

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of Graduate Studies held on Tuesday 16 February 2016

Present: Professor J Palmowski (Chair), Dr J Burns, Dr A Cristea, Ms F Farnsworth, Dr J Garde-Hansen, Dr D Hartas, Dr L Gramaglia, Mr A Johal, Dr G Marakas, Dr P McTernan, Dr Z Newby, Professor L Roberts, Professor P Roberts, Mr N Shiers, Dr D Steeghs, Professor A Stewart, Professor O Westwood, Professor M Wills, Mr T Yuen

Apologies: Ms R Davis, Professor A Dowd, Professor D Hewitt, Dr K Kirwan, Professor A Lockett, Dr N Monk, Ms N Morrison, Miss H Ngo, Dr A Pinter, Dr J Pearson, Professor G Riello, Professor M Saward, Professor P Scott, Professor P Winstanley

In Attendance: Ms L Larard, Mr D Pearson, Ms N Snodgrass Tan (for item 61/15-16)

56/15-16 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 12 January 2016 as set out in paper BGS 37/15-16.

RESOLVED:

That the minutes be approved.

57/15-16 Matters Arising on the Minutes

(a) Membership of the Board (minute BGS 45(a)/15-16 refers)

REPORTED:

- (i) That Dr L Gramaglia would replace Ms S Hattersley on the Board of Graduate Studies as the representative from the Learning and Development Centre;
- (ii) That Dr D Hartas, Centre for Education Studies, would serve on the Board of Graduate Studies as one of the two members of academic staff appointed by the Board of the Faculty of Social Sciences.

(b) PhD Submission Rates (minute BGS 49(k)/15-16 refers)

RECEIVED:

A paper from the Secretary outlining reasons for late submission highlighted by former students surveyed by the Graduate School as set out in paper BGS 38/15-16.

REPORTED: (by the Secretary):

- (i) That late submitters from the 2010 cohort had been surveyed in relation to the reasons for late submission;

- (ii) That, of those that responded, the majority had been aware of their submission deadline and the impact of late submission;
- (iii) That the reasons for late submission were varied, including personal and health issues, time management and additional time required for quality checks.

(by Dr Z Newby):

- (iv) That the situation in relation to retrospective periods of temporary withdrawal is unclear and that clarity should be provided, particularly with respect to the cut-off date for requesting a period of temporary withdrawal backdated to the previous academic year;

(by the Postgraduate Officer):

- (v) That students had raised concerns in relation to the impact of supervisory issues on timely submission, and there was a lack of clarity with regard to sources of advice in such situations;

(by Dr J Garde-Hansen):

- (vi) That it would be beneficial to educate both students and supervisors in relation to the potential risk of late submission and ways to mitigate against this at an earlier stage;

(by the Chair):

- (vii) That there was scope for considering the professional development of supervisors in a facilitative, peer-to-peer environment, noting that DTCs could be a valuable resource in establishing good practice in this area.

RESOLVED:

- (viii) That the Graduate School would consider whether there were additional ways in which submission deadlines could be communicated to supervisors, noting that this data was held locally within academic departments as well as centrally;
- (ix) That the Graduate School and the Learning and Development Centre would consider ways in which further support could be introduced to increase the knowledge of, and support for, research student supervisors.

- (c) Compliance Working Group Update (minute BGS 50/15-16 refers)

REPORTED:

That consideration of the report from the Senior Compliance Officer (Student Immigration) as set out in paper BGS 31/15-16 had been deferred to the next meeting at the request of the Office for Global Engagement.

58/15-16

Students' Union Update

REPORTED: (by the Postgraduate Officer):

- (a) That the proposal for 24 hour Library opening would be published on the Students' Union website shortly, prior to being considered by the Steering Committee;
- (b) That the Students' Union had continued to feed into discussions regarding the evaluation of the Sessional Teaching Project prior to ARC's consideration of whether to maintain and/or expand the pilot of the project;
- (c) That the Students' Union Officer would meet with the Vice-Chancellor to discuss the re-introduction of funding schemes to support widening access at postgraduate level;
- (d) That the Students' Union would be conducting a survey of Departments in relation to pastoral care for distance learning and part-time students as part of a wider focus on wellbeing;
- (e) That the Students' Union had published a statement in relation to the pay award made to the previous Vice-Chancellor.

59/15-16

Reports from the Chairs of the Graduate Studies Committees

REPORTED:

(by Professor L Roberts):

- (a) That the Graduate Studies Committee of the Board of the Faculty of Medicine was continuing its review of the underpinning principles of postgraduate taught provision within the Faculty, noting ongoing administrative challenges in this area;

(by Professor A Stewart):

- (b) That the Graduate Studies Committee of the Board of the Faculty of Social Sciences had considered the issues of late submission and recruitment to postgraduate taught courses;

(by Professor M Wills):

- (c) That the Graduate Studies Committee of the Board of the Faculty of Science had discussed the reduction in EPSRC DTG funding, noting that requests had been made to Research and Impact Services on the impact at Warwick in comparison with other institutions;
- (d) That the Committee had also considered issues relating to the late submission of feedback on modules;

(by Professor P Roberts):

- (e) That the Graduate Studies Committee of the Board of the Faculty of Arts had welcomed the attendance of the Senior Assistant Registrar (Graduate School) at its latest meeting.

60/15-16

Chair's Business

REPORTED:

- (a) That a proposal regarding the Sessional Teaching Project was due to be considered by the Academic Resourcing Committee, noting that work was currently being undertaken to support the review of the Project with the expectation that the current pilot would continue into the next academic year;
- (b) That due to an increase in applications the Postgraduate Admissions Team were experiencing a backlog, noting that temporary staff have been employed and a business case for further resources was being progressed;
- (c) That the Refugee Scholarships scheme had received a total of 19 applications to date

RESOLVED:

- (d) That the Graduate School would provide details of the breakdown of Refugee Scholarship applications by Faculty.

61/15-16

Statement of Expected Student Behaviour

CONSIDERED:

A consultation paper from the Director of Delivery Assurance and Resolution and Senior Assistant Registrar (Delivery Assurance) on the provisional Statement of Expected Student Behaviour (paper BGS 39/15-15).

REPORTED: (by the Senior Assistant Registrar (Delivery Assurance)):

- (a) That the Statement was created in the context of 24 hour campus community, noting that approximately 80% of Russell Groups institutions have similar expressions of behavioural expectations or codes of conduct;
- (b) That the emphasis of the Statement is intended to be on support and what it means to be member of the Warwick community;
- (c) That in light of guidance from the Competition and Markets Authority, the statement aims to clarify the expectations on students and consequences of unacceptable behaviour;
- (d) That further work would be undertaken to consider the appropriate communication mechanism for dissemination of the final Statement.

(by Professor L Roberts):

- (e) That it would be useful to further emphasise the intersection between the Statement and the existing Fitness to Practise procedure;
- (f) That, noting the references to the University community in the Statement, it may be expected that such a statement apply to staff and students alike;

(by Dr D Hartas):

- (g) That the Statement could be better focused towards the widening participation agenda, recognising the circumstances of, for example, mature, part-time and distance learning students;

(by Dr A Cristea):

(h) That the Statement as currently worded is not directly applicable to postgraduate students, in particular postgraduate research students;

(by Dr J Garde-Hansen):

(i) That the Statement would be more likely to achieve a positive outcome if it were framed as an ongoing conversation between students and the University with appropriate mechanisms for feedback, noting that it may be useful to consider the operation of online communities as a potential model;

(j) That, noting the distinction between expected and encouraged behaviours, it may be beneficial to place greater emphasis on encouraged behaviours by listing these before expected behaviours;

(by Miss F Farnsworth):

(k) That it should be made clear that students are encouraged to seek support where required, noting that stating this as an expectation suggests that there may be disciplinary consequences for not doing so;

(by Dr L Gramaglia):

(l) That, in order to be effective in encouraging desired behaviours, such agreements should originate from the community (i.e. students) rather than engaging in a top-down approach;

(by Mr T Yuen):

(m) That, from a student perspective, the Statement appears restrictive and could be confusing, particularly for international students;

(by the Postgraduate Officer):

(n) That the current emphasis was on what is required of students, not what they can expect to receive from the University in return;

(o) That whilst it was recognised that the Statement would provide some clarity, it would not be possible to assume that, by agreeing to the Statement, students are aware of all University Ordinances and Regulations;

(p) That the University had an obligation to communicate its position in relation to the right of assembly/protest to students;

(q) That there was a danger of confusing the University's duty as an educational institution and as a landlord, particularly in relation to the use of illegal drugs;

(by the Senior Assistant Registrar (Delivery Assurance)):

(r) That the Statement was currently under consultation, with some amendments having already been made, and that further feedback could be provided to studentdiscipline@warwick.ac.uk;

(s) That noting that the Statement is intended to be relevant to all students, the Delivery Assurance Team would welcome specific suggestions for amendment to ensure inclusion of the whole student community;

- (t) That the Statement had been developed in consultation with the Residential Life Team, noting that the University has a responsibility as a landlord and has associated legal responsibilities;
- (u) That there would be no disciplinary sanction for students who do not access Student Support Services, noting however that it would be in the student's interest to disclose any issues that may affect their performance;
- (v) That the Delivery Assurance Team recognised the importance of consulting with students, noting that the Team is working with the Students' Union and would welcome further comments;
- (w) That there were ongoing conversations in relation to students' ability to exercise the right to freedom of assembly outside of the context of the statement, noting that the outcome of this would be reflected in the final version of the Statement;
- (x) That the statement was not intended to be a contract, and that no disciplinary action would be taken in response to breaches of the Statement.

62/15-16

Progression Requirements

CONSIDERED:

A paper from the Senior Assistant Registrar (Graduate School) on postgraduate research progression requirements (paper BGS 40/15-16).

REPORTED: (by the Chair):

- (a) That PRES scores in relation to progression had demonstrated this as an area for potential improvement;
- (b) That the current Regulations lacked clarity in relation to requirements for progression reviews;

(by Professor A Stewart):

- (c) That current timings of upgrade/progress reviews may have a detrimental effect on students' ability to submit on time, noting that a student may be given a further upgrade attempt with the potential to appeal against the outcome;

(by the Chair):

- (d) That practices in relation to upgrade and progression monitoring vary across departments, particularly in relation to the supervisor's involvement in the process;
- (e) That the composition of progression panels could be problematic in small departments due to ensuring involvement of academic members of staff with the appropriate expertise, and ensuring the integrity of the final examination process;

RESOLVED:

That proposals to revise the guidance on progression requirements would be considered by Faculty Graduate Studies Committees in the first instance, with a view to concluding this piece of work within this academic year.

63/15-16

New and Revised Courses

(a) Faculty of Arts

(i) History of Art

MA in the History and Business of Art and Collecting

MA in the History and Business of the Contemporary Art Market

REPORTED:

- (A) That at its meeting on 2 February 2016, the Graduate Studies Committee of the Board of the Faculty of Arts considered the proposals from the Department of History of Art, as set out in paper AGSC.10/15-16, to:
- (1) Rename the MA in History and Business of Art and Collecting to the MA in the History and Business of Art and Collecting in the UK;
 - (2) Introduce a new MA course entitled MA in the History and Business of Art and Collecting in Continental Europe;
 - (3) Rename the MA in the History and Business of the Contemporary Art Market to the MA in the History and Business of the Contemporary Art Market in London;
 - (4) Introduce a new MA course entitled MA in the History and Business of the Contemporary Art Market in Paris;
- (B) That the Graduate Studies Committee of the Board of the Faculty of Arts recommended that the proposals be approved.

CONSIDERED:

The proposals from the Department of History of Art, as set out in paper AGSC.10/15-16, to:

- (C) Rename the MA in History and Business of Art and Collecting to the MA in the History and Business of Art and Collecting in the UK;
- (D) Introduce a new MA course entitled MA in the History and Business of Art and Collecting in Continental Europe;
- (E) Rename the MA in the History and Business of the Contemporary Art Market to the MA in the History and Business of the Contemporary Art Market in London;
- (F) Introduce a new MA course entitled MA in the History and

Business of the Contemporary Art Market in Paris;

RESOLVED:

That the proposals be approved, subject to the following:

- (G) Clarification as to the reason for not offering the Postgraduate Certificate as an exit route;
- (H) Clarification as to the reason for not providing the External Assessor's report;
- (I) Clarification as to whether Dr J Vickery has been consulted in relation to the proposal for the new MA in the History and Business of the Contemporary Art Market in Paris.

(ii) School of Theatre, Performance and Cultural Policy Studies

MA in Theatre and Performance Research

REPORTED:

That at its meeting on 2 February 2016, the Graduate Studies Committee of the Board of the Faculty of Arts recommended that a proposal from the School of Theatre, Performance and Cultural Policy Studies to revise the MA in Theatre and Performance Research, as set out in paper AGSC.12/15-16, be approved.

CONSIDERED:

The proposal to revise the MA in Theatre and Performance Research, as set out in paper AGSC.12/15-16.

RESOLVED:

That the proposal be approved, subject to the following:

- (A) Receipt of a response from the Department to the concerns expressed by the External Assessor especially in relation to the potential of fragmental delivery;
- (B) Clarification as to the difference in learning outcomes for the Postgraduate Diploma and Postgraduate Certificate, noting that these were not attached to the paperwork.

(b) Faculty of Science

Warwick Manufacturing Group

(i) MSc (and sub-qualifications) in Manufacturing Systems Engineering

REPORTED:

That at its meeting on 25 January 2016, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a

proposal to revise the MSc (and sub-qualifications) in Manufacturing Systems Engineering as set out in paper SGS.25/15-16 be approved.

CONSIDERED:

The proposal to revise the MSc (and sub-qualifications) in Manufacturing Systems Engineering as set out in paper SGS.25/15-16.

RESOLVED:

That the proposal be approved.

(ii) MSc (and sub-qualifications) in e-Business Management

REPORTED:

That at its meeting on 25 January 2016, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal to revise the MSc (and sub-qualifications) in e-Business Management as set out in paper SGS.26/15-16 be approved.

CONSIDERED:

The proposal to revise the MSc (and sub-qualifications) in e-Business Management as set out in paper SGS.26/15-16.

RESOLVED:

That the proposal be approved.

(iii) MSc (and sub-qualifications) in Digital Healthcare

REPORTED:

That at its meeting on 25 January 2016, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal to discontinue the MSc (and sub-qualifications) in Digital Healthcare as set out in paper SGS.27/15-16 be approved.

CONSIDERED:

The proposal to discontinue the MSc (and sub-qualifications) in Digital Healthcare as set out in paper SGS.27/15-16.

RESOLVED:

That the proposal be approved.

(c) Faculty of Social Sciences

(i) Department of Sociology

(A) MSc in Quantitative Social Research

REPORTED:

That at its meeting on 26 January 2016, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal from the Department of Sociology to introduce a new MSc in Quantitative Social Research, as set out in papers GFSS.49a-b/15-16, be approved, subject to:

- (1) Clarification of the learning outcomes for the Postgraduate Certificate and Postgraduate Diploma qualifications;
- (2) Review of the proposed Master's learning outcomes.

CONSIDERED:

The proposal to introduce a new MSc in Quantitative Social Research, as set out in papers GFSS.49a-b/15-16.

RESOLVED:

That the proposal be approved, subject to:

- (3) Receipt of the External Assessor's original report;
- (4) Receipt of CA1 form signed by the Heads of consulted Departments.

(B) MSc in Science, Media and Public Policy (Sociology) and MA in Race and Globalisation

REPORTED:

- (1) That at its meeting on 26 January 2016, the Graduate Studies Committee of the Board of the Faculty of Social Sciences considered proposals from the Department of Sociology, as set out in paper GFSS.19/15-16 to:
 - (a) Remove the MSc in Science, Media and Public Policy course from Admissions from 2016;
 - (b) Discontinue the MA in Race and Globalisation course.
- (2) That the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that the proposals be approved.

CONSIDERED:

The proposals from the Department of Sociology, as set out in paper GFSS.19/15-16, to:

- (3) Remove the MSc in Science, Media and Public Policy course from Admissions from 2016;
- (4) Discontinue the MA in Race and Globalisation course.

RESOLVED:

That the proposals be approved.

(ii) Centre for Applied Linguistics

MA in English Language Teaching

REPORTED:

That at its meeting on 26 January 2016, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal to introduce a new pathway entitled 'Language Teacher Education' within the MA in English Language Teaching, as set out in papers GFSS.61a-d/15-16 be approved, subject to:

- (A) Clarification of dissertation weighting;
- (B) Clarification of module contact hours;
- (C) Provision of the external assessor's comments;
- (D) Confirmation of the Centre for Professional Education having been consulted about the proposal.

CONSIDERED:

The proposal to introduce a new pathway entitled 'Language Teacher Education' within the MA in English Language Teaching, as set out in papers GFSS.61a-d/15-16.

RESOLVED:

That the proposal be approved, subject to:

- (E) Clarification as to the reasons for the imbalance of credit noting that 120 credits would be completed within the first 7 months of the course;
- (F) Receipt of course specification.

(iii) Warwick Business School

(A) MSc in Finance

REPORTED:

That at its meeting on 26 January 2016, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal to revise the MSc in Finance, as set out in papers GFSS.62a-c/15-16 be approved subject to:

- (1) Revision of 'Examination Information' (paper GFSS.62c/15-16);
- (2) Section 23 of paper GFSS.62c/15-16 being updated;
- (3) WBS informing relevant SSLC of the changes.

CONSIDERED:

The proposal to revise the MSc in Finance, as set out in papers GFSS.62a-c/15-16.

RESOLVED:

That proposal be approved, subject to the Graduate Studies Committee of the Board of the Faculty of Social Sciences conditions being met.

(B) Warwick MBA by Executive Study

REPORTED:

That at its meeting on 26 January 2016, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended:

- (1) That a proposal to revise the MBA by Executive Study for the academic year 2015-16, as set out in papers PQC.36-39/15-16, be approved subject to:
 - (a) Clarification of exit awards offered;
 - (b) Clarification of the proportion of teaching delivered by external faculty;
 - (c) Clarification concerning competitor provision.
- (2) That a proposal to revise the MBA by Executive Study for the academic year 2016-17, as set out in papers PQC.40-49/15-16 (revised), PQC.50/15-16 and GFSS.63/15-16, be approved, subject to a clarification of the requirement for students to take an international module, given the shorter period of registration.

CONSIDERED:

- (3) The proposal to revise the MBA by Executive Study for the academic year 2015-16, as set out in papers PQC.36-39/15-16;
- (4) The proposal to revise the MBA by Executive Study for the academic year 2016-17, as set out in papers PQC.40-49/15-16 (revised), PQC.50/15-16 and GFSS.63/15-16.

RESOLVED:

That proposal be approved, subject to the Graduate Studies Committee of the Board of the Faculty of Social Sciences conditions being met.

65/15-16 Next meeting

REPORTED:

That the next meeting of the Board is on 28 April 2016 at 9.30am in CMR 1.0.

66/15-16 QAA Degree Characteristics

REPORTED:

- (a) That the QAA have published degree characteristics statements for Masters degrees, following a sector consultation in 2015;
- (b) That committees and departments should ensure that Masters degrees align to the Masters Degree Characteristics Statement as set out in paper QAWG.4/15-16.

67/15-16 Professional Doctorates

REPORTED:

- (a) That a review of professional doctorates was commissioned by HEFCE and carried out by the Careers Research & Advisory Centre Ltd and the University of Brighton;
- (b) That the subsequent review report has been published and provides an overview of the current landscape of professional doctorates across Higher Education Institutions in England;
- (c) That the report recommends that sector bodies and institutions develop a more strategic basis for provision of professional doctorates and reaffirms equivalence between professional doctorate and PhD qualifications, highlighting the importance of both the research context and the impact requirements on professional practice.

RECEIVED:

- (d) The report on "Provision of professional doctorates in English HE institutions" (paper QAWG.19/15-16).

68/15-16 Chair's Action

(a) Faculty of Social Science

(i) Warwick Business School

MSc in Central Banking & Financial Regulation

REPORTED:

- (A) That, at its meeting on 19 November 2015, the Board resolved that a proposal from Warwick Business School to introduce a MSc in Central Banking & Financial Regulation, as set out in papers PQC.12(revised)/15-16 and PQC.13-15/15-16, be approved, subject the following conditions:

- (1) Receipt of the paperwork signed by the Head of Departments of Law and WBS, and the Course Leader;
 - (2) In addition, PQC5 needs to be revised to indicate which Learning Objectives are not met by the PG Diploma and Certificate.
- (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 MSc in Central Banking & Financial Regulation.

(ii) School of Law

LLM in International Commercial Law

REPORTED:

- (A) That, at its meeting on 19 November 2015, the Board resolved that a proposal from the School of Law to introduce a new LLM in International Commercial Transactions, as set out in papers GFSS.12a-k/15-16, be approved, subject to the following conditions:
- (1) Clarification of the length of the part-time postgraduate diploma, noting that it is currently stated as the same length as the part-time Master's;
 - (2) Further market research should be undertaken to demonstrate the viability and attractiveness of the programme at Warwick.
- (B) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal;
- (C) That subsequently, the Chair of the Graduate Studies of the Board of the Faculty of Social Sciences, acting on its behalf, had taken action to recommend that a proposal to rename the course to the LLM in International Commercial Law, as set out in papers GFSS.12a/15-16 (revised 2), GFSS.12j/15-16 (revised 3) and GFSS.12k/15-16 (revised 3).
- (D) That the Chair of the Board, acting on its behalf, had taken action to approved the proposal to rename the course to the LLM in International Commercial Law.
- (b) Fees discount - Indonesia Endowment Fund for Education (Lembaga Pengelola Dana Pendidikan (LPDP))

TO REPORT:

That the Chair of the Board, acting on its behalf, had taken action to approve a fee discount of 20% for up to 10 suitably qualified Masters and PhD applications in receipt of scholarships from the Indonesian Ministry of Communications and Information Technology per year.