

## UNIVERSITY OF WARWICK

### Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at **3.00pm** on **Thursday, 29 April 2010** in the **Wolfson Research Exchange**.

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 23 February 2010 (copy attached).

2. Matters arising on the minutes

(a) Nominations to the UK Council of Graduate Education (UKCGE) Executive Committee

TO REPORT:

- (i) That, at its meeting on 17 November 2009, the Board received a paper setting out the procedure for nominations to be made to three vacancies on the Executive Committee of the UKCGE (paper BGS 23/09-10);
- (ii) That the University had put forward one nominee prior to the deadline of 21 December 2009;
- (iii) That Dr Tina Barnes, Warwick Manufacturing Group, has been co-opted onto the Executive Committee of the UKCGE and will serve for 1 year until March 2011.

(b) Immigration issues related to PGT students registered on courses of less than 12 calendar months duration (minute 58/09-10 refers)

TO REPORT:

That, at its meeting on 23 February 2010, the Board received an oral report from the Postgraduate student representative from the Faculty of Science, in place of the Education Officer, and resolved that the Immigration Service within the International Office be asked to respond to the specific queries raised at the meeting with regard to the difficulties encountered by students applying for PGT courses with periods of study marginally shorter than 12

months in duration, owing to later Autumn term start dates.

TO RECEIVE:

An oral update from the Chair.

3. Chair's Business

(a) Directors of Graduate Studies Lunch

TO REPORT:

That the Summer term meeting for Directors of Graduate Studies will take place on 25 May 2010 at 12.30pm in the Council Chamber, University House.

(b) Erasmus Mundus Grand Committee

TO REPORT:

That, at an ad hoc meeting on 15 March 2010, the Chairs of those committees normally involved in considering proposals for new collaborative courses, convened to collectively consider under Chair's action the proposals which are to be submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses. The "Erasmus Mundus Grand Committee" made recommendations as set out in the minutes of that Committee (copy attached), noting that:

- (i) The deadline for submission of applications in this round is 30 April 2010;
- (ii) The courses approved as part of this process would be reported at a future meeting of the Board, once finalised;
- (iii) The outcome of the Erasmus Mundus applications would be known in Autumn 2010;

TO RECEIVE:

An oral update from the Chair

(c) Russell Group PGR Special Interest Group

TO RECEIVE:

An oral report from the Chair on the meeting of the Russell Group PGR Special Interest Group, held at Warwick on 26 April 2010.

(d) Postgraduate Scholarships

TO CONSIDER:

A paper from the Chair on Postgraduate Scholarships, presented to the Financial Plan Sub-Committee (paper BGS 51/09-10, to be tabled).

(e) PGR Transferable Skills Training

TO RECEIVE:

An oral report from the Chair.

(f) Appointment of a new Chair of the Board

TO RECEIVE:

An oral update from the Chair.

4. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 52/09-10, copy attached).

5. Review of the Course and Module Approval Process

TO CONSIDER:

A memo from the Pro-Vice-Chancellor (Student Experience) and Chair of the Academic Quality and Standards Committee, setting out recent discussions regarding a review of the course and module approval process and a consultation of stakeholders on the matter, to which members of the Board are invited to respond (papers BGS 53/09-10, AQSC 45/09-10 and BFSS 11/09-10, copy attached).

6. Postgraduate Review (minutes 44(a)/09-10 and 27(b)/09-10 refer)

TO REPORT:

(a) That, at its meeting on 17 November 2009, the Board considered a Universities UK information note setting out the schedule for a Department of Business, Innovation and Skills review of Postgraduate provision (paper SC.70/09-10) and a consultation of members to inform the sector's response, and resolved that a working group be set up by the Chair to consider the University's response to the consultation;

(b) That, at its meeting on 19 January 2010, the Board received an oral report from the Chair, and Warwick's response to the consultation (paper BGS 29/09-10);

TO CONSIDER:

The report, "One Step Beyond: Making the Most of Postgraduate Education", arising from the consultation and review, Chaired by Professor Adrian Smith (paper BGS 54/09-10, copy attached), noting that only the Executive Summary is being circulated, but that the full report is available for download from the Committee file-store or from <http://www.bis.gov.uk>.

7. Draft Regulation on Collaborative Courses

TO CONSIDER:

A paper from the Deputy Academic Registrar detailing a draft of a proposed general Regulation on Collaborative Courses, setting out the requirements relating to the admission, registration, examination and assessment and quality assurance of provision for students enrolled on collaborative courses at all levels of study in conjunction with an external organisation (paper BGS 55/09-10, copy attached).

8. Postgraduate Research Annual Report Process

TO CONSIDER:

A paper from the Administrative Officer (Graduate School) detailing developments around the PGR Annual Report process put in place to increase student and supervisor engagement and to ease the administrative burden on the Graduate School office of managing the procedure, and a copy of the PGR Annual Report form to be used in 09/10 for the Board's approval (paper BGS 56/09-10, copy attached).

9. PGT to PGR Conversion

TO CONSIDER:

Research undertaken by the Project Officer (Postgraduate Recruitment) setting out rates of progression from taught postgraduate to research courses across the institution, with a view to identifying new opportunities for recruitment to research courses, in addition to where and how we might increase conversion in these areas (paper BGS 57/09-10, to be tabled)

10. Warwick Collaborative Postgraduate Research Scholarships (WCPRS)

TO CONSIDER:

A paper showing WCPRS awards made by the University to date (paper BGS 58/09-10, to follow), along with a copy of the session outline from the WCPRS workshop on opportunities available under the scheme, delivered on 11 March 2010 (paper BGS 59/09-10, copy attached).

11. Graduate School Newsletter

TO RECEIVE:

The Easter 2010 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 60/09-10, copy attached).

12. Graduate School Charter

TO RECEIVE:

A leaflet produced by the Graduate School setting out to students the terms of its Charter, as discussed at a previous meeting of the Board (copy attached).

13. Postgraduate Committee and the Students' Union

TO RECEIVE:

An oral report from the Education Officer.

14. QAA Master's Degree Characteristics Reference Point (minute 23/09-10 refers)

TO RECEIVE:

The new Master's Degree Characteristics Reference Point, published by the QAA to assist higher education institutions in designing and describing master's degrees (paper BGS 61/09-10, copy attached).

15. ESRC DTC Application (minutes 54(d)/09-10 and 44(d)/09-10 refer)

TO REPORT

The University submitted its application for accreditation as an ESRC Doctoral Training Centre in March, noting that:

- (i) Only the University's institutional Case for Support is being circulated to the Board;
- (ii) Anonymised reviewer comments will be sent to the University in May for response;
- (iii) The ESRC will notify the University of the outcome of its application for accreditation in August
- (iv) The ESRC will notify successful DTC applicants of the quota of awards allocated in October-December.

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TO RECEIVE:

A copy of the University's Institutional Case for Support for the ESRC DTC Application, submitted to the ESRC in advance of the deadline of 11 March 2010 (paper BGS 62/09-10, copy attached).

16. Graduate Awards and Nominations Sub-Committee (minutes 46/09-10, 31/09-10 and 4/09-10)

TO REPORT:

That the Graduate Studies Committee of the Faculty of Social Sciences had nominated Professor B Lockwood, Economics, to serve as a Faculty selector on the Graduate Awards and Nominations Sub-Committee, to replace Dr S Neill, Institute of Education.

17. Commonwealth Shared Scholarship Scheme

TO RECEIVE:

A communication from the Commonwealth Scholarship Commission in the United Kingdom to the University, setting out the process for bidding for awards under the

Commonwealth Shared Scholarship Scheme in 2011/12 (paper BGS 63/09-10, copy attached), noting that the Graduate School will also circulate this to Directors of Graduate Studies in departments in order to encourage institutional participation.

18. New Courses

(a) Faculty of Science

Mathematics Institute

“MSc in Mathematics and Statistics” (minute SGS 22/09-10 refers)

TO REPORT:

- (i) That, at its meeting on 2 February 2010, the Graduate Studies Committee of the Faculty of Science considered a proposal to introduce a new course entitled “MSc in Mathematics and Statistics”, as set out in paper SGS 18/09-10 and SGS 18a/09-10, and resolved that the proposal be resubmitted for consideration following revision as set out in the relevant minutes;
- (ii) That the Mathematics Institutes has subsequently amended the proposal in line with the Graduate Studies Committee's recommendations, and that the Chair of the Committee, acting on its behalf, had taken action to recommend that the proposal to introduce a new course entitled “MSc in Mathematics and Statistics”, as set out in paper SGS 18/09-10 (Revised) and SGS 18a/09-10 (Revised), be approved.

TO CONSIDER:

The proposal to introduce a new course entitled “MSc in Mathematics and Statistics” (papers SGS 18/09-10 (revised) and SGS 18a/09-10 (revised), available online).

19. Any Other Business

20. Next meeting

TO REPORT:

That the next meeting of the Board is on Thursday, 10 June 2010 at 2.00pm in the Council Chamber, University House.

HRWS/RM 26.04.2010