

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday, 19 February 2009.

Present: Professor L Bridges (Chair), Professor K Butcher, Dr A Clark, Dr A Dowd, Professor L Green, Dr F Griffiths, Miss P Kaijuka, Professor J Labbe, Professor P Marshall, Mr D Metcalfe, Professor R Napier, Professor A Neal, Professor J Neelands, Dr A Stokes, Professor N Stocks, Mr M Surve, Dr J Vickery.

Apologies: Dr D Leadley, Miss L Osonowo, Professor A Sturdy

In attendance: Ms F Emery (for item 65(b)/08-09), Dr J Gardner, Mrs H Johnson (for item 65(a)/08-09), Mrs D McIntyre (for item 73/08-09), Mr R McIntyre, Ms R Wooldridge Smith.

64/08-09 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Board held on 15 January 2009 be approved.

65/08-09 Matters arising on the Minutes

(a) 'Graduate'/'Postgraduate' (minute 55(f)/08-09 referred).

REPORTED:

That, at its meeting on 15 January 2009, the Board 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 and 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.

CONSIDERED:

- (i) A paper setting out in detail the rationale for adopting the use of the word 'graduate' in marketing and publicity material in place of the word 'postgraduate' (paper BGS 72/08-09);
- (ii) An oral report from Mrs H Johnson, Assistant Director of the International Office, on the proposal.

RESOLVED:

- (iii) That, in the absence of any compelling evidence that

recruitment in certain key markets was suffering as a result of the current use of the terms 'graduate' and 'postgraduate' interchangeably, or of any compelling evidence that an opportunity to open new markets was being missed, and further interventions by members of the Board in favour of the *status quo* the proposal to depart from the current position be rejected;

- (iv) That it be noted that student members of the Board, one of whom was an international student, spoke in support of the continuing use of 'postgraduate';
 - (v) That, should any new evidence come to light that may affect this position, the Board reconsider its view in the future.
- (b) Revised draft Regulations for Higher Degrees (minute 54(c)/08-09 refers).

CONSIDERED:

- (i) Revised Regulations for Research Degrees (paper BGS 73/08-09), drafted by the Senior Assistant Registrar (Deputy Registrar's Office);
- (ii) An oral report from Ms F Emery, Senior Assistant Registrar (Deputy Registrar's Office) on the revised regulation.

RESOLVED:

That the Board approved strongly of the style and content of the latest draft of the new regulation, but noted the following:

- (iii) That consideration may be given to removing the requirement for the examiners' joint report to be approved by the Chair of the Graduate Studies Committee of the relevant Faculty, and that the Chair, the Secretary and the Senior Assistant Registrar (Deputy Registrar's Office) discuss outside of the meeting the desirability of locating this responsibility with the Graduate School office in routine cases;
- (iv) That the section on the PhD by Published Work did not include the latest revisions to the regulations approved by the Board in 2007/08;
- (v) That further thought be given to the guidelines on the use of an external adjudicator, noting that it was the view of the Board that the adjudicator should only be able to make a recommendation of an award at the same level as, or between, those recommended by the internal and external examiners;
- (vi) That some thought was needed as to the best way of representing the management of the progression from the taught to the research element of an MPhil/PhD incorporating both types of study, particularly where progression requires

the student to achieve a particular standard in order to progress;

- (vii) That consideration be given at a future meeting of the Board to potential alterations to the current classification of, and time allowed for, minor corrections.

(c) Postgraduate Research Experience Survey 2009 (minute 63(c)/08-09 referred)

REPORTED:

That the PRES survey would open on 2 March 2009, and that the Graduate School Office was currently planning the marketing and delivery of the survey to research students.

(d) SSLC Coordinators' Annual Report (minute 60/08-09 referred)

REPORTED:

- (i) That, at its last meeting, the Board 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) and resolved that the President of the Students' Union be asked to clarify the purpose of "Faculty Forums";
- (ii) That it was reported by the Education Officer that faculty forums provide an opportunity for SSLC representatives and staff to discuss issues of relevance at Faculty level.

66/08-09 Chair's Business

(a) Poor Supervisory Practice (paper BGS 85/08-09)

RESOLVED:

- (i) That a proposal on models of training for supervisors of postgraduate research students be drafted by the Chair and Secretary to be considered at a future meeting of the Board, it being noted that the Board has expressed the view that:
 - (A) Such training should ideally be held at department level;
 - (B) Attendance should be strongly encouraged by Heads of Department and Directors of Graduate Studies on a regular basis, potentially every other year;
 - (C) That it was most crucial to ensure attendance by very long-serving staff, who may not recently have felt a need to update themselves on University requirements, and staff having recently joined Warwick from another institution, where practice might differ.

(ii) That the Chair raise the issue of poor supervisory practice at a future meeting of the Heads of Departments' forum;

(b) Data Warehouse

REPORTED:

That the Chair and Secretary had met with Dr Giles Carden, to discuss the generation of a PGR dashboard enabling the provision of management information relating to PGR students and tracking matters such as supervisory record by individual staff record and funding source across all departments.

(c) Strategy Project Initiation Document

RECEIVED:

The Strategy Project Initiation Document relating to the Visio 2015 target to double PGR numbers (paper BGS 74/08-09);

RESOLVED:

That the Secretary make a number of changes to the document recommended by members of the Board prior to onward submission to the Strategy Project Board.

(d) Graduate School report to the Steering Committee

RECEIVED:

The report drafted by the Chair and Secretary and presented to the Steering Committee in week 4 of term (paper S.C. 214/08-09);

(e) Deputy Chairmanship of the Board in Professor Bridges' absence for 3 weeks in March-April 2009

REPORTED:

(i) That volunteers to deputise for the Chair during a forthcoming period of absence should make themselves known to the Chair after the meeting;

Note: After the meeting, Professors Dowd and Labbe volunteered to assist in the conduct of duties for the Chair during his forthcoming absence.

(f) Postgraduate Scholarship opportunities

RECEIVED:

A memo sent to departments by the Graduate School Office outlining Postgraduate scholarship opportunities (paper BGS 76/08-09, noting that this was tabled at the meeting);

RESOLVED:

That Board members and colleagues be invited to bring forward nominations for the AXA research fund, noting that this was a well-funded scheme for students.

67/08-09 Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 77/08-09), as follows:

(a) Faculty of Medicine

Warwick Medical School

(i) Module and Postgraduate Award 'Infant and Family Wellbeing' (minutes 105(a)(i)/07-08 and GCFM 26(c)/07-08 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 13 May 2008, considered a proposal for a new module and postgraduate award entitled "Infant and Family Wellbeing" (papers DMAP 81/07-08 (revised) and DMAP 82-83/07-08);
- (B) That the Graduate Studies Committee of the Faculty of Medicine resolved that the Course Director consult with the Department of Sociology to ensure that it is happy with the proposed programme and recommended to the Board that the proposal for a new module and postgraduate award "Infant and Family Wellbeing" be approved, subject to a satisfactory response from the Department of Sociology;
- (C) That the Department of Sociology had subsequently confirmed that there was no conflict of interest and that it had no objection to the proposal;
- (D) That the Board, at its meeting on 5 June 2008, considered the proposal for a new module and postgraduate award entitled "Infant and Family Wellbeing" and resolved:
- (1) That the proposal for a new module and postgraduate award "Infant and Family Wellbeing", as set out in papers DMAP 82-83/07-08, be not approved and that the department bring it forward on a future

occasion with responses to all questions provided on the proposal form;

- (2) That the Chair take Chair's Action on behalf of the Board to approve the new course proposal upon receipt of satisfactory paperwork.
 - (E) That the completed course proposal form had subsequently been received and that the Chair of the Board, acting on its behalf, had taken action to approve the new module and postgraduate award entitled "Infant and Family Wellbeing", as set out in papers DMAP 82/07-08 (revised) and DMAP 83/07-08 (revised).
- (ii) Module and Postgraduate Award 'Understanding Childhood' (minutes 105(a)(iii)/07-08 and GCFM 26(g)/07-08 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 13 May 2008, considered a proposal for a new module and postgraduate award entitled "Understanding Childhood" (papers DMAP 93/07-08 and DMAP 94/07-08);
- (B) That the Graduate Studies Committee of the Faculty of Medicine recommended to the Board that the proposal for a new module and postgraduate award "Understanding Childhood" be approved;
- (C) That the Board, at its meeting on 5 June 2008, considered the proposal for a new module and postgraduate award entitled "Understanding Childhood" and resolved that the proposal be approved, subject to:
 - (1) Confirmation that the CV for the member of staff from Coventry University had been approved;
 - (2) Confirmation of consultation with the Institute of Education given the title of the module could lead to confusion amongst applicants.
- (D) That clarification had subsequently been obtained that the member of staff from Coventry University would no longer be used, and the consultation had taken place with the Institute of Education, who would now have some input into the module;
- (E) That the amended course proposal form had subsequently been received and that the Chair of the Board, acting on its behalf, had taken action to

approve the new module and postgraduate award entitled "Understanding Childhood", as set out in papers DMAP 93/07-08 (revised) and DMAP 94/07-08.

(b) Faculty of Social Studies

(i) Institute of Education

(A) MA in Learning and Teaching (minute 105(c)(ii)(D)/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 'MA Learning and Teaching' (papers GFSS 267/07-08, GFSS 268/07-08, and GFSS 269/07-08) and recommended to the Board that it be approved, subject to the provision of more than one learning outcome under 'Subject Knowledge and Understanding' in paper GFSS 269/07-08.
- (2) That the Board, at its meeting on 5 June 2008, considered the proposal to introduce a new course entitled "MA in Learning and Teaching" and resolved that the proposal be approved, subject to:
 - (a) The specification of all PGCE modules as part of the Masters course **or**
 - (b) Consideration of introducing a blanket APL application process for applicants entering via this route;
 - (c) Revision of the course specification as required by the Faculty Graduate Studies Committee and to ensure that all learning outcomes are demonstrably at M level.
- (3) That a revised course specification had subsequently been received, and that the blanket APL policy was now in place, and that the Chair of the Board, acting on its behalf, had taken action to approve the new course entitled "MA in Learning and Teaching" as set out in papers GFSS 267/07-08, GFSS 268/07-08 and GFSS 269/07-08 (Revised).

(B) CATS exemption for PGCE students (minutes 106(d)(iii)(B)/07-08 and GFSS 41(g)(xv)/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 for CATS exemptions for

PGCE students applying to Masters courses (paper GFSS 271/07-08) and recommended to the Board that it be approved.

- (2) That the Board, at its meeting on 5 June 2008, considered the proposal and resolved that it be approved, subject to the Institute bringing forward a mapping of learning outcomes and a proposed policy for dealing with such students on a group basis;
 - (3) That a policy for automatic APL of M-level CATS for PGCE students had subsequently been agreed with the Chair, and that the Chair, acting on behalf of the Board, had taken action to approve the proposed CATS exemption for PGCE students.
- (C) Advanced Quantitative Research Methods (minutes 50(d)(i)(B)/08-09 and GFSS 11(b)(ii)/08-09 referred)

REPORTED:

- (1) 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 module and Postgraduate Award entitled “Advanced Quantitative Research Methods” (papers GFSS 4/08-09, GFSS 5/08-09 and GFSS 6/08-09) and recommended to the Board that it be approved;
- (2) That the Board, at its meeting on 13 November 2008, considered the proposal to introduce a new module and postgraduate award entitled “Advanced Quantitative Research Methods” and resolved that the proposal be approved, subject to:
 - (a) Confirmation of the start date;
 - (b) Confirmation that existing arrangements will apply where answers have been left blank;
- (3) That the requested clarifications had subsequently been received, and that the Chair, acting on behalf of the Board, had taken action to approve the proposal for a new module and postgraduate award entitled “Advanced Quantitative Research Methods”, as set out in papers GFSS 4/08-09, GFSS 5/08-09 and GFSS 6/08-09.

68/08-09 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees, noting that the Chair of the Graduate Studies Committee of the Faculty of Arts raised the following points:

- (a) That there was still no elected student representative on the Faculty Graduate Studies Committee;
- (b) That despite considerable effort to advertise the revised MA course fee for the Faculty, the former fee had been cited in the recently-published Guardian PGR guide;
- (c) That some departments within the Faculty had expressed concern over recent delays in the processing of some postgraduate student applications, and that meetings to try to resolve the issue had so far proved unsuccessful;

RESOLVED:

That the Secretary would raise points (b) and (c) above with the Head of Student Finance and the Director of the Student Admissions and Recruitment Office respectively as a matter of some urgency, and that the latter be invited to attend the next meeting of the Board to respond to concerns and speak to improvement work already ongoing in the postgraduate admissions team.

69/08-09

Postgraduate Committee and Students' Union

RECEIVED:

An oral report from the Education Officer, noting that the following issues had been raised at a recent meeting of the Postgraduate Committee:

- (a) Concern over postgraduate taught courses where failure of the dissertation element leads to overall failure of the course, but where the course structure does not allow for adequate feedback to be received by the student prior to completing the dissertation element;
- (b) Hidden course costs in the Faculty of Social Studies, primarily related to the cost of printing course material, which were being discussed with IT services.

70/08-09

Provision of training for PhD students who teach (minute BGS 13/08-09 referred)

REPORTED:

That, at its meeting on 9 October 2008, the Board considered an oral report from the Chair on a meeting with the QAA auditors as part of the Briefing Visit, noting that one issue raised by the auditors was the practice of only requiring PhD students who teach for more than 20 hours to undergo training, and resolved that it be noted that practice varied across different departments in terms of provision of training to PhD students who teach and that a paper outlining different practices should be considered at a meeting of the Board to be held in the Spring term on the basis of a survey of Departmental practice;

CONSIDERED:

- (a) A paper outlining the differing practice across departments in

provision of training to PhD students who teach (paper BGS 78/08-09);

- (b) Existing guidelines on the use of postgraduate students for teaching (paper BGS 86/08-09).

RESOLVED:

- (c) That revised guidelines be drafted by the Secretariat and considered at a meeting of the Board to be held in the Summer Term;
- (d) That, whilst the revised guidelines should stop short of requiring all PhD students who teach to undergo the same advanced level of training, they should recommend that all doctoral-level students involved in teaching should undertake training appropriate to the specific nature of the duties undertaken.

71/08-09 Learning and Teaching Strategy: Implementation (minutes 12/08-09 and AQSC 4(c)/08-09 referred)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 29 January 2009, considered the University's Learning and Teaching Strategy, paper AQSC 6/07-08 (Revised 5), together with a report from the Chair and the Secretariat, paper AQSC 31/08-09, and resolved:

- (a) That, subject to the amendments noted at the meeting, paper AQSC 31/08-09 be approved and the projects set out in section 3 of the paper be prioritised;
- (b) That the Chair of the Committee and the Chair of the Quality Enhancement Working Group discuss how QEWG could encourage departments to engage with the Learning and Teaching Strategy and progress the priority projects outlined in paper AQSC 31/08-09;
- (c) That the Principles within the Learning and Teaching Strategy be revised to include appropriate statements on the University's commitment to providing feedback to students on assessed work, and support for student learning;
- (d) That, once the University's Institutional Audit report has been published by QAA, consideration be given to including, within the introduction to and/or commentary accompanying the Learning and Teaching Strategy, appropriate wording to reflect the recommendations outlined in the Institutional Audit report and the University's response.

CONSIDERED:

- (e) The University's Learning and Teaching Strategy (paper AQSC 6/07-08 (revised 5));
- (f) A report from the Chair and Secretariat of the Academic Quality and Standards Committee (paper AQSC 31/08-09).

RESOLVED:

That section 2(d) – Learning Spaces – should include mention of the new Wolfson Research Exchange;

72/08-09 QAA Institutional Audit (minute 54(a)/08-09 referred)

REPORTED:

That the University has received the first draft of the Institutional Audit report from QAA and is invited to suggest corrections of errors of fact, noting that:

- (a) The University's draft response was submitted to QAA before the deadline of 13 February;
- (b) QAA will provide the final report on 13 March and the University will be invited to submit by 27 March a brief statement (500 words maximum) on developments since the audit visit, to accompany the final report;
- (c) The final report and the University's statement will be published by QAA on 10 April.

CONSIDERED:

The draft report of the University's Institutional Audit with covering note (paper AQSC 34/08-09).

73/08-09 Points Based Immigrations & Definition of status of "Extension" for PGR students (minutes 55(e)/08-09 and 31(c)/08-09 referred)

REPORTED:

That, at its last meeting, the Board 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.

RECEIVED:

A paper and oral report from Mrs D McIntyre, Senior Liaison Officer, International Office, on the University's preparations for the implementation of the new Points Based Immigration System (paper BGS 79/08-09), noting the following in particular:

- (a) That the University had now been granted its licence to issue Certificates of Acceptance to Studies (CAS) and had been awarded the number of certificates for which it had applied, unlike a number of other institutions, thereby indicating that the UKBA considered Warwick to be a low risk institution;

- (b) That guidance was being developed to issue to departments on good practice in setting “contact points” for students and the arrangements being put in place in the Academic Office to build on existing monitoring arrangements;
- (c) That since the UKBA had advised that e-mail exchanges between research students and their supervisors were likely to be considered an appropriate ‘contact point’ it was hoped that this would address earlier concerns relating to the position of doctoral students re-submitting or in extension.

74/08-09 Annual Postgraduate Course Review and Course and Module Approval (minutes 47/08-09, 14/08-09 and AQSC 11/08-09 referred)

REPORTED:

That, at its meeting on 13 November 2008, the Board recommended (to the Academic Quality and Standards Committee):

- (a) That the existing guidance in place for the content of postgraduate research annual course reviews be adopted this year, and that proposed revisions to the content of postgraduate taught annual course reviews be considered at a meeting of the Board in the Spring term;
- (b) That there appeared to be some conflict between the existing guidance that External Examiners reports be considered within 2 months of receipt and the proposed timing of annual review recommended by the Board which needed to be resolved, ensuring that all relevant parties were informed in this transitional year.

CONSIDERED:

Proposed amendments to the Annual Postgraduate Taught Course Review Form (paper BGS 80/08-09 (Revised)) and associated Notes of Guidance (paper BGS 81/08-09 (Revised)), noting that the Chair of the Board and the Chair of the Academic Quality and Standards Committee had both taken action, on behalf of their respective Committees, to approve the changes prior to the meeting of the Board.

RESOLVED:

- (c) That the revised form should be amended to include page numbers and question numbers in order to improve clarity;
- (d) That guidance be reissued to departments clarifying that the reports for separate taught courses may be consolidated into one form to reduce duplication in some areas.

75/08-09 Annual Course Review Reports

CONSIDERED:

The composite Annual Course Review Reports prepared by each of the

Graduate Studies Committees of the Faculty of Arts (paper AGSC 22/08-09) and Medicine (paper BGS 89/08-09), noting that the reports from the Faculties of Science and Social-Studies would be considered at a future meeting of the Board.

RESOLVED:

That the postgraduate annual course review reports submitted by the Faculty of Arts and Medicine, papers AGSC 22/08-09 and BGS 89/08-09 respectively, be approved.

76/08-09

PGR Annual Report Form

CONSIDERED:

The proposed Annual Report Form circulated to postgraduate research students, together with a proposal for an earlier schedule for its circulation (paper BGS 82/08-09).

RESOLVED:

- (a) That the Graduate School ensure clarity in marketing and publicity associated with both the Annual Report Form and the Postgraduate Research Experience Survey, so that students were clear as to the differences in emphases between the respective exercises.
- (b) That the form be modified to include a question for supervisors on any specific skills training, with a specific example relating to English language training, their supervisee may benefit from attending;
- (c) That a change be made to the phrasing of the question on the frequency of supervisory meetings, in order to ensure that the wording did not imply the requirement for part-time students to meet their supervisor on a monthly basis.

77/08-09

National Student Forum

RECEIVED:

An extract from the annual report by the National Student Forum, set up by the Department for Innovation, Universities and Skills (DIUS) in early 2008, noting that the full report was available from <http://dius.gov.uk/policy/nsf> (paper BGS 87/08-09).

78/08-09

MPhil in Philosophy (minute 50(d)(iv)/08-09 refers)

RECEIVED:

A paper and oral report from the Chair on the progress of the proposal to introduce a new course entitled "MPhil in Philosophy" since the last meeting of the Board (paper BGS 88/08-09).

79/08-09

New course proposals

A paper setting out recommendations for the approval of new courses (paper BGS 83/08-09), as follows:

(a) Faculty of Arts

(i) Centre for Cultural Policy Studies

MPhil/PhD in Creative Industries (minute AGSC 23(a)/08-09 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Arts, at its meeting on 29 January 2009, considered a proposal from the Centre for Cultural Policy Studies for a new MPhil/PhD in Creative Industries, as set out in paper AGSC 20/08-09 and resolved that the proposal be approved, subject to minor amendments including answers being supplied regarding consultation and marketing;
- (B) That the amendments had subsequently been received, and that the Chair, acting on behalf of the Committee, had taken action to approve the new course entitled "MPhil/PhD in Creative Industries", as set out in paper AGSC 20/08-09 (Revised);

CONSIDERED:

- (C) The proposal to introduce a new course entitled "MPhil/PhD in Creative Industries" (paper AGSC 20/08-09 (Revised)).

RESOLVED:

- (D) That the proposal to introduce a new course entitled "MPhil/PhD in Creative Industries", as set out in paper AGSC 20/08-09 (Revised), be approved;
- (E) That it be recommended to the Centre for Cultural Policy Studies that offering a joint supervision with WBS might be advantageous in marketing terms.

(ii) Department of History

MA in Modern History (minute AGSC 23(b)/08-09 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Arts, at its meeting on 29 January 2009, considered a proposal from the Department of History for a new MA in Modern History, as set out in paper AGSC

21/08-09 and resolved that the proposal be approved, subject to minor amendments;

- (B) That the amendments had subsequently been received, and that the Chair, acting on behalf of the Committee, had taken action to approve the new course entitled “MA in Modern History”, as set out in paper AGSC 21/08-09 (Revised);

CONSIDERED:

- (C) The proposal to introduce a new course entitled “MA in Modern History” (paper AGSC 21/08-09 (Revised)).

RESOLVED:

That the proposal to introduce a new course entitled “MA in Modern History”, as set out in paper AGSC 21/08-09 (Revised), be approved, subject to revision of the learning outcomes to reflect the level of the course.

(b) Faculty of Medicine

Warwick Medical School

- (i) Module and Postgraduate Award “Essentials of Clinical Education” (minute GCFM 20(a)/08-09 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 27 January 2009, considered a proposal for a new module and postgraduate award entitled “Essentials of Clinical Education”, as set out in papers DMAP 33/08-09, DMAP 34/08-09 and DMAP 35/08-09, and resolved that the proposal be approved, subject to:
- (1) That more detail should be provided in the syllabus section of the proposal setting out the programme to be followed;
 - (2) That the bibliography should be reviewed, in particular to consider whether there were more recent publications that should be included;
 - (3) That the West Midlands Deanery should be consulted for their view on the proposed changes;
- (B) That the proposed revisions had subsequently been made and that the Chair of the Graduate Studies Committee of the Faculty of Medicine, acting on its behalf, had taken action to approve the new module and postgraduate award entitled “Essentials of Clinical

Education” as set out in papers DMAP 33/08-09 (Revised), DMAP 34/08-09 (Revised) and DMAP 35/08-09 (Revised);

CONSIDERED:

The proposal to introduce a new module and postgraduate award entitled “Essentials of Clinical Education” (papers DMAP 33/08-09 (Revised) and DMAP 34/08-09 (Revised));

RESOLVED:

That the proposal to introduce a new module and postgraduate award entitled “Essentials of Clinical Education”, as set out in papers DMAP 33/08-09 (Revised) and DMAP 34/08-09 (Revised), be approved.

- (ii) Module and Postgraduate Award “Critical Care Transfer” (minute GCFM 20(b)/08-09 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 27 January 2009, considered a proposal for a new module and postgraduate award entitled “Critical Care Transfer”, as set out in papers DMAP 14/08-09 and DMAP 17/08-09, and resolved that the proposal be approved, subject to Dr Stokes, Dr Hicks and Dr Markham liaising to agree the detailed amendments to the paperwork discussed at the meeting;
- (B) That the proposed revisions had subsequently been made and that the Chair of the Graduate Studies Committee of the Faculty of Medicine, acting on its behalf, had taken action to approve the new module and postgraduate award entitled “Critical Care Transfer” as set out in papers DMAP 14/08-09 (Revised) and DMAP 17/08-09;

CONSIDERED:

The proposal to introduce a new module and postgraduate award entitled “Critical Care Transfer” (papers DMAP 14/08-09 (Revised) and DMAP 17/08-09);

RESOLVED:

That the proposal to introduce a new module and postgraduate award entitled “Critical Care Transfer”, as set out in papers DMAP 14/08-09 (Revised) and DMAP 17/08-09, be approved.

(iii) Module and Postgraduate Award “Critical Care - Advanced Emergency Practice” (minute GCFM 20(c)/08-09 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 27 January 2009, considered a proposal for a new module and postgraduate award entitled “Advanced Emergency Care”, as set out in papers DMAP 15/08-09 and DMAP 18/08-09, and resolved that the proposal be approved, subject to Dr Stokes, Dr Hicks and Dr Markham liaising to agree the detailed amendments to the paperwork discussed at the meeting;
- (B) That the proposed revisions had subsequently been made and that the Chair of the Graduate Studies Committee of the Faculty of Medicine, acting on its behalf, had taken action to approve the new module and postgraduate award entitled “Advanced Emergency Care” as set out in papers DMAP 15/08-09 (Revised) and DMAP 18/08-09;

CONSIDERED:

The proposal to introduce a new module and postgraduate award entitled “Critical Care - Advanced Emergency Practice” (papers DMAP 15/08-09 (Revised) and DMAP 18/08-09);

RESOLVED:

That the proposal to introduce a new module and postgraduate award entitled “Critical Care - Advanced Emergency Practice”, as set out in papers DMAP 15/08-09 (Revised) and DMAP 18/08-09, be approved, noting that the title of the course is as specified above, not “Advanced Emergency Care” as specified in the Graduate Studies Committee of the Faculty of Medicine minutes.

(iv) Module and Postgraduate Award “Critical Care – Pre-Hospital Special Incident Management” (minute GCFM 20(d)/08-09 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 27 January 2009, considered a proposal for a new module and postgraduate award entitled “Special Incident Management”, as set out in papers DMAP 16/08-09 and DMAP 22/08-09, and resolved that the proposal be approved, subject to Dr Stokes, Dr Hicks and Dr Markham liaising to agree the detailed amendments to the paperwork discussed at the meeting;

- (B) That the proposed revisions had subsequently been made and that the Chair of the Graduate Studies Committee of the Faculty of Medicine, acting on its behalf, had taken action to approve the new module and postgraduate award entitled “Special Incident Management” as set out in papers DMAP 16/08-09 (Revised) and DMAP 22/08-09;

CONSIDERED:

The proposal to introduce a new module and postgraduate award entitled “Critical Care – Pre-Hospital Special Incident Management” (papers DMAP 16/08-09 (Revised) and DMAP 22/08-09);

RESOLVED:

That the proposal to introduce a new module and postgraduate award entitled “Critical Care – Pre-Hospital Special Incident Management”, as set out in papers DMAP 16/08-09 (Revised) and DMAP 22/08-09, be approved, noting that the title of the course is as specified above, not “Special Incident Management”, as specified in the Graduate Studies Committee of the Faculty of Medicine minutes.

- (v) “MSc Clinical Research Methods” (minute GCFM 20(g)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 27 January 2009, considered a proposal for a new course entitled “MSc in Clinical Research Methods”, as set out in papers DMAP 40/08-09 and DMAP 41/08-09, and resolved that the proposal be approved, noting that the course proposal would also need to be considered by the Graduate Studies Committee of the Faculty of Social Studies and that it was at present unclear which department was acting as formal lead for the proposal, subject to:

- (A) That the use of two 10 CATS points modules in the course did not fit within the framework of 20CATS modules offered by the Medical School and that the course leaders should consider offering a 20 CATS module instead of the two 10 CATS modules currently listed in the course structure;
- (B) That the formative assessment methods used should be revised to introduce more focussed and robust formative assessments;
- (C) That the reference in section 4 to the dissertation should be amended to show that it is 100CATS points;
- (D) That a module approval form would need to be completed for the 100CATS dissertation;
- (E) That the rationale for admitting health professionals without a 2.1 in a first degree should be explained and

thought should be given to the support required by this group of students;

- (F) That a part 2 fees form would need to be completed for the proposal;
- (G) That Dr Griffiths and Dr Griffiths would agree the detailed revisions recommended and would discuss these with the course leaders;

CONSIDERED:

The proposal, in principle, to introduce a new course entitled "MSc in Clinical Research Methods" (papers DMAP 40/08-09 and DMAP 41/08-09), noting that the full proposal would be presented for approval at a future meeting of the Board once the amendments requested by the Faculty Committee had been approved;

RESOLVED:

- (H) That the proposal, in principle, to introduce a new course entitled "MSc in Clinical Research Methods", as set out in papers DMAP 40/08-09 and DMAP 41/08-09, be approved;
- (I) That full approval of the proposal be subject to:
 - (1) Classification of the course as a research degree (MSc by Research in Clinical Research Methods);
 - (2) More information on the role of Sociology in the proposal;
 - (3) More information on the course structure across the year;
 - (4) More clarity as to the time allowed for the research project;
 - (5) Clarification of the credit value of the dissertation;
 - (6) Clarification of the Minute from the Faculty of Medicine Graduate Studies Committee relating to the requirement to submit a module approval form for the dissertation.

(c) Faculty of Science

- (i) Department of Biological Sciences and Warwick HRI

"PhD in Life Sciences" (minutes 56(c)(i)/08-09 and SGS 19/08-09 referred)

REPORTED:

- (A) That at the last meeting of the Board, it was reported that the Chair of the 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 made;

- (B) That, at its meeting on 27 January 2009, the Graduate Studies Committee of the Faculty of Science considered the proposed PhD in Life Sciences, and associated modules Mini Projects, Instrumentation in Life Sciences, Academic Critique and Research Skills in Life Sciences, as set out in papers SGS 16/08-09(a)-(g), and resolved that the proposal be approved, subject to:
- (1) Amending the name “Diploma in Life Sciences” to “Postgraduate Diploma in Life Sciences”;
 - (2) The line “or more s with at least one” be removed from the description of the course structure in section 6 of the course proposal form (paper SGS 16.08/09a);
 - (3) In paper SFS 16.08/09b, last para of page 3, change “Students will be registered with Biological Sciences...” to “Students will be registered with the managing department...”, making clear that fee income will be credited to the managing department;
 - (4) The award of a Postgraduate Diploma to be subject to a formal exam board, possibly combined with an existing one;
 - (5) Changing “course” to “module” where appropriate;

CONSIDERED:

The proposal to introduce a new course entitled “PhD in Life Sciences” (papers SGS 16/08-09(a) and SGS 16/08-09(b));

RESOLVED:

That the proposal to introduce a new course entitled “PhD in Life Sciences”, as set out in papers SGS 16/08-09(a) and SGS 16/08-09(b), be approved.

- (ii) Warwick Manufacturing Group

Collaborative Programme with St Petersburg University of Telecommunications

REPORTED:

- (A) That, at its meeting on 27 January 2009, the Graduate Studies Committee of the Faculty of Science considered a proposal for a new collaborative programme with St Petersburg University of

Telecommunications, as set out in paper SGS 19/08-09, and resolved that the proposal be recommended to the Collaborative, Flexible and Distributed Learning Sub-Committee (CFDLSC);

- (B) That, at its meeting on 6 February 2009, CFDLSC considered the proposed collaboration with St Petersburg University of Telecommunications to deliver the existing MSc in Engineering Business Management, as set out in paper SGS 19/08-09, and recommended that the proposal be approved;

CONSIDERED:

The proposal to introduce a new collaborative programme with St Petersburg University of Telecommunications (paper SGS 19/08-09);

RESOLVED:

That the proposal to introduce a new collaborative programme with St Petersburg University of Telecommunications, as set out in paper SGS 19/08-09, be approved.

(d) Faculty of Social Studies

- (i) Institute of Education

“MA in School Leadership (Teach First)” (minute GFSS 21(c)/08-09 referred)

REPORTED:

- (A) That, at its meeting on 29 January 2009, the Graduate Studies Committee of the Faculty of Social-Studies considered a proposal from the Institute of Education to introduce a new collaborative course entitled “MA in School Leadership (Teach First)”, as set out in papers GFSS 98-109/08-09, GFSS 111-112/08-09 and GFSS 114/08-09, and resolved that the proposal be approved, subject to the receipt of signed copies of the Part 2 document and the course proposal;
- (B) That, at its meeting on 6 February 2009, the Collaborative, Flexible and Distance-Learning Sub-Committee considered papers outlining the proposal and recommended that the proposal from the Institute of Education to introduce an MA in School Leadership (Teach First) in collaboration with Teach First be approved, as set out in papers GFSS 98, 99, 103, 111, 112, 114 and 115/08-09, subject to an amendment to the Part 1 course proposal form (paper GFSS 111/08-09) to indicate that a Postgraduate Diploma would not be offered as a exit qualification,

CONSIDERED:

The proposal to introduce a new collaborative course entitled “MA in School Leadership (Teach First)” (papers GFSS 98-109/08-09, GFSS 111-112/08-09 and GFSS 114/08-09).

RESOLVED:

That the proposal to introduce a new collaborative course entitled “MA in School Leadership (Teach First)”, as set out in papers GFSS 98-109/08-09, GFSS 111-112/08-09 and GFSS 114/08-09, be approved, subject to:

- (C) Confirmation of a suitable blanket APL application process for applicants;
 - (D) An appropriate answer to Q3 on the form on learning outcomes not applicable to the Diploma.
- (ii) Warwick Business School
- (A) “MSc in Innovation and Enterprise Strategy” (minute GFSS 21(d)(i)/08-09 referred)

REPORTED:

That, its meeting on 29 January 2009, the Graduate Studies Committee of the Faculty of Social-Studies considered a proposal from Warwick Business School for a new course entitled “MSc in Innovation and Enterprise Strategy”, as set out in papers GFSS 118-121/08-09 and resolved that the proposal be approved, subject to amendment of the course specification to remove the reference to a possible normal length of 36 months;

CONSIDERED:

The proposal to introduce a new course entitled “MSc in Innovation and Enterprise Strategy” (papers GFSS 118-121/08-09);

RESOLVED:

That the proposal to introduce a new course entitled “MSc in Innovation and Enterprise Strategy”, as set out in papers GFSS 118-121/08-09, be approved, subject to:

- (1) Confirmation of the credit value and length of the dissertation;
- (2) Confirmation of formal approval by AASC.

(B) “MSc in Operations and Supply Management” (minute GFSS 21(d)(ii)/08-09 referred)

REPORTED:

That, its meeting on 29 January 2009, the Graduate Studies Committee of the Faculty of Social-Studies considered a proposal from Warwick Business School for a new course entitled “MSc in Operations and Supply Management”, as set out in papers GFSS 131-135/08-09 and resolved that the proposal be approved;

CONSIDERED:

The proposal to introduce a new course entitled “Operations and Supply Management” (papers GFSS 131-135/08-09);

RESOLVED:

That the proposal to introduce a new course entitled “Operations and Supply Management”, as set out in papers GFSS 131-135/08-09, be not approved, noting that approval in future be subject to:

- (1) Consultation with WMG over the similarities between this course and those offered by WMG in the area of Supply Chain and Logistics Management;
- (2) Confirmation of the credit value and length of the dissertation.

(C) “Postgraduate Award in Management and Business (TNT)” (minute GFSS 21(d)(iv)/08-09 referred)

REPORTED:

That, its meeting on 29 January 2009, the Graduate Studies Committee of the Faculty of Social-Studies considered a proposal from Warwick Business School for a new course entitled “Postgraduate Award in Management and Business”, as set out in papers GFSS 163/08-09 and GFSS 164/08-09, and resolved that the proposal be approved, noting that the department had already started test bedding elements of the course in November 2008;

CONSIDERED:

The proposal to introduce a new course entitled “Postgraduate Award in Management and Business” (papers GFSS 163/08-09 and GFSS 164/08-09);

RESOLVED:

That the proposal to introduce a new course entitled "Postgraduate Award in Management and Business", as set out in papers GFSS 163/08-09 and GFSS 164/08-09, be approved, subject to:

- (1) Confirmation of whether this is a new or revised course, in light of the stated intended start date of November 2008;
 - (2) An explanation being received, if this is a new course, for the late application for this approval.
- (D) "MSc Management by Blended Learning" (minute GFSS 21(d)(v)/08-09 referred)

REPORTED:

- (1) That, its meeting on 29 January 2009, the Graduate Studies Committee of the Faculty of Social-Studies considered a proposal from Warwick Business School for a new course entitled "Blended Learning Masters in Management", as set out in papers GFSS 170-174/08-09, and resolved that the proposal be approved, noting that the Committee queried the use of the term "blended learning" as a descriptor to the course given that all teaching will be done by distance learning but was satisfied that WBSlive would provide a strong online face-to-face platform differentiating the course provision from traditional distance-learning courses;
- (2) That, at its meeting on 6 February 2009, the Collaborative, Flexible and Distance-Learning Sub-Committee considered papers outlining aspects of the proposal from Warwick Business School to introduce a new MSc in Management by Blended Learning which required scrutiny by the Committee and recommended that the proposal be approved;

CONSIDERED:

The proposal to introduce a new course entitled "MSc Management by Blended Learning" (papers GFSS 170-174/08-09);

RESOLVED:

That the proposal to introduce a new course entitled "MSc Management by Blended Learning", as set out

in papers GFSS 170-174/08-09, be approved, subject to:

- (3) Revision of the learning outcomes in the course specification to ensure they are demonstrably at M level;
- (4) Reconsideration of including the term “Blended Learning” in the title, following consideration of this matter by the Academic Quality and Standards Committee.

80/08-09 Revised course proposals

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 84/08-09), as follows:

(a) Faculty of Arts

Department of History

MA in the History of Medicine (minute AGSC 19/08-09 referred)

REPORTED:

That, at its meeting on 29 January 2009, it was reported to the Graduate Studies Committee of the Faculty of Arts that the Chair, acting on behalf of that Committee, had approved a request from the Department of History to change the name of one of its taught MA courses from MA in the Social History of Medicine to MA in the History of Medicine, as set out in paper AGSC 17/08-09;

CONSIDERED:

The proposal to change the name of the course entitled “MA in the Social History of Medicine” to “MA in the History of Medicine” (paper AGSC 17/08-09);

RESOLVED:

That the proposal to change the name of the course entitled “MA in the Social History of Medicine” to “MA in the History of Medicine”, as set out in paper AGSC 17/08-09, be approved.

(b) Faculty of Science

Department of Psychology

MSc in Research Methods in Psychology

REPORTED:

That the Graduate Studies Committee of the Faculty of Science, at its meeting on 27 January 2009, considered a proposal from the Department of Psychology to allow a two-year part-time variant of the MSc in Research Methods in Psychology, noting that there would

be no difference in structure or content of the course from the full-time version and resolved to approve the proposed two-year part-time variant of the MSc in Research Methods in Psychology;

CONSIDERED:

The proposal from the Department of Psychology to allow a two-year part-time variant of the MSc in Research Methods in Psychology, noting that there would be no difference in structure or content of the course from the full-time version.

RESOLVED:

That the proposal from the Department of Psychology to allow a two-year part-time variant of the MSc in Research Methods in Psychology be approved.

(c) Faculty of Social Studies

(i) Warwick Business School

(A) Course duration of the Distance-Learning and Modular MBA (minute GFSS 22(e)(i)/08-09 referred)

REPORTED:

That, at its meeting on 29 January 2009, the Graduate Studies Committee of the Faculty of Social-Studies considered a proposal to change the normal maximum period of registration on the MBA (DL and Modular versions) from 8 to 5 years, as set out in paper GFSS 68/08-09, and resolved that the proposal be approved, noting that this will not be introduced retrospectively to students already enrolled on MBA courses;

CONSIDERED:

The proposal to change the normal maximum period of registration on the MBA (DL and Modular version) from 8 to 5 years (paper GFSS 68/08-09);

RESOLVED:

The proposal to change the normal maximum period of registration on the MBA (DL and Modular version) from 8 to 5 years, as set out in paper GFSS 68/08-09, be approved.

(B) PhD in Finance (minute GFSS 22(e)(ii)/08-09 refers)

REPORTED:

That, at its meeting on 29 January 2009, the Graduate Studies Committee of the Faculty of Social-Studies

considered a proposal for the PhD in Finance to introduce a new exit qualification, as set out in paper GFSS 85/08-09, and resolved that the proposal be approved;

CONSIDERED:

The proposal to introduce a new exit qualification for the PhD in Finance (paper GFSS 85/08-09);

RESOLVED:

That the proposal to introduce a new exit qualification for the PhD in Finance, as set out in paper GFSS 85/08-09, be approved, subject to:

- (1) Clarification of the reasons for the pass mark being set at 45% for the Postgraduate Diploma;
- (2) Clarification of how WBS intend to work with the policy on resubmission.

(ii) School of Law

LLM in Advanced Legal Studies (minute GFSS 22(i)/08-09 referred)

REPORTED:

That, its meeting on 29 January 2009, the Graduate Studies Committee of the Faculty of Social-Studies considered a proposal to change the name of the course entitled “LLM General” to “LLM in Advanced Legal Studies” and resolved that the proposal be approved;

CONSIDERED:

The proposal to change the name of the course entitled “LLM General” to “LLM in Advanced Legal Studies”.

RESOLVED:

That the proposal to change the name of the course entitled “LLM General” to “LLM in Advanced Legal Studies” be approved.