

**UNIVERSITY OF WARWICK**

**Board of Graduate Studies**

Minutes of the Board of Graduate Studies meeting held on Thursday 30 April 2015.

Present: Professor A Dowd (Deputy Chair), Mr A Brewerton, Ms R Davis, Dr K Denby, Dr J Garde-Hansen, Ms J Humphreys, Dr N Monk, Dr J Pearson, Dr A Pinter, Professor L Roberts, Dr P Roberts, Professor M Seward, Professor M Soteriou, Dr D Steeghs, Professor D Steinberg, Mr A Thompson.

Apologies: Mr R Batista, Ms J Cooper, Dr O Goriunova, Mr L Green, Mr A Hammant, Professor J Hayton, Dr K Kirwan, Mr S Lamb, Dr P McTernan, Dr Z Newby, Professor J Palmowski, Ms X Rasul, Professor G Riello, Professor P Scott, Professor M Wills.

In attendance: Mr T Britten (for item 66/14-15), Mrs N Ellis-Thomas (for item 69/14-15), Mrs L Larard, Ms G McGrattan (for item 66/14-15), Mr D Pearson, Miss R Robinson (for item 66/14-15).

64/14-15 Minutes of the Last Meeting

CONSIDERED:

The minutes of the meeting of the Board held on 9 February 2015.

RESOLVED:

That the minutes of the meeting of the Board held on 9 February 2015 be approved.

65/14-15 Chair's Business

RECEIVED:

- a) An update on the proposal to revise policy on Leave to Submit;
- b) An update on developments regarding Annual Report Forms;
- c) An update on PGR monitoring

REPORTED (by the Deputy Chair):

- d) That discussions were currently ongoing with the University's Legal Advisor and Academic Registrar in relation to the consideration of a fee for late submission of theses;
- e) That the Deputy Chair and representatives from the Graduate School were currently meeting with academic departments to discuss PGR Annual Report Form processes with a view to reporting to the next meeting of the Board.

RECEIVED:

A PowerPoint presentation from the Business Development Director, Director of Human Resources and Recruitment Resourcer on the TeachHigher pilot (BGS 42/14-15).

REPORTED (by the Director of Human Resources):

- a) That there had been a number of misconceptions circulating in relation to TeachHigher;
- b) That the current systems of making payments via VAM was not an effective process of payment, with little accountability for the work undertaken by individuals in departments;
- c) That the TeachHigher pilot was intended to standardise practice across the University in relation to inequitable areas such as transparency of payment for postgraduate students who teach;

(by the Business Development Director):

- d) That the shortcomings in communications were acknowledged and engagement with all stakeholders was key to TeachHigher's success;

(by the Postgraduate Officer):

- e) That a wider communication strategy, including communication to students, be considered;

(by Dr P Roberts):

- f) That there were some concerns in relation to departmental autonomy to make recruitment decisions;

(by Prof D Steinberg):

- g) That there were concerns in relation to the current wording of the draft temporary worker agreement;

(by Dr J Garde-Hansen):

- h) That there were concerns that a compulsory CPD requirement may impact on the ability of the Centre of Cultural Policy Studies to continue recruitment of industry-based teaching staff;

(by Dr N Monk):

- i) That it was unclear whether departments could opt out of TeachHigher and continue to recruit using their current procedures;

(by the Director of Human Resources):

- j) That academic departments would retain autonomy over recruitment decisions;

(by the Business Development Director):

- k) That the temporary worker agreement which had previously been published online in error was in draft format and currently under review;

(by the Director of Human Resources):

- l) That TeachHigher was designed to ensure that those developing their careers had access to information on professional development, however this was not obligatory;
- m) That if the pilot was successful, departments would need to demonstrate compelling reasons to recruit via other means, noting that the intention is for all departments to engage with TeachHigher;

RESOLVED:

- n) That the TeachHigher presentation be circulated to Faculty Graduate Studies Committee secretariats in order for this to be disseminated at future meetings;

RECOMMENDED (to TeachHigher):

- o) That representatives of the working group on postgraduates who teach contribute to the review of the pilot in 2016;
- p) That consideration is given to the use of specific temporary work agreement templates for the recruitment of different categories of teaching staff i.e. supervisors external to the institution and postgraduates who teach.

67/14-15 Postgraduate Forum and the Students' Union

CONSIDERED:

A report from the Postgraduate Officer on issues raised by Student-Staff Liaison Committees during the Spring Term of 2014-15 (paper BGS 44/14-15).

REPORTED (by the Deputy Chair):

- a) That many of the issues highlighted in the report were outside of the Board's remit, noting that others would have already been considered at department level;

(by the Postgraduate Officer):

- b) That the report highlighted a lack of clear guidance around religious observance and the roles of personal tutors and supervisors for PGT students.

RESOLVED:

- c) That the Postgraduate Officer would progress matters and report back to the next meeting of the Board on progress, noting that the Board would be able to provide support in relation to University-wide academic issues, and that other issues may be better considered by individual departments;
- d) That the Secretary would make enquiries as to the existence of a University policy on religious observance.

68/14-15 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees.

REPORTED (by Professor L Roberts):

- a) That Warwick Medical School were currently reviewing postgraduate programmes and the necessary approval paperwork would be provided to the Board in due course.

(by Dr P Roberts):

- b) That the Graduate Studies Committee of the Board of the Faculty of Arts would be discussing TeachHigher at its next meeting;
- c) That the Graduate Studies Committee of the Board of the Faculty of Arts was continuing to consider the provision of space to postgraduate students in the Faculty and would report back to the Board in due course.

(by Professor M Seward):

- d) That the University's ESRC DTC would be bidding in 2016 to secure funding to renew the Centre.

69/14-15 Postgraduate Research Scholarships Competition

CONSIDERED:

A report from the Project Officer (Postgraduate Scholarships) on the outcome of the PGR Scholarships Competition (paper BGS 45/14-15).

REPORTED (by the Deputy Chair):

That it appeared that a high proportion of awards had been made to students in the Faculty of Science, but that this may be due to the distribution of international students across the University;

RESOLVED:

- a) That the Graduate School would analyse the number of awards made to students in the Faculty of Science in comparison to the number/proportion of international students within the Faculty;

- b) That the Board endorsed the proposal to introduce a stage of moderation into the scoring process and to exclude departmental scores from the overall score;
- c) That for future competitions academic departments would be asked to rank nominated applicants and continue to provide nomination statements, noting their importance in the scoring process;
- d) That the Graduate School would investigate appropriate mechanisms for moderation;
- e) That due to the moratorium in development of BPM, the integration of the scoring calculation into the process could not be carried out;
- f) That the Board considered that departments should not be permitted to nominate replacements to their nomination quota should an applicant decline during the scoring process, noting that many departments do not fulfil their quota and that there were practical reasons as to why this was not desirable.

70/14-15 Master of Research (MRes)

CONSIDERED:

A proposal from the Academic Director and Senior Assistant Registrar (Graduate School) (paper BGS 46/14-15) to amend Regulation 37 to include the University's definition of an MRes programme.

RECOMMENDED (to the Academic Quality and Standards Committee):

That the proposal be approved, noting that the distinction between the MRes as a taught qualification governed by Regulation 37, and Masters by Research as a research qualification governed by Regulation 38.

71/14-15 Professional Development for Doctoral Researchers

CONSIDERED:

A paper from the Skills Working Group outlining the policy in relation to professional development for doctoral students (paper BGS 47/14-15).

RECOMMENDED (to the Academic Quality and Standards Committee):

That the policy be approved.

72/14-15 Draft response to 'Consultation on Support for Postgraduate Study'

CONSIDERED:

- a) A paper summarising details of the Consultation on Support for Postgraduate Study (paper BGS 48/14-15);
- b) Consultation document with the proposed University response (paper BGS 49/14-15).

REPORTED:

- c) That the Students' Union would be submitting a separate response to the consultation;

(by Dr D Steeghs):

- d) That further clarification should be sought in relation to the funding accessible to Master's by Research and MPhil students;

RECOMMENDED (to the Steering Committee):

That the draft consultation response be approved, subject to minor amendments.

73/14-15 PGT Provision Working Group

CONSIDERED:

A report from the PGT Provision Working Group (paper BGS 50/14-15).

RESOLVED:

That the Working Group's recommendations be approved.

74/14-15 New Course Proposals

Faculty of Social Sciences

Centre for Professional Education

MA in Professional Education

CONSIDERED:

The proposal to introduce a new MA in Professional Education as set out in papers GFSS 122(a-w)/14-15.

RESOLVED:

That the proposal be approved, noting the support of the Centre for Education Studies.

75/14-15 Chair's Action

(a) Faculty of Arts

School of Theatre, Performance and Cultural Policy Studies

MPhil/PhD in Media and Communication

REPORTED:

- (i) That at its meeting on 20 November 2014 the Board resolved that a proposal to introduce a new MPhil/PhD in Media and

Communication, as set out in paper AGSC.05.14-15, be approved, subject to the School discussing with the Centre for Interdisciplinary Methodologies the possibility of students auditing modules within both departments.

- (ii) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, has subsequently taken action to approve the proposal to introduce a new MPhil/PhD in Media and Communication.

(b) Faculty of Medicine

- (iii) MD950 Clinical Practice in Implant Dentistry.

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to approve the proposal to amend the assessment requirements of module MD950 Clinical Practice in Implant Dentistry as set out in paper GSCFM 19/14-15.

(c) Faculty of Science

- (i) Waiving of Assessed Module Components

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal for waiving of assessed module components of low credit weight, as set out in paper SUGS.18/14-15(revised).

- (ii) Chemistry.

PhD in Chemistry with European Collaboration

REPORTED:

- (A) That at its meeting on 9 February 2015 the Board resolved that a proposal to introduce a new PhD in Chemistry with European Collaboration, as set out in papers SGS.12(a-d)/14-15 (available online) be approved, subject to the following conditions:

- (1) Confirmation of the process by which examination arrangements are to be made with partner institutions, noting that all awards made by the University of Warwick must meet the institutional requirements;
- (2) Clarification of the arrangements for monitoring those students with Warwick as a primary institution and who are studying at a secondary institution.

- (B) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, has subsequently taken action to

approve the proposal to introduce a new PhD in Chemistry with European Collaboration.

(d) Faculty of Social Science

(i) Warwick Business School

(A) Executive MBA (London)

REPORTED:

- (1) That at its meeting on 20 November 2014 the Board resolved that a proposal to introduce a London variant of the Executive MBA, as set out in paper BGS 17d/14-15 be approved in-principle;
- (2) That the Chair of the Board, acting on its behalf, has taken action to approve the proposal for a new Executive MBA, as set out in papers GFSS.153(a-d)/14-15.

(B) MSc in Business (with variants)

REPORTED:

- (1) That at its meeting on 20 November 2014 the Board resolved that a proposal to introduce a variation to the MSc in Business (with variants), as set out in papers BGS 17e/14-15 be approved in-principle;
- (2) That the Chair of the Board, acting on its behalf, has taken action to approve the proposal to revise the MSc in Business (with variants) as set out in papers GFSS.154(a-d)/14-15.

(C) MSc in International Business

REPORTED:

- (1) That at its meeting on 20 November 2014 the Board resolved that a proposal to introduce a new MSc in International Business course, as set out in papers BGS 17c/14-15 be approved in-principle;
- (2) That the Chair of the Board, acting on its behalf, has taken action to approve the proposal for a new MSc in International Business as set out in papers GFSS.155(a-f)/14-15.

(ii) Centre for Interdisciplinary Methodologies

MSc in Urban Science

REPORTED:



- (A) That at its meeting on 9 February 2015 the Board resolved that a proposal to introduce a new MSc in Urban Science, as set out in papers GFSS.106(a-e)/14-15 be approved, subject to the following conditions:
- (1) Clarification as to the appointment timeline for the course leader and contingency arrangements if not appointed by October 2015;
  - (2) Further details regarding the field of Urban Science; in particular, any competitor programmes, institutional profiles of competitors, further areas of specialisation within the field;
  - (3) Clarification as to the reason for not considering Postgraduate Certificate and Postgraduate Diploma as entry points;
  - (4) Confirmation that the proposal has been considered by an existing SSLC.
- (B) That following the meeting the Centre for Interdisciplinary had requested that the title of the proposed course be amended to 'MSc in Urban Informatics and Analytics'.
- (C) That the Chair of the Board, acting on its behalf has taken action to approve the title of the course to MSc in Urban Informatics and Analytics for the coming year only in the first instance, pending a review of the title.
- (D) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, has subsequently taken action to approve the proposal to introduce a new MSc in Urban Informatics and Analytics.

(iii) Centre for Education Studies

Postgraduate Certificate in Innovation in Education

REPORTED:

- (A) That at its meeting on 9 February 2015 the Board resolved that a proposal to revise the Postgraduate Certificate in Innovation in Education, as set out in papers GFSS.102(a-l)/14-15, be approved subject to the following conditions:
- (1) Clarification as to whether "classroom observation" in the course specification relates to a specific activity or learning outcome;
  - (2) Justification as to why the learning objectives noted in the module and course are not more closely aligned;
  - (3) Clarification as to why SSAT students would require

additional time to that allowed for in the original course, noting that this is a revised course proposal;

- (4) Receipt of additional statement from external assessor, clearly demonstrating support for the proposal.

- (B) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, has subsequently taken action to revise the Postgraduate Certificate in Innovation in Education.

76/14-15      Any Other Business

77/14-15      Next meeting

REPORTED:

That the next meeting of the Board is on 2 June 2015 at 2.00pm in CMR 1.0, University House.