

## BOARD OF GRADUATE STUDIES

A meeting of the Board of Graduate Studies will be held on Thursday 8 October 2015 from 12.30 to 16.00, in CMR 1.0, University House.

Ken Sloan  
Registrar and Chief Operating Officer

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### 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](mailto:bgs@warwick.ac.uk)).*

1. Terms of Reference

TO REPORT:

That the terms of reference of the Board are set out in paper BGS 1/15-16 (copy attached).

2. Membership of the Board 2015/2016

TO REPORT:

That the membership of the Board for 2015/16 is as set out in paper BGS 2/15-16 (copy attached).

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

4. Freedom of Information Act: Publication Scheme

TO REPORT:

(a) That the University commits to publishing the minutes, agendas and non-reserved business of University bodies and committees on the University website, as part of its Publication Scheme under the Freedom of Information Act 2000;

(b) That members of the Board are reminded that minutes of Board meetings will be published in this way.

5. Schedule of Meetings of the Board

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2015-16:

19 November 2015 at 9am in CMR 1.0, University House;  
12 January 2016 at 9.30am in CMR 1.0, University House;  
16 February 2016 at 2pm in CMR 1.0, University House;  
28 April 2016 at 9.30am in CMR 1.0, University House;  
31 May 2016 at 2pm in CMR 1.0, University House.

6. Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

TO CONSIDER:

The election of representatives to the Graduate Awards and Nominations Sub-Committee, noting that the formal membership is as follows:

- (a) The Chair of the Board as the Chair;
- (b) The Chairs of the Graduate Studies Committees of the Boards of the Faculties of Arts, Medicine, Science and Social Sciences;
- (c) Four members of the Board, one from each of the Faculties:  
Faculty of Arts;  
Faculty of Medicine;  
Faculty of Science;  
Faculty of Social Sciences.

With the additional representation of the following Faculty Selectors (not Committee members) in determining awards to be made by the University, two from each Faculty:

- (d) Faculty of Arts;  
Faculty of Medicine;  
Faculty of Science;  
Faculty of Social Sciences.

7. Nomination for Membership of the Board of Undergraduate Studies

TO CONSIDER:

The nomination of a representative of the Board to serve on the Board of Undergraduate Studies.

8. Nomination of student member on the University Research Ethics Committee

TO CONSIDER:

The nomination of a student member of the Board to serve on the University Research Ethics Committee.

9. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 2 June 2015 as set out in paper BGS 3/15-16 (copy attached).

10. Matters Arising on the Minutes

(a) Mitigating Circumstances Review (minute BGS 94(e)/14-15 refers)

TO RECEIVE:

An oral update from the Secretary on the review of existing guidance in relation to postgraduate research students.

(b) Annual Course Review Reports

TO REPORT:

(i) That the summary PGT Annual Course Review Reports prepared by the Faculties of Medicine and Social Sciences have not yet been received;

(ii) That the summary PGT and PGR Annual Course Review Reports prepared by the Faculty of Arts were identical and separate reports have not yet been received.

11. Postgraduate Forum and the Students' Union

TO RECEIVE:

An oral report from the Postgraduate Officer.

12. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

13. Postgraduate Taught Experience Survey (PTES) 2015

TO CONSIDER:

A report from the Chair and the Postgraduate Student Development Officer (Graduate School) on the results of the Postgraduate Taught Experience Survey (PTES) 2015, submitted to Steering (paper SC.206/14-15, copy attached).

14. Postgraduate Research Experience Survey (PRES) 2015

TO CONSIDER:

A report from the Chair and the Postgraduate Student Development Officer (Graduate School) on the results of the Postgraduate Research Experience Survey (PRES) 2015, submitted to Steering (paper SC.184/14-15, copy attached).

15. Graduate Priorities for 2015/2016

TO CONSIDER:

A paper from the Chair setting out the strategic priorities of the Board over the coming year (paper BGS 4/15-16, copy attached).

16. Chair's Business

TO RECEIVE:

An oral report from the Chair in relation to:

- (a) Refugee studentships;
- (b) Updates on doctoral training bids;
- (c) PGR Skills Development Framework;
- (d) Deregistration of students outside of their registration period.

17. Hardship Fund

TO CONSIDER:

A paper from the Academic Director of the Graduate School on the future of the Thesis Completion Hardship Fund (paper BGS 5/15-16, copy attached).

18. Departmental visits regarding PGR Monitoring Records

TO CONSIDER:

A paper from the Senior Assistant Registrar (Graduate School) regarding the review of PGR records and the governance process for consideration of the outcomes of departmental visits (paper BGS 6/15-16, copy attached).

19. Amendment to University Regulation 37 Governing Taught Postgraduate Courses

TO CONSIDER:

A paper from the Assistant Registrar (Student Records) in relation to PGT exam boards and extensions (paper BGS 7/15-16, copy attached).

20. Authorised Absence

TO CONSIDER:

A paper from the Senior Assistant Registrar (Graduate School) on a proposed extension to the maximum period of authorised absence within an academic year (paper BGS 8/15-16, copy attached).

21. Nomination of Examiners for Research Degrees – Conflicts of Interest

TO CONSIDER:

A paper from the Administrative Officer (Graduate School) on the avoidance of conflict of interest in the PGR examination process (paper BGS 9/15-16, copy attached).

22. PhD by Published Work

TO CONSIDER:

A paper from the Senior Assistant Registrar (Graduate School) on the introduction of guidelines regarding the admission to a PhD by Published Work (paper BGS 10/15-16, copy attached).

23. Amendment to Regulation 11 on the Procedure to be Adopted in the Event of Suspected Cheating in a University Test

TO CONSIDER:

A paper from the Senior Assistant Registrar (Graduate School) outlining a proposed amendment to Regulation 11 to enable Chairs of Faculty Boards and (Under)Graduate Studies Committees to sit on committees that consider students within their own faculty (paper BGS 11/15-16, copy attached).

24. Any Other Business

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](mailto:bgs@warwick.ac.uk) prior to the meeting, or by raising the item at the commencement of the meeting.*

25. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 12/15-16, copy attached).

As at 1 October 2015