

BOARD OF GRADUATE STUDIES

A meeting of the Board of Graduate Studies will be held on Thursday 17 November 2016 from 13.00 to 16.00, in CMR 1.0, University House.

Philippa Glover
Secretary to Council

A G E N D A

Notes: The following items and reports are for consideration at the meeting.

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 (bgs@warwick.ac.uk).

1. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 6 October 2016 as set out in paper BGS 9/16-17 (copy attached).

2. Matters Arising on the Minutes

(a) Membership of the Board 2016/17 (minute BGS 2/16-17 refers)

TO REPORT:

- (i) That Dr J Heron had replaced Dr N Monk on the Board as one of the four co-opted members of academic staff, subject to the approval of the Senate;
- (ii) That Miss E Dunford would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Arts from amongst the departments in the Faculty;
- (iii) That Miss A Jotautyte would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Social Sciences from amongst the departments in the Faculty;
- (iv) That Miss V Kushchak would sit on the Board of Graduate Studies as the second co-opted student member, subject to the approval of the Senate;
- (v) That the postgraduate students appointed by the Boards of the Faculties of Science and Medicine to sit on the Board of Graduate Studies are to be confirmed.

(b) Graduate Awards and Nominations Sub-Committee (minute BGS 6/15-16 refers)

TO REPORT:

- (i) That the Faculty Graduate Studies Committees, at their last meetings, nominated the following to serve as additional Faculty Selectors on the Graduate Awards and Nominations Sub-Committee:

(A) Faculty of Arts

- (1) Dr J Burns;
- (2) Professor M Hatt;

(B) Faculty of Medicine

- (1) Professor C Hutchinson;
- (2) Professor D Grammatopoulos;

(C) Faculty of Science

- (1) TBC;
- (2) TBC;

(D) Faculty of Social Sciences

- (1) Dr J Thornby;
- (2) Professor P Poellner

(c) Accommodation for Postgraduate Students (minute BGS 14/16-17 refers)

TO RECEIVE:

An oral report paper from the Accommodation Manager, Warwick Accommodation providing an update on the accommodation situation for postgraduate students.

(d) Proofreading (minutes BGS 16/16-17 refers)

TO CONSIDER:

A paper from the Senior Assistant Registrar, Graduate School in relation to a revised proposal for a policy on the use of proofreading services (paper BGS 5 (revised)/16-17, available online).

3. Students' Union Update

TO RECEIVE:

An oral report from the Postgraduate Officer.

TO CONSIDER:

A report from the Postgraduate Officer on the review of Student-Staff Liaison Committees reports 2015-16 (paper BGS 10/16-17, available online).

4. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

5. Chair's Business

TO RECEIVE:

An oral report from the Chair

6. PhD by Published Work

TO CONSIDER:

A paper from the Senior Assistant Registrar (Graduate School) in relation to the proposed establishment of a task and finish group to consider issues in relation to the PhD by Published Work (paper BGS 11/16-17, [available online](#)).

7. Warwick Taught Master's Scholarships Update

TO CONSIDER:

A paper from the Project Officer (Postgraduate Scholarships) in relation to the Warwick Taught Masters Scholarship Scheme (WTMSS) (paper BGS 12/16-17, [available online](#)).

8. Scholarships Competition Update

TO CONSIDER:

A paper from the Project Officer (Postgraduate Scholarships) in relation to the Chancellor's International Scholarships competition (paper BGS 13/16-17, [available online](#)).

9. Student Personalised Information and Communications

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Strategic Programme Delivery).

10. Completion of Minor Corrections to a Research Thesis

TO CONSIDER:

A paper from Senior Assistant Registrar (Graduate School) in relation to failure to complete minor corrections on time or to the requisite quality (paper BGS 14/16-17, [available online](#)).

11. Postgraduate Taught Experience Survey (PTES) 2016

TO CONSIDER:

A paper from the Postgraduate Student Development Officer, Graduate School providing further details on the PTES 2016 results (paper BGS 15/16-17, [available online](#)).

12. Induction Evaluation

TO CONSIDER:

An oral report from the Head of Student Development, Student Careers and Skills, in relation to the evaluation of the 2016-17 induction programme.

13. 17 Point Mark Scale

TO REPORT:

That the Quality Assurance Working Group, at its meeting on 27 July 2016, [considered](#) proposals to revise the 17 Point Mark Scale (paper BUGS 18/15-16, [available online](#));

That the Quality Assurance Working Group recommended to the Board that consideration is given to whether a marking scale for classification be developed for use at postgraduate level, noting that some descriptors already exist at Faculty level;

TO CONSIDER:

Whether a marking scale for classification be developed for use at postgraduate level.

14. New and Revised Course Proposals

TO CONSIDER:

A paper setting out recommendations for the approval of new courses paper BGS 16/16-17, available online).

15. Any Other Business

16. Next meeting

TO REPORT:

That the next meeting of the Board is on 10 January 2017 at 9.30am in CMR 1.0.

MATTERS TO RECEIVE AND APPROVE WITHOUT FURTHER DISCUSSION

Note: The following papers are non-controversial or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the 'Matters for Consideration' element of the Agenda by contacting the Assistant Secretary by telephoning 024 765 22755 (ext: 22755), or via e-mail to bgs@warwick.ac.uk prior to the meeting, or by raising the item at the commencement of the meeting.

17. Course Approval Process Update

TO RECEIVE:

A paper from the Assistant Registrar (Learning & Teaching) providing an update on the progress of the revision to the course approval process (paper QAWG 7a/16-17, available online).

18. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 17/16-17, available online).

19. OIA Annual Letter:

TO RECEIVE:

The OIA's Annual Letter, outlining the number of complaints and appeals considered by the OIA in the last year (paper BGS 18/16-17, available online).