

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on Thursday 18 January 2007 in the Council Chamber, University House.

C E Charlton
University Secretary

Note: Questions on agendum items or apologies for this meeting should be directed to the Assistant Secretary to the Board, Jocasta Gardner (j.h.gardner@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 16 November 2006 (copy attached).

2. Matters arising on the minutes

- (a) Review of Postgraduate Taught Provision in the Department of Sociology
(minute 06(d)/06-07 refers)

TO REPORT:

- (i) That the Steering Committee at its meeting of 25 September 2006 considered information on postgraduate admissions to the University and resolved that the Chair of the Board of Graduate Studies, with the support of the Graduate School, undertake a review of postgraduate taught provision within the Department of Sociology with a view to pursuing the issues raised in discussion at the meeting in regard to the number of postgraduate taught courses on offer within the Department. (minute SC 736/05-06 refers).
- (ii) Further that the Board of Graduate Studies at its meeting on 12 October 2006 resolved:
- (A) That the Department of Sociology conduct its own internal review and report back to the Board.
- (B) That the Board ensure that there is a sound marketing plan for all new courses in light of those which have not commenced due to lack of take-up.

TO CONSIDER:

- (i) A report on the internal review of the number of postgraduate courses on offer within the Department of Sociology (paper BGS 17/06-07, copy attached).
- (ii) How best the Board may ensure there is a sound marketing plan for all new courses in light of those which have not commenced due to lack of take-up.

(b) New Course Proposals (minute 38(c)/06-07refers)

(i) LLM in International and Comparative Criminal Justice

TO REPORT:

That the School of Law had postponed the planned starting date for a proposed LLM in International and Comparative Criminal Justice until October 2008 and that therefore a full course proposal would no longer be submitted to the Graduate Studies Committee of the Faculty of Social Studies this term.

(ii) PhD in Finance

TO CONSIDER:

A proposal for the introduction of a new PhD in Finance from Warwick Business School, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 24 October 2006 recommended that the proposal be approved as set out in paper GFSS 67/06-07 (revised), copy attached.

(iii) MA Islam in Contemporary Society

TO CONSIDER:

A proposal from the School of Health and Social Studies for the introduction of a MA Islam in Contemporary Society, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 24 October 2006 recommended that the proposal be approved as set out in paper GFSS 88/06-07 (revised), copy attached.

3. Chair's Business

TO RECEIVE:

- (a) An oral report from the Chair on discussions at the Steering Committee on undergraduate and postgraduate enrolment, noting in particular:
- (i) The need to revisit the University's existing policy on undergraduate Home/EU and overseas student recruitment, i.e. to maintain stability in overseas undergraduate student number growth across the 2006-2010 planning period with the aim of overseas undergraduate students comprising not more than 20% of the total University undergraduate student population (as resolved by the Strategy Committee at its meeting on 4 May 2006 and received/adopted by the Senate and the Council at their meetings on 28 June and 5 July 2006 respectively);
 - (ii) Incentivisation for departments and the need for further guidance on transparent accounting;
 - (iii) Recruitment and admissions procedures.
- (b) An oral report from the Chair on discussions at the Steering Committee on the significant need to increase the number of applications and the volume and size of research grants awarded across the University and the need to ensure that timing of expenditure to be set against research grants and contract

income is in line with approved targets and budgets (Steering minute 19/06-07 on 9 October refers).

- (c) An oral report from the Chair on:
 - (i) Plans for postgraduate space within the library (relevant extract from paper SC 143/06-07, copy attached);
 - (ii) The possibility of an application to the Wolfson Foundation for funding to refurbish the space within the library (paper SC 146/06-07, copy attached).
- (d) An oral report from the Chair on a possible reduction in the number of Dorothy Hodgkin Postgraduate Awards for 2007/2008 and how best to respond to such an eventuality.

4. Chair's Action

TO REPORT:

Department of Theatre, Performance and Cultural Policy Studies

That the Chair acting on behalf of the Board had approved a change in course name from the 'MA in International Design and Communication' to the 'MA in International Design and Communication Management' (paper BGS 18/06-07, copy attached).

5. Reports from the Chairs of the Graduate Studies Committees of the Faculties

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees of the Faculties.

6. Postgraduate Committee and Students' Union

TO RECEIVE:

An oral report from the Education Officer.

7. Funding for Postgraduate Students

TO REPORT:

That the Graduate School proposes to bid for funding for additional Warwick Postgraduate Research Scholarships.

TO CONSIDER:

A document written by the Chair on a proposed model for the Teaching and Research Training Fellowship Scheme (paper BGS 19/06-07, copy attached).

8. National Quality Assurance and TQI website (AQSC minute 27/06-07 refers)

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the report from HEFCE entitled 'Review of the Quality Assurance Framework: Phase two outcomes' and a cover paper drafted by the Secretary of AQSC outlining some implications of the proposed changes to the national quality assurance framework and resolved that the Board of Graduate Studies consider introducing a summary of external examiners' reports for discussion in the non-reserved business of Board meetings.

TO RECEIVE:

- (a) The executive summary from the report from HEFCE, 'Review of the Quality Assurance Framework: Phase two outcomes' (extract of paper AQSC 23/06-07, copy attached). (The full report is available at www.hefce.ac.uk/pubs/hefce/2006/06_45/.)
- (b) A cover paper drafted by the Secretary of AQSC outlining some implications of proposed changes to the national quality assurance framework (paper AQSC 25/06-07, copy attached. The fifth paragraph of the covering paper refers).

TO CONSIDER:

The introduction of a summary of external examiners' reports for discussion in the non-reserved business of meetings of the Board of Graduate Studies.

9. Course and Module Approval (AQSC minute 31/06-07 refers)

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered a report from the Secretary outlining work on reviewing the existing course and module approval mechanisms and

- (a) Resolved:
 - (i) That the Secretariat convene meetings of the Chairs of Faculty Undergraduate Studies Committees/Sub-Faculty and Faculty Graduate Studies Committees, to be chaired by Professor M Smith and Professor L Bridges respectively, to review the existing course and module approval mechanisms and report to the next meeting of the Secretariat.
 - (ii) That these meetings consider the issues highlighted in paper AQSC 26/06-07, in particular the scrutiny of proposals and, in addition, the content of the forms involved in the course and module approval system.
 - (iii) That any reform of the course and module approval system be taken forward with due consideration of the relevant sections of the QAA Code of Practice.
- (b) Recommended to the Registrar and the University Secretary that the resourcing and location of the Faculty Board secretariat role be reviewed.

10. Policy on Use of Postgraduate Students for Teaching (minutes 11/06-07 and AQSC 32/06-07 refer)

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered a policy for the use of postgraduate students for teaching (paper BGS 6/06-07 (revised)) and resolved that the policy be referred back to the Faculty Boards for comment, before further consideration at the second meeting of the Academic Quality and Standards Committee in the Spring Term 2007.

11. Amendment to Regulation 13: Continuation of Registration (minutes 15(b)/06-07, AQSC 33/06-07 and S27(g)/06-07 refer)

TO REPORT:

- (a) That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposed amendments to the membership of the Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration and recommended to the Senate that proposed amendments to the membership of Continuation of Registration Committees contained in Regulation 13 Governing the Continuation of Registration be approved as set out in paper BGS 4/06-07.
- (b) That the Senate at its meeting on 6 December 2006 considered the proposed amendments to the membership of the Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, as set out in paper BGS 4/06-07, and recommended that they be approved.

12. Proposed Procedures on Early Submissions and Extensions for PhD students (minutes 9/06-07 and AQSC 34/06-07 refer)

TO REPORT:

- (a) That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposals to tighten existing processes for granting and monitoring extensions for research degree students as set out in paper BGS 15/06-07 (revised 2) and resolved that they be approved, subject to the clarifications and amendments requested by the Academic Quality and Standards Committee;
- (c) That these amendments and clarifications had been approved by the Chair of the Board of Graduate Studies acting on behalf of the Board.

13. Proposed amendments to the Guidelines on the Supervision and Monitoring of Research Degree Students (minutes 10/06-07 and 30/06-07 and AQSC 35/06-07 refer)

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the amendments to the *Guidelines on the Supervision and Monitoring of Research Students* concerning the appointment of supervisors approved by the Board of Graduate Studies at its meeting on 16 November 2006, and resolved that the Board of Graduate Studies be asked to consider further the role of a "main supervisor" within the *Guidelines on the Supervision and Monitoring of Research Students*. (AQSC minute 35/06-07 refers)

TO CONSIDER:

The revised amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students*, as set out below, noting that the revision proposed by the

Chair of the Board of Graduate Studies consists of the reinsertion of the second sentence of the first paragraph (highlighted below):

Previous additions underlined, deletions ~~struck through~~

“Academic Departments are responsible for:

The allocation of supervisors to research degree students, taking account of the subject expertise, skills and experience of staff and the provision of supervision throughout the period of registration, including any possible absences for study leave. Supervision will normally be provided by a designated main supervisor assisted by a team. If more than one supervisor is appointed for any student, the Department should check that the roles of the supervisors are clear to both supervisors and students.

Departments are advised to give particular care to arrangements involving an inexperienced supervisor. This applies to members of staff who are on probation and staff with little or no experience of supervising research students in a University environment (even if there is no period of probation).

A department should satisfy itself that a supervisor has received appropriate training and that a satisfactory method for supporting and monitoring all supervisors is in place. ~~At least one of the supervisors should have experience of supervising a research student to successful completion.~~

Retired members of staff or those on honorary appointments are not eligible to act as sole or main supervisors. A member of staff who has retired from the University should not act as a main supervisor. When allocating supervisors and arranging review panels for research students, departments should bear in mind the need to nominate an internal examiner for the candidate.”

14. Proposed Guidelines for the supervision of Research Students based away from the University (minutes 31/06-07 and AQSC 36/06-07 refer)

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposed Guidelines for the Supervision of Research Students based away from the University (paper BGS 7/06-07 (revised 3)) and resolved that proposed Guidelines for the Supervision of Research Students based away from the University be referred to Heads of Department for comment.

15. Regulation 14 Governing Higher Degrees (minutes 32/06-07, AQSC 37/06-07 and S27(h)/06-07 refer)

TO REPORT:

- (a) That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposed amendments to Regulation 14 (F) to provide for the right of appeal against a decision not to permit an upgrade to PhD from MPhil, as set out in paper BGS 14/06-07 (revised), and recommended to the Senate that the proposed amendments to Regulation 14 (F) be approved as set out in paper BGS 14/06-07 (revised).
- (b) That the Senate at its meeting on 6 December 2006 considered the proposed amendments to Regulation 14 (F) to provide for the right of appeal against a decision not to permit an upgrade to PhD from MPhil, as set out in paper BGS 14/06-07 (revised), and recommended that they be approved.

16. Award of Merit and Starred Distinction on taught Masters courses (minutes 34/06-07 and AQSC 38/06-07 refer)

TO CONSIDER:

The practice of awarding merit and starred distinctions at other universities (paper BGS 20 /06-07, copy attached).

17. Any Other Business

RL/jg BGS agenda Jan 06