

## UNIVERSITY OF WARWICK

### Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday, 15 January 2009.

Present: Professor L Bridges (Chair), Professor K Butcher, Dr A Dowd, Professor L Green, Professor N Johnson, Professor J Labbe, Dr D Leadley, Professor P Marshall, Professor A Neal, Miss L Osonowo, Miss A Poote, Dr A Stokes, Dr J Vickery.

Apologies: Dr A Clark, Dr F Griffiths, Miss P Kaijuka, Professor N Stocks, Professor A Sturdy, Mr M Surve.

In attendance: Mr R McIntyre, Mr S Williams (for item 54(d)/08-09), Ms R Wooldridge Smith.

#### 53/08-09 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Board held on 13 November 2008 be approved.

#### 54/08-09 Matters arising on the Minutes

##### (a) QAA Institutional Audit

RECEIVED:

A copy of the letter received from the QAA setting out the key findings of the panel which visited Warwick in October and November 2008 and outlining the timescale for consideration of, and response to, the panel's draft report (paper BGS 58/08-09).

##### (b) Credit weightings and dissertation word lengths on Masters Programmes (minutes 107/07-08: 8(b)/08-09 and 30/08-09 referred)

REPORTED:

That at its last meeting held on 13 November, the Board considered a paper summarising guidance for academic departments on the recommended word limits for dissertations at Warwick and on dealing with overshoots on published word limits, paper BGS 39/08-09 and resolved:

- (i) That some minor changes be made to ensure that guidance was in place continuously across the full range of marks, and that the maximum length for assessments in the range 10-19 credits should be 4000 words;
- (ii) That, in addition to the maximum word limit recommended by the guidance, a suggested word limit be set on a case-by-case basis by departments to take account of the nature of the assessment and its intended audience;

- (iii) That the Board was of the view that departmental practice would vary in the treatment of exceeding the stated word length and that departments may consider introducing a student “self-certification” procedure to ensure that assessed work adheres to the prescribed word-length;
- (iv) That revised guidance be considered at a future meeting of the Board, noting that this would be circulated to departments, that departments reconsider their own courses in light of the guidelines and make revisions to word limits where necessary, and that the guidelines inform the consideration of new/revised courses by the Board in future.

CONSIDERED:

The original guidance note re-drafted in the light of the Board's resolutions (paper BGS 39/08-09 (revised)).

RESOLVED:

That the revised guidance note be approved and circulated to departments, noting that the principles should inform the consideration of new and revised courses both at Faculty level and by the Board.

(c) Redrafting of Higher Degree Regulations

REPORTED:

That at its last meeting held on 13 November 2008, the Board considered an oral report from the Chair concerning, *inter alia*, the need to ensure that the work of the Senior Assistant Registrar (Deputy Registrar's Office) in re-drafting the University's Regulations for Higher Degrees to make them more accessible include amendments to ensure that consideration be given to the introduction of an appeal against the failure to upgrade from Postgraduate Diploma to Masters; the definition of the status of “extension” for PGR students and consequences for students and the University; and the need to introduce both a right of appeal for students enrolled on the PGCE, and a policy for remedying failure in the case of students on practice placements.

CONSIDERED:

An initial redraft of the existing University Regulation 14 on Higher Degrees (paper BGS 59/08-09), noting that further additional regulations would be drafted in due course, one to cover all PGT courses, incorporating provisions relating to postgraduate Diplomas, Certificates and Awards as well as the PGCE and, separately, an additional regulation relating to accredited courses traditionally scrutinised by the Board but which are not at M level in the national qualifications framework.

RESOLVED:

- (i) That the Board strongly approved of the style of the newly drafted

“Regulation on Research Degrees”;

- (ii) That members of the Board consider detailed changes to the regulation and submit comments and proposed revisions to Ms Faye Emery, Senior Assistant Registrar (Deputy Registrar's Office), by Friday 23 January 2009;
  - (iii) That the status of the ChemD be investigated with a view to inclusion;
  - (iv) That the recently revised regulation on the PhD by published work be appropriately incorporated.
- (d) (International) Student Barometer 2008 (minute 40/08-09 referred)

CONSIDERED:

An oral report from Mr Stephen Williams, International Office, on the headlines arising from the 2008 Student Barometer of home and international students of particular relevance to postgraduate students.

RESOLVED:

- (i) That the results of the (International) Student Barometer surveys be considered in conjunction with those arising from other postgraduate student surveys, for example PRES and the newly-launched PTES, in order to identify common patterns across all data sets, it being noted that three working groups had on this occasion been convened to make recommendations relating to outcomes of the (I)SB on the themes of Teaching & Learning, Student Experience and Student Support, to be Chaired by the Academic Registrar, Director of Student Services and the Director of Student Support and Residential Life respectively;
  - (ii) That, where requested, departments be given access to the data in order that they may effect improvements based on the survey responses in their own areas.
- (e) New PhD Structures

CONSIDERED:

A report from the Chair on the consideration in principle of proposals for new PhD structures (paper BGS 65/08-09).

RESOLVED:

- (i) That the Board encourage departments to think flexibly about new forms of PhD and that any such proposals be judged on their individual merit;
- (ii) That the Board was content to continue to work within the current regulation indicating that work already submitted for a lower award could subsequently contribute to a piece of research for a higher award, providing the extent of previously assessed work was

clear, such that the examiners could clearly identify the development to be considered.

55/08-09

Chair's Business

(a) AHRC Block Grant Partnership Scheme

RECEIVED:

An oral report from the Chair that initial feedback had been predominantly positive, and that a decision would be forthcoming at the end of February, it being noted that student applications were being encouraged for the second round of WPRS.

(b) EPSRC awards

RECEIVED:

An oral report from the Chair, noting that all recent bids had been unsuccessful, including renewal of the Systems Biology DTC, although some support of the latter was being negotiated with the BBSRC.

(c) Graduate School Newsletter

RECEIVED:

A copy of the Graduate School newsletter recently sent to departments (paper BGS 71/08-09), noting that this was tabled at the meeting.

(d) Marshall Scholarships

RECEIVED:

An oral report from the Chair, noting that the University had again been unsuccessful in gaining any Marshall scholarships, and that discussions were ongoing with the Head of the Institute of Advanced Study over attracting students from the US to the University in light of the current economic climate in the US.

(e) Definition of status of "Extension" for PGR students (minute 31(c)/08-09 referred)

RECEIVED:

An oral report from the Chair, noting that, whilst consideration of the definition of the status of extension was being considered within a wider review of the Higher Degree Regulations, there was a more pressing need to address this issue in light of the imminent introduction of the new Points-based Immigration system which would require monitoring of student progression for visa purposes up to the point of submission and that a report would be brought forward to the next meeting of the Board.

(f) 'Graduate'/'Postgraduate'

RECEIVED:

An oral report from the Chair relating to a proposal from the Director of the International Office that the word 'postgraduate' be replaced by 'graduate' in marketing and publicity materials in the interests of making Warwick qualifications more marketable in some regions overseas.

RESOLVED:

That since the change might be prejudicial to UK recruitment and that in many overseas markets, including major regions such as South & South-East Asia, the word 'postgraduate' was common parlance, the proposal be rejected without compelling evidence of the justification.

(g) WCPRS

RECEIVED:

An oral report from the Chair, noting that, in the process of compiling a report on the operation of the scheme to date, it had become clear that in excess of £400,000 had so far been raised in match funding by commercial, industrial and philanthropic sponsors.

56/08-09

Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 60/08-09), as follows:

(a) Faculty of Arts

(i) Department of French Studies

(A) MA for Research in French and Francophone Studies (minute 50(a)(i)(A)/08-09 referred)

REPORTED:

- (1) That the Graduate Studies Committee of the Faculty of Arts, at its meeting on 21 October 2008, considered a proposal to introduce a new course entitled "MA for Research in French and Francophone Studies" (paper AGSC 6/08-09) and resolved that the proposal be recommended for approval, subject to minor amendments outlined at the meeting;
- (2) That the Chair of the Graduate Studies Committee of the Faculty of Arts, acting on its behalf, had subsequently taken action to approve the new course entitled "MA for Research in French and Francophone Studies" (paper AGSC 6/08-09)

having received the amendments;

- (3) That, at its meeting on 13 November 2008, the Board considered the proposal to introduce a new course entitled “MA for Research in French and Francophone Studies” and resolved that it be approved, subject to:
  - (a) Completion of all unanswered questions on the form;
  - (b) Revision of the proposal and course specification to disaggregate those learning outcomes delivered by the Masters, Diploma and Certificate;
  - (c) Revision of the course fee to the standard fee for Arts in the relevant year.
- (4) That a revised course proposal had subsequently been received from the department of French Studies, paper AGSC 6/08-09 (Revised), to address the Board’s conditions and that the Chair, acting on behalf of the Board, had taken action to approve the course entitled “MA for Research in French and Francophone Studies”.

(b) Faculty of Medicine

(i) Warwick Medical School

- (A) Certificate in Management of Diabetes in Hospital Clinical Areas (minute 106(b)(iii)/07-08 referred)

REPORTED:

- (1) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 13 May 2008, considered proposed revisions to the “Certificate in Management of Diabetes in Hospital Clinical Areas” (papers DMAP 134-135/07-08 and DMAP 150/07-08), and resolved:
  - (a) That reference to English language ability be deleted from section 4(b);
  - (b) That section 8 should reference the web address detailing the student support available for postgraduate students in the Medical School;
  - (c) That the proposed revisions to the Certificate in Management of Diabetes in Hospital Clinical Areas (papers DMAP 134-135/07-08 and DMAP 150/07-08) be approved, subject to the amendments noted above.
- (2) That the Board, at its meeting on 5 June 2008,

considered the proposed revisions to the course entitled "Certificate in Management of Diabetes in Hospital Clinical Areas" and resolved that the revisions be approved, subject to the amendments noted in (1)(a-b) above;

- (3) That Warwick Medical School had subsequently revised the course proposal form and that the Chair, acting on behalf of the Board, had subsequently taken action to approve the revisions to the course entitled "Certificate in Management of Diabetes in Hospital Clinical Areas".

(B) MSc Diabetes (minute 106(b)(iv)/07-08 referred)

REPORTED:

- (1) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 13 May 2008, considered the following proposed revisions to the MSc Diabetes:

- (a) Continuous Subcutaneous Insulin Infusion Therapy: Principles and Practice (papers DMAP136-137/07-08) *Assessment Methods*;
- (b) Nutritional Management of Diabetes (papers DMAP 138-139/07-08) *Assessment and Learning Outcomes*;
- (c) Obesity and Eating Disorders in Diabetes (papers DMAP 140-141);
- (d) Appointment of new module leaders (paper DMAP 142/07-08);
- (e) Amendments to MSc Diabetes course approval documents (paper DMAP 143/07-08).

- (B) That the Graduate Studies Committee of the Faculty of Medicine resolved that the proposed revisions to the MSc Diabetes be approved (papers DMAP 136-143/07-08);

- (C) That the Board, at its meeting on 5 June 2008, considered the proposed revisions to the course entitled "MSc Diabetes" and resolved that the course be approved, subject to the Medical School confirming that it is necessary to have such a high proportion of each course delivered by guest speakers;

- (D) That Warwick Medical School had subsequently provided the clarification requested, and that the Chair of the Board, acting on its behalf, had taken action to approve the proposed revisions to the course entitled "MSc Diabetes".

(c) Faculty of Science

(i) Department of Biological Sciences

REPORTED:

That the Chair of Board, acting on its behalf, had approved the proposal, in principle, for a new course entitled “PhD in Life Sciences”, paper BGS 69/08-09, to allow electronic applications to be accepted.

(d) Faculty of Social Studies

(i) Warwick Business School

(A) Warwick MBA for the Global Energy Industry (minutes 15(b)/08-09, 50(d)(iii)(A)/08-09 and GFSS 11(d)(i)/08-09 referred)

REPORTED:

- (1) That, at its meeting on 9 October 2008, the Board considered the proposal, in principle, to introduce a new course entitled “Warwick MBA for the Global Energy Industry” and resolved that the proposal, in principle, be approved as set out in papers BGS 23/08-09, BGS 24/08-09 and BGS 25/08-09);
- (2) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, considered a proposal to introduce a new course entitled “Warwick MBA for the Global Energy Industry” (papers GFSS 28/08-09 (Covering note), GFSS 29/08-09 (Calendar), GFSS 30/08-09 (Course approval form Part 1), GFSS 31/08-09 (Course approval form Part 2), GFSS 32/08-09 (Course approval form Part 5) and GFSS 33/08-09 (Course specification)) and recommended to the Board that it be approved, subject to receipt of an official answer from the School in relation to the interavailability of non-specific modules in different programmes, noting that:
  - (a) The Committee raised questions about the sustainability of the course, and received reassurance from Warwick Business School that potential sources of students had been identified;
  - (b) The Committee questioned the use of numerous small modules within the course, and received an oral report from a Warwick Business School representative explaining the rationale for the course setup, which is that such course set ups are requested by



- external organisations in order to ensure courses cover a wide range of topics;
- (c) The Committee expressed concern about the use of non-standard CATS values and recommended that Warwick Business School review its use of CATS values to come in line with the rest of the University;
  - (d) The Committee recommended that the balance between new elective and existing core modules be re-considered by WBS;
- (3) That, at its last meeting, the Board considered a proposal to introduce a new course entitled “Warwick MBA for the Global Energy Industry” as set out in papers GFSS 28-33/08-09 and resolved that the new course be approved, subject to clarification of which learning outcomes will not be required for the Diploma and Certificate;
- (4) That the clarification had subsequently been provided by WBS and that the Chair, acting on behalf of the Board, had taken action to approve the new course entitled “Warwick MBA for the Global Energy Industry”.
- (B) MSc Public Management (minute 105(c)(i)(A)/07-08 referred)

REPORTED:

- (1) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 13 May 2008, considered a proposal to introduce a new course entitled “MSc Public Management”, as set out in papers GFSS 292/07-08, GFSS 292a/07-08, GFSS 293/07-08, GFSS 294/07-08 and GFSS 295/07-08, and recommended to the Board that it be approved, noting that the Committee wished to draw the Board’s particular attention to point (ii) of paper GFSS 292/07-08 and that the Committee was sympathetic to this proposal;
- (2) That the Board, at its meeting on 5 June 2008, considered the proposal to introduce a new course entitled “MSc Public Management”, (papers GFSS 292/07-08, GFSS 292a/07-08, GFSS 293/07-08, GFSS 294/07-08 and GFSS 295/07-08), and resolved that the proposal be approved, subject to:
- (a) Provision of information listing all modules undertaken by all routes to achieve the qualification, also to be reflected in the course specification;
  - (b) Further information from the School setting out the relationship between credits and

- word limits for the dissertations;
    - (c) Clarification from the School concerning the position of MPA modules taken by MSc students, given that the MPA operates on a 10.5 credits model.
  - (3) That Warwick Business School had subsequently provided the information set out in points (2)(a-c) above, and that the Chair, acting on behalf of the Board, had taken action to approve the proposal to introduce a new course entitled “MSc Public Management”.
- (C) Postgraduate Certificate in Strategic Leadership (Fire and Rescue Service Executive Leadership Programme) (minute 105(c)(i)(E)/07-08 referred)

REPORTED:

- (1) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 13 May 2008, considered a proposal to introduce a new course entitled “Postgraduate Certificate in Strategic Leadership (Fire & Rescue Service Executive Leadership Programme)” (papers GFSS 345/07-08, GFSS 346/07-08, GFSS 347/07-08 and GFSS 352/07-08) and recommended to the Board that it be approved, subject to:
  - (a) The provision of a memo by Warwick Business School describing the differences between the Certificate and the Award;
  - (b) Confirmation by the Teaching Quality Team of whether a separate form is required to be completed for the Award;
- (2) That the Board, at its meeting on 5 June 2008, considered the proposal to introduce a new course entitled “Postgraduate Certificate in Strategic Leadership (Fire & Rescue Service Executive Leadership Programme)” (papers GFSS 345/07-08, GFSS 346/07-08, GFSS 347/07-08 and GFSS 352/07-08) and resolved that it be approved, subject to:
  - (c) Points (a) and (b) above;
  - (d) An agreement being reached with the Chair of the Board over the admission of students not meeting traditional entry requirements for Masters level study which might extend to the School having delegated authority for admission to the PGA and PG Cert only;
- (3) That Warwick Business School had subsequently addressed points (1)(a-b) above and that

discussions with the Chair over the admission of students were ongoing, and that the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to introduce a new course entitled “Postgraduate Certificate in Strategic Leadership (Fire & Rescue Service Executive Leadership Programme)”.

(ii) Institute of Education

(A) Postgraduate Certificate Leading Education Enquiry (minute 106(d)(iii)(A)/07-08 referred)

REPORTED:

- (1) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 13 May 2008, considered a proposal to change the name of the course entitled ‘Postgraduate Certificate Leading Education Enquiry’ to ‘Postgraduate Certificate Leading Professional Enquiry’ (paper GFSS 260/07-08) and recommended to the Board that it be approved;
- (2) That the Board, at its meeting on 5 June 2008, considered the proposal to change the name of the course entitled ‘Postgraduate Certificate Leading Education Enquiry’ to ‘Postgraduate Certificate Leading Professional Enquiry’ and resolved that the proposal be approved, subject to confirmation being received from the Institute that appropriate consultation with WBS had occurred owing to potential confusion with WBS leadership provision;
- (3) That confirmation had subsequently been provided by the Institute, and that the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to change the name of the course entitled ‘Postgraduate Certificate Leading Education Enquiry’ to ‘Postgraduate Certificate Leading Professional Enquiry’.

(iii) School of Health and Social Studies

MA in Islam in Contemporary Societies

REPORTED:

That the Chair of the Graduate Studies Committee of the Faculty of Social Studies, acting on behalf of that Committee, and the Chair of the Board, acting on its behalf, had taken action to approve amendments to the course specification for the course entitled “MA in Islam in Contemporary Societies” (paper GFSS 373/07-08), noting that the title of the course is neither “MA in Islam in Contemporary Studies” as previously reported in the

minute of the Graduate Studies Committee of the Faculty of Social Studies, nor “MA in Islam in Contemporary Society”, as previously reported in the minutes of the Board.

57/08-09 Postgraduate Committee and Students' Union

REPORTED:

That the following student representatives had been appointed by each of the Boards of the Faculties from amongst the departments in that faculty:

- (a) Faculty of Arts: TBC
- (b) Faculty of Medicine: Aimee Poote
- (c) Faculty of Social Studies: Oyinlola Osonowo
- (d) Faculty of Science: Pearl Kaijuka

58/08-09 Graduate School Consultation with Academic Departments

CONSIDERED:

A report drafted by the Secretary on the outcomes of the consultation exercise undertaken with academic departments in the Autumn Term in the context of enhancing the Graduate School (Office)'s service provision (paper BGS 61/08-09).

59/08-09 Course Approval Form

REPORTED:

That the Academic Quality & Standards Committee, at its meeting held on Wednesday 19 November 2008 considered proposed amendments to the course approval form, as set out in paper AQSC 25/08-09, including the following requirements:

- (a) That departments identify which Regulation will govern the course, and confirm whether any changes to Regulations may be necessary;
- (b) That departments identify relative weightings of different years of study in the final classification/decision;
- (c) That departments supply proposed conventions for PGT courses;
- (d) that departments provide fuller information about the intended management of new joint and cross-departmental degrees, so that responsibilities for all aspects of management, liaison and student support are clear in advance of a new course being set up (minute 4(g)(viii)/08-09 and Recommendations 1 and 2 of paper AQSC 9/08-09 referred).

Noting that:

- (e) If approved, these amendments would also be incorporated as appropriate within other relevant course approval documentation; and
- (f) that further amendments to the course approval form and other relevant documentation would be required to adopt the new numbering convention for academic levels included in the revised Framework for Higher Education Qualifications (FHEQ), and that these amendments will be

considered by the Chair on behalf of the Committee, as set out in paper AQSC 5/08-09 (minute 9/08-09 referred).

And resolved:

That the proposed amendments to the course approval form, along with a further proposed amendment concerning SSLC arrangements, be considered by the Boards of Undergraduate and Graduate Studies in the spring term. (Minute AQSC 25/08-09)

CONSIDERED:

Proposed amendments to the course approval form, as set out in paper AQSC 25/08-09.

RESOLVED:

- (g) That departments be asked to attach a set of exam conventions to the course approval form on each occasion a new proposal was forthcoming;
- (h) That guidance be issued by the Teaching Quality section of the Academic Office on the minimum requirements for exam conventions, and that an “exemplar” be published on the TQ website;
- (i) That the Board was disappointed to see further minor amendments being made to the course approval form in the absence of further information as to the schedule for the more substantive overhaul of the system anticipated;
- (j) That it be noted that guidance for departments on Annual Course Review at PGT level would be brought forward as soon as possible to inform those reviews to take place shortly.

60/08-09 SSLC Coordinators' Annual Report

CONSIDERED:

The Annual Report from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for postgraduate courses (paper AQSC 22/08-09).

RESOLVED:

That the President of the Students' Union be asked to clarify the purpose of “Faculty Forums”.

61/08-09 Strategic Departmental Review Report: Department of Biological Sciences

CONSIDERED:

A report on the Strategic Departmental Review conducted recently on behalf of the department of Biological Sciences including the following documents, noting that only extracts relevant to postgraduate provision had been circulated:

- (a) Strategic Department Review of Biological Sciences (paper BGS 62/08-

- 09);
- (b) Departmental Response to the Strategic Departmental Review (paper BGS 63/08-09);
  - (c) Action plan for the department of Biological Sciences (paper BGS 64/08-09).

RESOLVED:

- (d) That the Department had already addressed the issue of making some of the skills training for postgraduate research students optional;
- (e) That clarification be sought from the Head of Governance Services on whether the short course unit had been incorporated in the review.

62/08-09 Revised Course Specifications

CONSIDERED:

Revised course specifications for the following courses:

- (a) MSc in Financial Mathematics (paper BGS 66/08-09);
- (b) Postgraduate Diploma in Public Finance Leadership (paper BGS 67/08-09);
- (c) MA in International Performance Research (paper BGS 68/08-09).

RESOLVED:

- (a) That the course specification for the MSc in Financial Mathematics (paper BGS 66/08-09) and the MA in International Performance Research (paper BGS 68/08-09) be approved;
- (b) That the course specification for the Postgraduate Diploma in Public Finance Leadership be approved, subject to revision of the learning outcomes to ensure that they are demonstrably at M level.

63/08-09 Any Other Business

- (a) Warwick Advantage

RECEIVED:

An oral report from the student representative of the Board of the Faculty of Social Studies on Warwick Advantage, noting that it was felt that this should be more effectively marketed to postgraduate students.

- (b) Graduate Skills Programme

RECEIVED:

An oral report from the student representative of the Board of the Faculty of Social Studies about some variability in the quality of workshops offered under the aegis of the Graduate Skills Programme.

(c) Postgraduate Research Experience Survey 2009

REPORTED:

That Warwick had registered to take part in the survey again in 2009, and that the survey would open on 1 March 2009.

RECEIVED:

A paper outlining a proposal for the “institutional” questions that should be included within the core survey (paper BGS 70/08-09), noting that this was tabled at the meeting.

RESOLVED:

That members of the Board consider the proposal and submit any revisions to the Secretary by Friday 23 January 2009.

HRWS/RM 16.01.2009