

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 1 May 2008.

Present: Professor L Bridges (Chair), Professor M Thorogood (Deputy Chair), Professor S Breslin, Dr A Clark, Mr Q Diep, Dr A Dowd, Professor L Green, Professor J Labbe, Dr D Leadley, Professor P Marshall, Professor R Napier, Dr P O'Hare, Mr P Ptashko, Professor N Stocks, Dr A Stokes, Professor A Sturdy, Dr J Vickery.

Apologies: Ms L Ayrton, Professor R Brewer, Ms S Liggins, Mr D Metcalfe, Professor H Smith.

In attendance: Dr J Gardner, Ms C Edgar and Mr D Wallis (for item 81/07-08), Ms R Wooldridge Smith.

77/07-08 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Board held on 21 February 2008 be approved.

78/07-08 Matters arising on the minutes

(a) Annual Course Review Reports (minute 66/07-08 referred)

REPORTED:

That the Annual Course Review Reports from the Faculty of Medicine would be considered at the next meeting of the Board.

(b) AHRC Block Grant Partnership Scheme

REPORTED:

- (i) That members of the Arts Faculty held an Away Day on 18 April 2008 to discuss formulation of the University's bid to the AHRC;
- (ii) That the AHRC had revised its timetable for receipt by the AHRC of Student Nomination forms for the BGP Studentship Competition in April-May 2009 and introduced an additional mechanism to tackle the concern of students withdrawing from the Studentship competition;
- (iii) That a small group would take forward development of the bid, with a view to circulating a draft by June.

(c) ESRC Review (minutes 30(c)/07-08 and 45(c)/07-08 referred)

RECEIVED:

An oral report from the Chair, noting that Durham Business School had further invited the University to organise a focus group to discuss their

proposals expected to report shortly on potential changes to funding methodologies to replace the existing 1+3 system.

(d) Students' Union (minute 65(a)/07-08 referred)

REPORTED:

That a meeting had been arranged between the Chair and Secretary and the Students' Union to discuss Personal Tutor and supervisory support for postgraduate taught and research students.

79/07-08 Chair's Business

(a) Postgraduate Taught Pass Lists (minute 60(g)/07-08 referred)

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 the next meeting.

(b) Warwick Postgraduate Research Scholarship and Collaborative Postgraduate Research Scholarships (minutes 45(e)/07-08 and 60(a)/07-08 referred)

RECEIVED:

- (i) A summary of progress to date with setting up Warwick Collaborative Postgraduate Research Scholarships (paper BGS 52/07-08);
- (ii) A paper submitted by the Chair to the Financial Planning Sub-Committee seeking additional funding for the Warwick Postgraduate Research Scholarship scheme (paper BGS 53/07-08).

(c) Contact Hours (minute AQSC 76(c)/07-08 referred)

REPORTED:

That it was reported to the Academic Quality and Standards Committee, at its meeting on 27 February 2008, that its Chair was intending to initiate a review of contact hours across the University.

(d) Feedback from Students (minutes AQSC 60/07-08 and 88/07-08 referred)

REPORTED:

That at its meeting on 27 February 2008, the Academic Quality and Standards Committee considered an outline of a proposed review of surveys and resolved that the Teaching Quality section of the Academic Office take forward a review of surveys directed at students across the University, including internal and external institution-wide surveys, and course and module questionnaires, as set out in paper AQSC 49/07-08.

- (e) Dorothy Hodgkin Postgraduate Awards for 2008-09 (minute GAN 16(a)/07-08 referred)

RECEIVED:

An oral report from the Chair, noting that the University had been allocated two core Dorothy Hodgkin Postgraduate Awards which were *unpaired*, noting that this meant that the relevant Research Council would fund 50% of the cost of the award, provided the University could identify a private business or industry sponsor to fund the other 50%.

- (f) Commonwealth Shared Scholarship Scheme 2009-10

RECEIVED:

An oral report from the Chair noting that the University had been invited to bid for awards under the Commonwealth Shared Scholarship Scheme for 2009-10.

- (g) International Student Barometer

RECEIVED:

An oral report from the Chair, noting that in the home student section of the survey the Graduate School was considered the best amongst the universities surveyed and the University was highly rated in several other areas including Students' Union focussed activities.

- (h) Postgraduate Research Experience Survey (minute 45(d)/07-08 referred)

REPORTED:

That Warwick's response rate was c.16% against a sector average of 23% and that Directors of Graduate Studies be encouraged to ensure that postgraduate research students were aware of the importance of responding.

RECEIVED:

An oral report from the Chair, noting that the deadline for completion of the survey had been extended.

- (i) Wisconsin-Madison Scholarships

REPORTED:

An oral report from the Chair, noting that two awards had been made for 2008-09.

- (j) Warwick Postgraduate Research Scholarship (minute 70(b)/07-08 referred)

REPORTED:

- (i) That at its meeting on 22 February 2008, it was reported to the Board that:

- (A) After reviewing the approved budget allocations and the number of existing awards that would be completed this year, the Graduate School would have approximately 40 Warwick Postgraduate Research Scholarship awards available to be allocated across the two rounds of the current competition;
 - (B) 21 awards were offered in Round 1 of the Warwick Postgraduate Research Scholarship Scheme.
- (ii) That in Round 2 of the Warwick Postgraduate Research Scholarship Scheme the Graduate School received 226 applications by the 29 February deadline, compared with 263 in the previous year;
 - (iii) That 19 awards were offered in Round 2 of the Warwick Postgraduate Research Scholarship Scheme;
 - (iv) That the pattern of applications from the Faculty of Social Studies being poorly rated, in particular by the Faculty's own selectors, was a cause for concern which would be raised in other fora.
- (k) That Dr J Gardner had been appointed to the post of Assistant Registrar (Graduate School) with effect from 1 June 2008.

80/07-08 Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 55/07-08), as follows:

(a) Faculty of Arts

MA in Comparative Cultural and Media Studies (unconfirmed minute AGSC 25/07-08 referred)

REPORTED:

- (i) That the Graduate Studies Committee of the Faculty of Arts, at its meeting on 31 January 2008, recommended that the proposal from the Centre for Translation and Comparative Cultural Studies for a new course 'MA in Comparative Cultural and Media Studies' for introduction in October 2008 (Papers AGSC.13-15/07-08) be approved without further amendment.
- (ii) That the Board, at its last meeting, considered the proposal for a new course 'MA in Comparative Cultural and Media Studies' for introduction in October 2008 (Papers AGSC.13-15/07-08) and resolved that it be approved subject to:
 - (A) The inclusion of the Postgraduate Diploma as a possible entry point;
 - (B) The inclusion of the two core modules within the list of available modules;

- (C) Completion of the standard course specification, noting that some questions had been omitted from the version submitted;
 - (D) Clarification of the amount of assessment required, in particular whether there is to be more than one 18,000 word dissertation and, if so, whether this might be considered excessive.
- (iii) That the Chair of the Board, acting on its behalf, had subsequently approved the revised course proposal (paper AGSC 13/07-08 (revised)) and revised course specification (paper AGSC 15/07-08 (revised)).
- (b) Faculty of Medicine
- (i) MSc Lingual Orthodontics (Minutes 57(b)(ii)/07-08 and AQSC 79(b)/07-08 referred)

REPORTED:

- (A) That at its meeting on 17 January 2008, the Board considered the proposal for a new Masters programme entitled "MSc Lingual Orthodontics" as set out in the Course proposal form (paper DMAP 7/07-08 (revised)) and Course Specification (paper DMAP 50/07-08) and resolved that the proposal for a new Masters programme entitled "MSc Lingual Orthodontics", as set out in the Course proposal form (paper DMAP 7/07-08 (revised)) and Course Specification (paper DMAP 50/07-08), be approved, subject to clarification of the course structure as set out in question 6, the receipt of a completed Part 2 form and a signed copy;
 - (B) That at its meeting on 27 February 2008, the Academic Quality and Standards Committee considered the proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics, as set out in papers DMAP 7/07-08 (revised 2) and DMAP 104/07-08, noting that the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 had recommended that it be approved. The Academic Quality and Standards Committee recommended to the Senate that the proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics be approved as set out in papers DMAP 7/07-08 (revised 2) and DMAP 104/07-08;
 - (C) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the revised course proposal form, as set out in paper DMAP 7/07-08 (revised 2), as well as the Part 2 form.
- (ii) PhD Clinical Education (unconfirmed minute GCFM 14(g)/07-08

referred)

REPORTED:

- (A) That it was reported to the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 29 January 2008, that its Chair had taken action, on its behalf, to approve a change of title for PhD degrees awarded in the Institute of Clinical Education from PhD Medical Education to PhD Clinical Education with effect from 2008-09;
- (B) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the change of title for PhD degrees awarded in the Institute of Clinical Education from PhD Medical Education to PhD Clinical Education with effect from 2008-09.

(c) Faculty of Science

(i) Revisions to the MSc Engineering Programmes (minutes 69(a)/07-08 and SGS 22/07-08 referred)

REPORTED:

- (A) That the Board, at its last meeting, received a proposal to revise the MSc Engineering Programmes (paper SGS 36/07-08) and considered:
 - (1) MSc Biomedical Engineering (SGS 37(a)/07-08(revised) and SGS 37(b)/07-08);
 - (2) MSc Mechanical Systems (SGS 38(a)/07-08(revised) and SGS 38(b)/07-08);
 - (3) MSc Electronic Systems (SGS 39(a)/07-08(revised) and SGS 39(b)/07-08);
 - (4) MSc Electronic Systems with Communications (SGS 40(a)/07-08(revised) and SGS 40(b)/07-08);
 - (5) MSc Electronic Systems with Sensor Technology (SGS 41(a)/07-08(revised) and SGS 41(b)/07-08);
 - (6) MSc Engineering Systems (SGS 42(a)/07-08(revised) and SGS 42(b)/07-08);
 - (7) MSc Energy and Power Electronic Systems (SGS 43(a)/07-08(revised) and SGS 43(b)/07-08).
- (B) That the Board, at its last meeting, resolved that the proposal to revise the MSc Engineering Programmes, as set out in (1-7) above, be approved subject to clarification of the following:
 - (1) On all variants, what is the explanation of the need for two routes to the Diploma?
 - (2) On the MSc Biomedical Engineering, Electronic Systems with Sensor Technology, Energy and Power Electronic Systems, and Electronic Systems with Communications the degree structure only allows one option choice – is this sufficient?
 - (3) The projected student numbers on a number of

variants is very small. Are these variants viable in light of these small numbers?

- (C) That the School of Engineering had subsequently provided the clarification requested above and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the revisions to the MSc Engineering Programmes.

(d) Faculty of Social Studies

(i) Institute of Education

(A) Postgraduate Certificate in Applied Education and Training (minute 119(d)/06-07 referred)

REPORTED:

- (1) That at its meeting on 7 June 2007, the Board resolved that:

- (a) The proposal to introduce a new Postgraduate Certificate in Vocational Education & Training, as set out in paper GFSS.198/06-07, be approved subject to:

- (i) The change of title, as approved in (2) below, being noted on the course proposal form;
- (ii) Clarification of whether the modules were already in existence, noting that if any modules were new, clarification would be needed whether the module(s) had already been approved by the Graduate Studies Committee of the Faculty of Social Studies.

- (b) The oral request to change the name of the Postgraduate Certificate in Vocational Education & Training to Postgraduate Certificate in Applied Education & Training be approved.

- (2) That the Institute of Education had subsequently clarified that only the 'Business and Education' module was new and the Graduate Studies Committee of the Faculty of Social Studies had approved this module;

- (3) That the Chair of the Board, acting on its behalf, had taken action to approve the revised course proposal form, as set out in paper GFSS 198/06-07 (revised).

(B) Postgraduate Certificate in Mathematics Subject Leadership (minutes 39(d)(ii)/07-08 and GFSS

20(c)(xii)/07-08 referred)

REPORTED:

- (1) That at its meeting on 15 November 2007, the Board resolved that the proposal to introduce a new postgraduate certificate in Mathematics Subject Leadership, as set out in paper GFSS 30/07-08, be approved subject to submission of a signed copy;
- (2) That the Institute of Education subsequently submitted a revised proposal (paper GFSS.30/07-08 (revised)) to correct an error in the previous form, which was approved by the Chair of the Graduate Studies Committee of the Faculty of Social Studies taking action, on its behalf;
- (3) That the Chair of the Board, acting on its behalf, had taken action to approve the revised course proposal form, as set out in paper GFSS 30/07-08 (revised).

(ii) School of Health and Social Studies

(A) MA in Islam in Contemporary Societies

REPORTED:

- (1) That following the meeting of the Graduate Studies Committee of the Faculty of Social Studies on 23 October 2008, its Chair, acting on its behalf, had taken action to approve minor amendments to the MA in Islam in Contemporary Societies, as set out in paper GFSS 107/07-08;
- (2) That the Chair of the Board, acting on its behalf, had subsequently taken Chair's Action to approve the minor amendments to the MA in Islam in Contemporary Societies as set out in paper GFSS 107/07-08, noting that the amended course specification was still outstanding.

(B) MA in Applied Social Research with Specialism in Health Studies

REPORTED:

- (1) That the Chair of the Graduate Studies Committee of the Faculty of Social Studies, acting on its behalf, had taken action to approve minor amendments to the MA in Applied Social Research with Specialism in Health Studies, as set out in papers GFSS 105/07-08 and GFSS 219/07-08;
- (2) That the Chair of the Board, acting on its behalf, had subsequently taken Chair's Action to approve the minor amendments to the MA in Applied Social Research with Specialism in Health Studies, as set

out in papers GFSS 105/07-08 and GFSS 219/07-08.

81/07-08 Points-Based Immigration System (minute 64/07-08 referred)

REPORTED:

- (a) That the Board, at its last meeting, received:
- (i) A report from the Director of Student Admissions and Recruitment and the Assistant Registrar (Postgraduate Admissions) (papers BGS 39/07-08 and BGS 47/07-08);
 - (ii) A copy of the memorandum from the Academic Registrar to departments on the new points-based immigration system and its impact on Warwick, noting that the Senior International Student Adviser, Immigration Service, would be in attendance to answer any questions (paper BGS 40/07-08).
- (b) That the Board, at its last meeting, resolved that:
- (i) The Board ask Postgraduate Admissions to prepare a report for the next meeting of the Board on how unconditional offers might be made and qualifications subsequently be verified;
 - (ii) The Board ask Postgraduate Admissions to work on implementing a mechanism for receipt of references solely by email, with spot checks to verify authenticity, before considering a move to a web-based system for submitting references;
 - (iii) The Board 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;
 - (iv) The Board would welcome more detail on the criteria for progression from pre-sessional English to the course of study before taking a decision on the desirability of a combined offer for pre-sessional English and the course of study.

RECEIVED:

A report from Director of Student Admissions and Recruitment on how unconditional offers might be made and qualifications subsequently be verified, with particular reference to potential changes in offers involving additional English language training (paper BGS 56/07-08).

RESOLVED:

That the proposal made by the Director of Student Admissions and Recruitment on how unconditional offers might be made and qualifications subsequently be verified be approved in principle, as set out in paper BGS 56/07-08;

82/07-08 Reports from the Chairs of the Graduate Studies Committees

REPORTED:

That the Graduate Studies Committees had not met since the last meeting of the

Board.

83/07-08 Postgraduate Committee and Students' Union

RECEIVED:

An oral report from the Education Officer.

84/07-08 Annual Postgraduate Course Review and Postgraduate Course and Module Approval

RECEIVED:

A discussion paper on the revision of Annual Postgraduate Course Review and Postgraduate Course and Module Approval (paper BGS 54/07-08).

CONSIDERED:

The proposal to revise Annual Postgraduate Course Review and Postgraduate Course and Module Approval.

RECOMMENDED:

That the proposal to revise Annual Postgraduate Course Review and Postgraduate Course and Module Approval be approved in principle, noting that the following in particular required further thought:

- (a) How to ensure that Departments consult one another, when necessary, regarding new or revised modules, to avoid undesirable overlap in provision;
- (b) How best to ensure that Departments report new or revised modules to the University if the power to approve revisions to modules is delegated to Departments;
- (c) That the timetable allow for greater flexibility in the approval of shorter professional postgraduate courses to respond to market factors;
- (d) What practical use is made of programme reviews and how the proposed revised Annual Postgraduate Course Review links in to Strategic and Periodic Reviews, as well as to the Student Staff Liaison Committee Reports;
- (e) The meshing of the proposed framework and schedule with Annual Undergraduate Course Review and Approval and their combined implications for the committee system.

85/07-08 Proposed Review of Regulation 14 Governing Higher Degrees (minutes 59/06-07, 82/06-07, 102(b)/06-07 and 60(c)/07-08 referred)

REPORTED:

That the Board, at its last meeting, received a paper from the Chair announcing a review of Regulation 14 (paper BGS 45/07-08).

CONSIDERED:

- (a) A cover sheet summarising main amendments proposed to Regulation 14 (paper BGS 60/07-08);
- (b) A paper setting out proposed amendments to Regulation 14 (paper BGS 57/07-08).

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.

86/07-08 Recommendations to Departments on Conference Funding

REPORTED:

That a review of the level and nature of departmental allocations for postgraduate research students' conference funding and fieldwork expenses would be conducted during the summer term.

RECEIVED:

A paper from the Secretary making recommendations to Departments on the disbursement of conference funding (paper BGS 58/07-08).

RESOLVED:

- (a) That the recommendations to Departments on the disbursement of conference funding, as set out in paper BGS 58/07-08, be approved, noting that allocation need not be on a competitive basis if all students within a given Department were entitled to a certain amount of conference funding;
- (b) That Departments explore the potential to carry over unspent funds.

87/07-08 Research Student Annual Report Form

CONSIDERED:

The 2008-09 Research Student Annual Report Form (paper BGS 59/07-08), noting that it had been amended in line with discussion at earlier meetings of the Board.

RESOLVED:

That the 2008-09 Research Student Annual Report Form be approved, as set out in paper BGS 59/07-08.

88/07-08 New Course Proposals

- (a) Faculty of Science

MSc in Biotechnology and Business Management (minute 39(c)/07-08 referred)

RECEIVED:

An oral report from the Chair, noting that:

- (i) At its meeting on 15 November 2008, the Board had resolved that the proposal for a new course MSc in Biotechnology and Business Management, as set out in paper SGS 16/07-08, be approved in principle, subject to submission of a full course proposal including:
 - (A) Clarification of the nature of any agreement with overseas institutions listed in 5;
 - (B) Confirmation of the nature of WBS' commitment to the course;
 - (C) Confirmation of the department responsible for the delivery of module 12 Intellectual Property Rights and Contract Law.
- (ii) The full course proposal would be considered by the Graduate Studies Committee of the Faculty of Science at its next meeting.

RESOLVED:

That the Chair be allowed to take Chair's Action on behalf of the Board to approve the new course proposal once the full paperwork had been received and subject to any changes recommended by the Graduate Studies Committee of the Faculty of Science.

(b) Faculty of Social Studies

New variant of Secondary PGCE – 14-19 Diplomas

REPORTED:

- (i) That the Institute of Education was notified in mid-April by the Training and Development Agency that its bid for 15 additional places for '14-19 Diplomas' had been successful;
- (ii) That the Institute had not yet been able to prepare the full paperwork for the new course proposal but had submitted a memo outlining the proposal (paper BGS 61/07-08, noting that this was tabled at the meeting) and was requesting approval in principle to that it might start recruiting students as soon as possible.

CONSIDERED:

A memo outlining the new course proposal (paper BGS 61/07-08, noting that this was tabled at the meeting).

RESOLVED:

- (iii) That the new course proposal be approved in principle, subject to submission of the full paperwork and approval by the Graduate Studies Committee of the Faculty of Social Studies;
- (iv) That the Chair take Chair's Action on behalf of the Board to approve the new course proposal upon receipt of satisfactory

paperwork.

89/07-08 Winter Degree Congregation 2009

RESOLVED:

That the Secretary give an oral report to the Board at its next meeting on progress towards developing strategies for dealing with the implications of the refurbishment of areas of the Students' Union and Arts Centre for the Winter Degree Congregation 2009.

90/07-08 Electronic circulation of Committee agenda and papers

REPORTED:

That members of the Board were not wholly satisfied with the electronic circulation of Committee papers, given the variation in business brought before the Board and the appropriateness of considering some papers in this way.

RESOLVED:

That the Chair and Secretary together determine which papers it was appropriate to circulate electronically.