

BOARD OF GRADUATE STUDIES

A meeting of the Board of Graduate Studies will be held on Thursday 6 October 2016 from 12.30 to 16.00, in CMR 1.0, University House.

Rachel Sandby-Thomas
Registrar and Chief Operating Officer

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. Terms of Reference

TO REPORT:

That the terms of reference of the Board are set out in paper BGS 1/16-17 (available online).

2. Membership of the Board 2016/2017

TO REPORT:

That the membership of the Board for 2016/17 is as set out in paper BGS 2/16-17 (available online).

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. 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.

6. 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.

7. Nomination of student member on the University Research Governance and Ethics Committee

TO CONSIDER:

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

8. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 31 May 2016 as set out in paper BGS 3/16-17 (available online).

9. Matters Arising on the Minutes

- (a) Provision of PGR Space (minute BGS 87/15-16 refers)

TO REPORT:

That the Capital Space and Amenities Group will provide details of space provisions for postgraduate research students as captured in the 2016/17 academic year, broken down to departmental-level, for the meeting of the Board in February.

- (b) Progression Requirements (minute BGS 91/15-16 refers)

TO REPORT:

That the proposed amendments to the Guidelines on the Supervision and Monitoring of Research Degree Students had been approved and published on the Graduate School [website](#).

- (c) Maternity/Parental Leave for Tier 4 Students (minute BGS 92/15-16 refers)

TO REPORT:

That the Office for Global Engagement would contact Universities UK in relation to Home Office policy on Tier 4 sponsored students taking temporary withdrawal for maternity/parental leave purposes.

10. Students' Union Update

TO RECEIVE:

An oral report from the Postgraduate Officer.

11. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

12. Chair's Business

TO RECEIVE:

An oral report from the Chair in relation to:

- (a) Governance of the Graduate School;
- (b) Professional development;
- (c) Scholarships Working Group;
- (d) Out of Term-time Working Group.

13. Graduate Priorities for 2016/2017

TO CONSIDER:

A paper from the Chair setting out the strategic priorities of the Board over the coming year (paper BGS 4/16-17, [available online](#)).

14. Accommodation for Postgraduate Students

TO RECEIVE:

An oral report from the Accommodation Manager, Warwick Accommodation.

15. Postgraduate Taught Experience Survey (PTES) 2016

TO CONSIDER:

A report on the results of the National Student Survey (NSS) and Postgraduate Taught Experience Survey (PTES) 2016, submitted to Steering (paper SC.4/16-17, [available online](#)).

16. Proofreading

TO CONSIDER:

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

17. Scrutiny of PGT External Examiners' Reports

TO CONSIDER:

A paper from the Administrative Officer (Graduate School) in relation to a proposal to establish a sub-group of the Board to consider external examiners' reports on PGT courses (paper BGS 6/16-17, [available online](#)).

18. Role of the Examination Advisor in Postgraduate Research Examinations

TO CONSIDER:

A paper from the Senior Assistant Registrar (Graduate School) in relation to the role of the examinations advisor in PGR examinations (paper BGS 7/16-17, [available online](#)).

19. Penalties for Late Submission

TO REPORT:

- (a) That the Board of Undergraduate Studies, at its meeting on 31 May 2016, considered a report on penalties for late submission in relation to work which is submitted both electronically and in hard copy, and recommended that the proposals set out in paper BUGS.17/15-16 be approved;
- (b) That the Academic Quality and Standards Committee, at its meeting on 13 June 2016, considered the proposals related to late submission as set out in paper BUGS.17/15-16, and resolved that the proposed clarification be supported in principle, but that it be considered at the next meeting of the Board of Graduate Studies;

TO CONSIDER:

The proposals relating to penalties for late submission as set out in paper BUGS.17/15-16 ([available online](#)).

20. Community Engagement Team Update

TO RECEIVE:

An oral update from the Community Engagement Manager (Postgraduate) in relation to Postgraduate Realities and the Postgraduate Mentoring site.

21. 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 prior to the meeting, or by raising the item at the commencement of the meeting.

22. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 08/16-17, available online).

23. Schedule of Meetings of the Board

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2016-17:

Thursday 17 November 2016 at 1pm in CMR 1.0, University House;
Tuesday 10 January 2017 at 9.30am in CMR 1.0, University House;
Tuesday 14 February 2017 at 2pm in CMR 1.0, University House;
Thursday 27 April 2017 at 9.30am in CMR 1.0, University House;
Tuesday 30 May 2017 at 2pm in CMR 1.0, University House.

As at 27 September 2016