. 214/08-09, previously circulated);

4. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 77/08-09, copy attached).

5. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

6. Postgraduate Committee and Students' Union

TO RECEIVE:

An oral report from the Education Officer.

7. Provision of training to PhD students who teach (minute BGS 13/08-09 refers)

TO REPORT:

That, at its meeting on 9 October 2008, the Board considered an oral report from the Chair on a meeting with the QAA auditors as part of the Briefing Visit, noting that one issue raised by the auditors was the practice of only requiring PhD students who teach for more than 20 hours to undergo training, and resolved that it be noted that practice varied across different departments in terms of provision of training to PhD students who teach and that a paper outlining different practices should be considered at a meeting of the Board to be held in the Spring term on the basis of a survey of Departmental practice;

TO CONSIDER:

- (a) A paper outlining the differing practice across departments in provision of training to PhD students who teach (paper BGS 78/08-09, previously circulated);
- (b) Existing guidelines on the use of postgraduate students for teaching (paper BGS 86/08-09, copy attached).

8. Learning and Teaching Strategy: Implementation (minutes 12/08-09 and AQSC 4(c)/08-09 refer)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting on 29 January 2009, considered the University's Learning and Teaching Strategy, paper AQSC 6/07-08 (Revised 5), together with a report from the Chair and the Secretariat, paper AQSC 31/08-09, and resolved:

- (a) That, subject to the amendments noted at the meeting, paper AQSC 31/08-09 be approved and the projects set out in section 3 of the paper be prioritised;
- (b) That the Chair of the Committee and the Chair of the Quality Enhancement Working Group discuss how QEWG could encourage departments to engage with the Learning and Teaching Strategy and progress the priority projects outlined in paper AQSC 31/08-09;
- (c) That the Principles within the Learning and Teaching Strategy be revised to include appropriate statements on the University's commitment to providing feedback to students on assessed work, and support for student learning;
- (d) That, once the University's Institutional Audit report has been published by QAA, consideration be given to including, within the introduction to and/or commentary accompanying the Learning and Teaching Strategy, appropriate wording to reflect the recommendations outlined in the Institutional Audit report and the University's response.

TO CONSIDER:

- (e) The University's Learning and Teaching Strategy (paper AQSC 6/07-08 (revised 5), previously circulated);
- (f) A report from the Chair and Secretariat of the Academic Quality and Standards Committee (paper AQSC 31/08-09, previously circulated).

9. QAA Institutional Audit (minute 54(a)/08-09 refers)

TO REPORT:

That the University has received the first draft of the Institutional Audit report from QAA and is invited to suggest corrections of errors of fact, noting that:

- (a) The University's draft response was submitted to QAA before the deadline of 13 February;
- (b) QAA will provide the final report on 13 March and the University will be invited to submit by 27 March a brief statement (500 words maximum) on developments since the audit visit, to accompany the final report;
- (c) The final report and the University's statement will be published by QAA on 10 April.

TO CONSIDER:

The draft report of the University's Institutional Audit with covering note (paper AQSC 34/08-09, previously circulated).

10. Points Based Immigrations & Definition of status of "Extension" for PGR students (minutes 55(e)/08-09 and 31(c)/08-09 refer)

TO REPORT:

That, at its last meeting, the Board received an oral report from the Chair, noting that, whilst consideration of the definition of the status of extension was being considered within a wider review of the Higher Degree Regulations, there was a more pressing need to address this issue in light of the imminent introduction of the new Points Based Immigration System which would require monitoring of student progression for visa purposes up to the point of submission and that a report would be brought forward to the next meeting of the Board.

TO CONSIDER:

A paper and oral report from the Senior Liaison Officer, International Office, on the University's preparations for the implementation of the new Points Based Immigration System (paper BGS 79/08-09, previously circulated).

11. Annual Postgraduate Course Review and Course and Module Approval (minutes 47/08-09, 14/08-09 and AQSC 11/08-09 refer)

TO REPORT:

That, at its meeting on 13 November 2008, the Board recommended (to the Academic Quality and Standards Committee):

- (a) That the existing guidance in place for the content of postgraduate research annual course reviews be adopted this year, and that proposed revisions to the content of postgraduate taught annual course reviews be considered at a meeting of the Board in the Spring term;
- (b) That there appeared to be some conflict between the existing guidance that External Examiners reports be considered within 2 months of receipt and the proposed timing of annual review recommended by the Board which needed to be resolved, ensuring that all relevant parties were informed in this transitional year.

TO CONSIDER:

Proposed amendments to the Annual Postgraduate Taught Course Review Form (paper BGS 80/08-09 (Revised), revised copy attached) and associated Notes of Guidance (paper BGS 81/08-09 (Revised), revised copy attached), noting that the Chair of the Board and the Chair of the Academic Quality and Standards Committee have both taken action, on behalf of their respective Committees, to approve the changes.

12. Annual Course Review Reports

TO CONSIDER:

The composite Annual Course Review Reports prepared by each of the Graduate Studies Committees of the Faculty of Arts (paper AGSC 22/08-09, previously circulated) and Medicine (paper BGS 89/08-09, copy attached), noting that the reports from the Faculties of Science and Social-Studies would be considered at a future meeting of the Board.

13. PGR Annual Report Form

TO CONSIDER:

The proposed Annual Report Form circulated to postgraduate research students, together with a proposal for an earlier schedule for its circulation (paper BGS 82/08-09, amended copy attached).

14. National Student Forum

TO RECEIVE:

An extract from the annual report by the National Student Forum, set up by the Department for Innovation, Universities and Skills (DIUS) in early 2008, noting that the full report is available from <http://dius.gov.uk/policy/nsf> (paper BGS 87/08-09, copy attached).

15. MPhil in Philosophy (minute 50(d)(iv)/08-09 refers)

TO RECEIVE:

A paper and oral report from the Chair on the progress of the proposal to introduce a new course entitled "MPhil in Philosophy" since the last meeting of the Board (paper BGS 88/08-09, copy attached).

16. New course proposals

A paper setting out recommendations for the approval of new courses (paper BGS 83/08-09, previously circulated).

17. Revised course proposals

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 84/08-09, previously circulated).

18. Any Other Business

HRWS/RM 17.02.09