

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on Tuesday 2 June 2015 in CMR 1.0, University House.

K M Sloan
Registrar & Chief Operating Officer

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, Laura Larard (l.j.larard@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 30 April 2015 (copy attached).

2. Matters arising on the minutes

TO RECEIVE:

An update on the following:

- (a) Religious observance (minute BGS 67(d)/14-15 refers);
- (b) Auditing of modules;
- (c) Distribution of Chancellor's International Awards (minute BGS 69(a)/14-15 refers).

3. Chair's Business

TO RECEIVE:

An oral report from Chair.

4. Postgraduate Forum and the Students' Union

TO RECEIVE:

An oral report from the Postgraduate Officer.

5. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

6. Course Approval Process

TO CONSIDER:

A paper from the Deputy Academic Registrar setting out recommendations regarding the University's course approval process as set out in paper AQSC.41/14-15 (copy attached).

TO REPORT:

- (a) That the Graduate Studies Committee of the Board of the Faculty of Social Sciences, at its meeting on 12 May 2015, recommended that the proposal to restructure the University course approval process, as set out in paper AQSC.41/14-15, be approved, noting the following:
- (i) That the Chair of the Review Panel should not be the only person approving courses, but that others be involved to spread the responsibility, build up experience and expertise, and make the system more resilient;
 - (ii) That the input from administrative sections, including Teaching Quality, in the process was vital;
 - (iii) That although greater flexibility of the course approval process was desirable, a timetable for consideration of course proposals be considered to allow members of the Review Panel to plan their workload and to give departments an idea of timescales for approval;
 - (iv) That the possibility of a face-to-face meeting of the Review Panel to discuss course proposals, including the option of a departmental representative being present, be retained, noting the benefits of a face-to-face interaction;
 - (v) That the development of guidance for academic departments would be a crucial part of the process;
 - (vi) That the role of the Review Panel members be reflected by a time allocation to guarantee members' ability to focus on the review of course proposals and to facilitate timely review;
 - (vii) That incentives, including time allocation, be put in place to make the Review Panel membership attractive to a high calibre of colleagues across the University.
- (b) That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting on 12 May 2015, recommended that the proposal to restructure the University course approval process, as set out in paper AQSC.41/14-15, be approved, noting the following:
- (i) The Committee's support for a more flexible, electronic process which will involve trained individuals in the scrutiny of new and revised courses;
 - (ii) That careful consideration is given to the workload model used to compensate members of the review panels.

7. Warwick International Higher Education Academy

TO RECEIVE:

An oral report from the Deputy Academic Registrar on the launch of the Warwick International Higher Education Academy.

8. Monitoring and Review Working Group Update

TO CONSIDER:

Recommendations from the Monitoring and Review Working Group regarding the current Annual Course Review process, as set out in paper AQSC.40/14-15 (copy attached).

TO REPORT:

- (a) That the Graduate Studies Committee of the Board of the Faculty of Social Sciences, at its meeting on 12 May 2015, recommended that the proposed changes to the annual course review process, set out in paper AQSC.40/14-15, be approved, noting the following:
 - (i) The need for a broader student involvement in the Education Experience Monitoring Panels, noting different experiences and views of undergraduate, postgraduate taught and postgraduate research students;
 - (ii) That the communication of the new review process to academic departments needed to be positively framed and focused on the collegial and supportive nature of the process;
 - (iii) That care be taken to ensure that the final process remains flexible, collaborative and inclusive.
- (b) That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting on 12 May 2015, recommended that the Education Experience Monitoring Panels take place initially every two years, but that this be reviewed early on with the view of extending this to every three years.

9. Mitigating Circumstances Review

TO CONSIDER:

A paper from the Mitigating Circumstances Working Group providing an update on the progress of the review of University mitigating circumstances policies and guidance (paper AQSC.74/14-15, copy attached).

10. Review of University Wide Practice in Monitoring/Review of PGR students

TO CONSIDER:

A report from the Academic Director, Graduate School on the review of University-wide practice in monitoring/review of postgraduate research students (paper BGS 53/14-15, copy attached)

11. Deregistration of PGR students outside of their registration period

TO CONSIDER:

A report from the Senior Assistant Registrar (Graduate School) outlining a proposal to introduce a fee for the late submission of theses (paper BGS 60/14-15, copy attached).

12. CDT Recruitment Practices Audit

TO CONSIDER:

A report from the Chair on an audit of the recruitment practices of CDTs (paper BGS 54/14-15, copy attached).

13. Co-Tutelles

TO RECEIVE:

A report from the Senior Assistant Registrar (Graduate School) on the process for negotiating co-tutelle agreements (paper CFDLSC 130/14-15, copy attached).

14. Responses to External Examiners' Reports

A report on issues arising from External Examiners' reports on Postgraduate Programmes for 2013-14 (paper BGS 55/14-15, copy attached).

15. PGT Annual Course Review Reports

TO CONSIDER:

The summary Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

- (a) Arts (paper AGSC 21/14-15, copy attached);
- (b) Science (paper SGS 47/14-15, copy attached);

16. PGR Annual Course Review Reports

TO CONSIDER:

The summary PGR Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

- (a) Arts (papers AGSC 13/14-15 copy attached);
- (b) Science (paper SGS 25/14-15, copy attached);
- (c) Social Science (paper GFSS 99/14-15, copy attached);
- (d) Medicine (paper GSCFM 15/14-15, copy attached).

17. PhD Thesis Submission Guidelines

TO REPORT:

- (a) That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting on 12 May 2015 had considered a proposal from the Head of the Department of Chemistry to change the PhD thesis submission guidelines as set out in paper SGS 45/14-15 (copy attached);
- (b) That the Committee resolved to support a move to 1.5 line spacing but that proposals for A5 copies and double sided copies for examiners could not be supported, although a double sided copy for the Library would be acceptable.

TO CONSIDER:

The recommendation from the Graduate Studies Committee of the Board of the Faculty of Science to update the University guidelines to include 1.5 line spacing as standard, and to allow double-sided printing for the final Library version.

18. Postgraduate Community Working Group

TO RECEIVE:

An update from the Postgraduate Community Working Group (paper BGS 56/14-15, copy attached).

19. New Course Proposals

TO CONSIDER:

A paper setting out recommendations for the approval of new courses (paper BGS 57/14-15, copy attached).

20. Revised Course Proposals

TO CONSIDER:

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 58/14-15, copy attached).

21. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 59/14-15, copy attached).

22. Any Other Business