

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on Thursday 5 June 2008 in the Council Chamber, University House.

J F Baldwin
Registrar

Note: Questions on items on the agenda 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 1 May 2008 (available online).

2. Matters arising on the minutes

- (a) Annual Course Review Reports for Medicine (unconfirmed minutes GCFM 24(h)/07-08 and GCFM 24(i)/07-08 refer).

TO REPORT:

- (i) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 13 May 2008, considered the summary review report for postgraduate and CPD courses for 2007/08 (paper DMAP 107/07-08) and resolved that:
- (A) That the response to the periodic review of postgraduate courses incorporated in section 14 of the summary report be approved;
 - (B) That the data on coursework marking turnaround times would be discussed at a future meeting of the Institute of Clinical Education Cabinet;
 - (C) That the target of 6 weeks to mark all scripts be retained for external staff but that a target of 4 weeks be introduced for internal staff.
- (ii) That the Graduate Studies Committee of the Faculty of Medicine considered the revised annual course review report for research degrees in the Faculty of Medicine (paper GCFM 4/07-08 (revised)) and resolved that it be approved.

TO CONSIDER:

- (iii) The summary review report for postgraduate and CPD courses in the Faculty of Medicine (paper DMAP 107/07-08, available online);

- (iv) The revised annual course review report for research degrees in the Faculty of Medicine (paper GCFM 4/07-08 (revised), [available online](#)).
- (b) Points-Based Immigration System (minutes 64/07-08 and 81/07-08 and SGS 32/07-08 refer)

TO REPORT:

That the Graduate Studies Committee of the Faculty of Science, at its meeting on 14 May 2008, received an oral report from its Chair on the new points-based immigration system would be introduced from January 2009 and it would need to be taken account of in Postgraduate admissions from autumn 2008 and resolved that the Graduate School be requested to convene a meeting with relevant people in Science departments as soon as possible to discuss postgraduate admissions processes, noting that:

- (i) The speed of turn-around from application to offer would be critical;
 - (ii) Clarification was needed over whose responsibility it is to chase references, further noting that most departments would prefer to do this themselves;
 - (iii) Clarification was needed over the timescale for delivery of the new electronic admissions system.
- (c) Guide to Examinations for Higher Degrees (minutes 30(d)/07-08, 54/07-08 and 67/07-08 and AQSC 82/07-08, S 57(c)/07-08 and AGSC 38/07-08 refer)

TO REPORT:

That the Graduate Studies Committee of the Faculty of Arts, at its meeting on 13 May 2008, resolved that it would be supportive of moving to a requirement for students to submit theses double-sided and double-spaced.

- (d) Proposed Review of Regulation 14 Governing Higher Degrees (minutes 65/07-08 and AQSC 106/07-08 refer)

TO REPORT:

- (i) That the Board, at its last meeting, considered a cover sheet summarising main amendments proposed to Regulation 14 (paper BGS 60/07-08) along with proposed amendments to Regulation 14 (paper BGS 57/07-08) and resolved that the proposed amendments to Regulation 14, as set out in paper 57/07-08, be revised in line with discussion at the meeting and reconsidered at the next meeting of the Board;
- (ii) That the Academic Quality and Standards Committee, at its meeting on 15 May 2008, considered the cover sheet summarising the main amendments proposed to Regulation 14 (paper BGS 60/07-08) along with proposed amendments to Regulation 14 (paper BGS 57/07-08) and resolved that:
 - (A) That the proposed amendments relating to Section K (Provisions applying to Collaborative Higher Degree Programmes) be considered by the Collaborative, Flexible and Distributed Learning Sub-Committee;
 - (B) That the Chair of the Board of Graduate Studies consult with Heads of Department on the proposed amendments;
 - (C) That a revised version of paper BGS 57/07-08 be considered at a future meeting of the Committee.

3. Chair's Business

- (i) HEFCE funding for equivalent or lower level qualifications (minute AQSC minute 112/07-08 refers)

TO REPORT:

That it was reported to the Academic Quality and Standards Committee, at its meeting on 15 May, by the Chair of the Board that Government proposals to phase out HEFCE funding for students studying for a qualification which is equivalent to, or at a lower level than, a qualification that they have already achieved would impact on students currently studying an integrated masters course who wish to go on to study another Masters-level course, and that the Chair of the Board of Graduate Studies was discussing a range of related issues with relevant colleagues.

TO RECEIVE:

An oral report from the Chair.

- (ii) Overseas Research Scholarship Awards Scheme

TO REPORT:

That it is unclear whether the scheme will continue in its present form for students starting in October 2009.

- (iii) Review of Procedures for dealing with Postgraduate Matters and Annual Postgraduate Course Review and Postgraduate Course and Module Approval

TO RECEIVE:

An oral report from the Chair.

4. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 61/07-08, available online).

5. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

6. Postgraduate Committee and Students' Union

TO RECEIVE:

An oral report from the Education Officer.

7. Report from the Deputy Librarian 2.30pm

TO RECEIVE:

An oral report from the Deputy Librarian, Mr Robin Green, on progress with the Wolfson Research Exchange.

8. Widening eligibility for PhD by published work 3.00pm

TO CONSIDER:

- (a) A proposal for widening eligibility for PhD by published work (paper BGS 62/07-08, available online);
- (b) A paper entitled 'The traditional PhD: A second-class approach for interdisciplinary science training?' (paper BGS 63/07-08, available online).

TO RECEIVE:

An oral report from the Pro-Vice-Chancellor Research: Faculties of Science and Medicine, Professor Mark Smith.

9. Reconsideration of Policy on Appointment of Back-up Supervisors/Personal Tutors for Postgraduate Research Students (minutes 65/07-08, AQSC 30/07-08 and SGS 25/07-08 refer)

TO REPORT:

- (a) That at its meeting on 21 February 2008, the Board considered the Annual Report from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for postgraduate courses (papers BGS 41/07-08 and AQSC 29/07-08) and resolved that:
 - (i) The Chair and Secretary meet with the Students' Union to discuss Personal Tutor and supervisory support for postgraduate taught and research students;
 - (ii) The Academic Quality and Standards Committee clarify the role of student SSLC representatives in departmental meetings and their right to attend the full meeting rather than for SSLC items on the agenda only.
- (b) That at its meeting on 27 February 2008, the Academic Quality and Standards Committee considered the current position regarding SSLC representative attendance at departmental meetings and resolved that the SSLC Coordinators redraft the section of the SSLC Handbook to clarify the role of student representatives in departmental meetings for consideration at a future meeting of the Committee.

TO CONSIDER:

A discussion paper on the policy on Appointment of Back-up Supervisors/Personal Tutors for Postgraduate Research Students (paper BGS 64/07-08, available online).

10. Review of Regulations 6, 13 and 34 (minute 81(b)(iii)/07-08 refers)

TO REPORT:

That the Board, at its meeting on 21 February 2008, resolved that it would support a review of Regulation 6 Governing Admission to the University and Regulation 13 Governing the Continuation of Registration with regard to the procedure for dealing with fraudulent applications.

TO CONSIDER:

A paper setting out proposed amendments to Regulation 6 Governing Admission to the University, Regulation 13 Governing Continuation of Registration and Regulation 34 Governing Fitness to Practise (paper BGS 65/07-08, copy attached).

11. Postgraduate Taught Pass Lists (minutes 60(g)/07-08 and 79(a)/07-08 refer)

TO REPORT:

- (a) That at its meeting on 22 February 2008, it was reported to the Board that the Graduate School had written to all departments concerning the schedule of postgraduate taught Boards of Examiners (Paper BGS 50/07-08);
- (b) That at its last meeting, the Board received an oral report from the Chair on the reports received to date, noting that in light of the poor response rate, the schedule for the meetings of Boards of Examiners for postgraduate taught students would be considered at today's meeting.

TO CONSIDER:

A paper summarising departmental responses (paper BGS 66/07-08, available online).

12. Guidelines for consideration by Boards of Examiners of examination candidates notifying mitigating circumstances (minutes BUGS 9(h)/07-08 and BFS35/07-08 refer)

TO REPORT:

- (a) That the Board of Undergraduate Studies, at its meeting on 14 November 2007, resolved that the Chair of the Board of Undergraduate Studies Committee be asked to draft a protocol for Boards of Examiners to follow when considering special cases and mitigating evidence from students, for consideration by the Board in due course;
- (b) That the Board of the Faculty of Science, at its meeting on 13 February 2008, considered draft 'Guidelines for consideration by Boards of Examiners of examination candidates notifying mitigating circumstances', as set out in paper BFS 7/07-08, and recommended that the draft guidelines be approved subject to the following conditions:
 - (i) Amendment of paragraph 3 to make clear that external examiners do not have to attend the pre-meeting, although they will be consulted;
 - (ii) Clarification of the role of the Personal Tutor;
 - (iii) That the draft guidelines should also be considered by the Board of Graduate Studies, with respect to postgraduate examinations.

TO CONSIDER:

- (c) A memo dated 6 May 2008 from the Chair of the Board of Undergraduate Studies inviting Departmental Examination Secretaries to comment on the draft Guidelines for consideration by Boards of Examiners of examination candidates notifying mitigating circumstances (paper BGS 67/07-08, [available online](#));
- (d) Faculty and Departmental Responses to the draft Guidelines for considering students presenting mitigating circumstances relating to examinations (paper BUGS 14/07-08, [available online](#)).

13. Science Postgraduate Training Programme (Science Graduate School) (minute SGS 31/07-08 refers)

TO REPORT:

- (a) That the Board of the Faculty of Science, at its meeting on 13 February 2008, considered a proposal to establish a working group to consider the development of a Science Graduate School (paper BFS.5/07-08) and resolved that:
 - (i) The proposal to establish a working group to consider the development of a Science Graduate School be approved, with membership as set out in paper BFS.5/07-08;
 - (ii) A representative from the Warwick Medical School be invited to join the working group;
 - (iii) The working group should consider an alternative title for the proposal, such as the Science Graduate Training Programme;
 - (iv) The working group should consider links with the new Research Exchange in the Library.
- (b) That this working group met for the first time under the name "Science Postgraduate Training Programme Working Group" on 20 March 2008 (paper BGS 68/07-08).

TO RECEIVE:

The minutes of the meeting of the Science Postgraduate Training Programme Working Group (paper BGS 68/07-08, [available online](#)).

14. Proposed agreement between Warwick HRI and three Indian Universities (minute SGS 37/07-08 refers)

TO REPORT:

- (a) That the Graduate Studies Committee of the Faculty of Science, at its meeting on 14 May 2008, considered proposed agreements between Warwick and three Indian Universities to allow Indian students to attend Warwick HRI in their final year, as follows:
 - (i) Vellore Institute of Technology, paper SGS 72/07-08;
 - (ii) Sathyabama University, paper SGS 73/07-08 ;
 - (iii) SRM University, paper SGS 74/07-08.
- (b) That the Graduate Studies Committee of the Faculty of Science resolved that proposed agreements between Warwick and three Indian Universities be approved as set out in papers SGS 72-74/07-08, it being noted that while it was

unusual for students who had not completed a BSc degree to be admitted to a Warwick MSc programme, the agreements ensured that only suitable students would be selected.

TO CONSIDER:

An oral report from the Director of Graduate Studies, Warwick HRI.

15. New Course Proposals

TO CONSIDER:

A paper setting out recommendations for proposals for new courses (paper BGS 69/07-08, [available online](#)).

16. Revised Course Proposals

TO CONSIDER:

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 70/07-08, [available online](#)).

17. Any Other Business