

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of Graduate Studies held on Tuesday 14 February 2017

- Present: Professor A Dowd (Chair), Dr J Burns, Ms R Davis, Miss E Dunford, Professor K Glaister, Professor L Gracia, Dr L Gramaglia, Dr J Heron, Professor D Hewitt, Dr C Lyonette, Dr P McTernan, Dr J Pearson, Dr L Pettinger, Dr A Pinter, Dr A Realo, Professor P Roberts, Dr N Shiers, Professor M Wills, Dr D Wright
- Apologies: Miss K Foy, Professor N Gane, Dr J Garde-Hansen, Miss A Jotautyte, Professor K Kirwan, Miss V Kushchak, Dr G Marakas, Professor A McAinsh, Professor G Riello, Professor L Roberts, Dr H Schaefer, Professor P Scott, Professor O Westwood
- In Attendance: Ms M Davies (for item 49/16-17), Ms L Larard, Ms S Meharg (for item 50/16-17), Mr D Pearson

43/16-17 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 17 November 2016 as set out in paper BGS 23/16-17.

RESOLVED:

That the minutes be approved.

44/16-17 Matters Arising on the Minutes

- (a) Membership of the Board 2016/17 (minute BGS 2/16-17 refers)

REPORTED:

That Miss K Foy would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Medicine;

- (b) Graduate Awards and Nominations Sub-Committee (minute BGS 6/15-16 refers)

REPORTED:

- (i) That the Faculty Graduate Studies Committees, at their last meetings, nominated the following to serve as additional Faculty Selectors on the Graduate Awards and Nominations Sub-Committee:

(A) Faculty of Arts

- (1) Dr J Burns;  
(2) Professor M Hatt;

(B) Faculty of Medicine

- (1) Professor C Hutchinson;  
(2) Professor D Grammatopoulos;

(C) Faculty of Science

- (1) Professor B Thomas
- (2) Dr D Rumynin;

(D) Faculty of Social Sciences

- (1) Dr J Thornby;
- (2) Professor P Poellner

(c) Proofreading (minute BGS 25(e)/16-17 refers)

REPORTED:

That, a revised version of the policy, incorporating feedback from the previous meeting of the Board would be considered by the Academic Quality and Standards Committee at its meeting on 20 February 2017.

(d) PhD by Published Work Task and Finish Group (minute BGS 29/16-17 refers)

REPORTED:

- (i) That the first meeting of the Task and Finish Group was held on 14 February;
- (ii) That the Group's recommendations would be presented to the next meeting of the Board.

(e) Postgraduate Taught Experience Survey (PTES) and Postgraduate Research Experience Survey (PRES) 2017 (minute BGS 34/16-17 refers)

REPORTED:

- (i) That PRES would be open for the period 27 February – 18 May 2017;
- (ii) That PTES would be open for the period 13 March – 16 June 2017;
- (iii) That the Graduate School had provided guidance to Departments to help students interpret the survey questions;

RESOLVED:

- (iv) That Departments would encourage students to complete the surveys;
- (v) That the guidance to Departments would be circulated to members of the Board.

(f) Accommodation for Postgraduate Students (minute BGS 25(d)/16-17 refers)

REPORTED:

That the Chair of the Board would meet with Faculty Senior Tutors and representatives from Warwick Accommodation and the Students' Union in early March.

- (g) Provision of PGR Space (minute BGS 9(a)/16-17 refers

REPORTED:

That the Capital Space and Amenities Group would provide details of space provision for postgraduate research students to the next meeting of the Board.

- (h) English Language Support (minute BGS 26/16-17 refers)

REPORTED:

That Student Careers and Skills, after consultation with the Centre for Applied Linguistics, would provide information to the next meeting of the Board in relation to current provision of English Language support across the University, noting that this was an issue that affected all levels of study, not solely postgraduates, and as such may need to be considered by another body once the initial research has been undertaken

45/16-17 Students' Union Update

RECEIVED:

An oral report from the Postgraduate Officer.

REPORTED: (by the Postgraduate Officer)

- (a) That the Students' Union would continue to support the Institutional Teaching and Learning Review (ITLR) through Faculty Engagements and progression of items through SSLCs as required;
- (b) That initial feedback from students involved in the ITLR process had suggested that review meetings were more focused on undergraduate matters, noting that there had not been sufficient consideration given to postgraduate issues;
- (c) That the Board of Trustees and PG Executive were currently focusing on postgraduate student engagement;
- (d) That the Students' Union noted the progress of the Sessional Teaching Project in developing a standardised framework for the engagement of PGR students in teaching activities, noting however that the issues of training and progression were wider issues that needed to be considered;
- (e) That Students' Union elections would be held in Week 8, noting that the Students' Union requested that Departments allow candidates opportunities to engage with students where possible.

(by the Chair):

- (f) That the ITLR Steering Group had noted the positive way in which students had engaged with the process, appreciating the Students' Union's involvement in facilitating this.

46/16-17 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees.

REPORTED:

(by Professor M Wills):

- (a) That the Graduate Studies Committee of the Board of the Faculty of Science considered that the current WCPRS allocation was adequate;
- (b) That the Committee highlighted the difficulty of assessing overseas qualifications in the central scholarships competition, noting that it would be useful for scorers to receive information on equivalence rather than each scorer being required to make an assessment of this aspect;

(by Professor P Roberts):

- (c) That the Graduate Studies Committee of the Board of the Faculty of Arts noted that postgraduate matters were not given the same level of consideration as undergraduate matters during the ITLR process ;
- (d) That the Committee welcomed the proposal for more flexible provision of WCPRS funds;

(by Dr L Pettinger):

- (e) That the Graduate Studies Committee of the Board of the Faculty of Social Sciences does not currently have a Chair;
- (f) That the Committee recommended that the central scholarship competition be weighted to give more importance to the research proposal, noting that it may be unfair to give equal weighting to previous prizes due to the inequality of access to such opportunities.

#### 47/16-17 Chair's Business

REPORTED:

(a) Professor D Steinberg

That the Board expressed its condolences following the death of Professor D Steinberg, who had been a member of the Board in her role as Chair of the Graduate Studies Committee of the Board of the Faculty of Social Science since 2013;

(b) Deputy Chair of the Board

- (i) That Professor P McTernan would step down from the role of Deputy Chair of the Board with effect from 17 February 2017;
- (ii) That expressions of interest in the role of Deputy Chair be submitted to the Chair.

(c) Changes to existing courses of study – School of Engineering

That the School of Engineering require to make changes to their UG course structures in order to meet recommendations from previous PSRB review visits.

In order that consideration can be given to proposals and to ensure they be applicable to 2017 entry, a bespoke process has been approved requiring a combined meeting, chaired by the Deputy Pro-Vice-Chancellor (Education), the membership of which is:

- (i) Chair of Board of Undergraduate Studies
- (ii) Representative of Board of Graduate Studies
- (iii) Representative of Graduate Studies Committee of the Board of the Faculty of Science
- (iv) Two representatives of Board of Undergraduate Studies (not from the Faculty of Science)
- (v) Chair of Undergraduate Studies Committee of the Board of the Faculty of Science
- (vi) Two representatives of Undergraduate Studies Committee of the Board of the Faculty of Science
- (vii) Student representative: Education Officer, Students' Union

48/16-17 Induction 2016-17

CONSIDERED:

A paper from the Head of Student Development, Student Careers and Skills in relation to the evaluation of the 2016-17 induction programme (paper BGS 24/16-17).

REPORTED:

(by Ms R Davis):

- (a) That a Simplify, Collaborate and Deliver group had been set up to consider pre-arrival communications with a view to providing more targeted information to students and supporting departments to connect with central information provision;
- (b) That, noting that proposals for Week Zero had been approved with effect from 2018, an enhanced version of the Welcome to Warwick programme would be provided in 2017;
- (c) That the Induction Team had moved to the Office for Global Engagement and a new Warwick Welcome Executive Board had been established;
- (d) That it was important to ensure that the needs of postgraduate students continue to be considered in relation to induction activities;

RESOLVED:

That a representative of the Week 0 team be invited to attend the May 2017 meeting of the Board in the 2016-17 academic year to discuss implementation plans, with a focus on postgraduate students.

49/16-17 Managing Absence for Tier 4 Students

CONSIDERED:

A paper from the Head of Immigration Services and Assistant Director (Global Student Experience), Office for Global Engagement Project Officer (Postgraduate Scholarships) (paper BGS 25/16-17).

REPORTED:

(by the Head of Immigration Services, Office for Global Engagement)

- (a) That immigration permissions allow Tier 4 sponsored students to undertake full-time paid employment during vacation periods, however, PGR students are currently unable to take full advantage of this opportunity since University term dates do not apply;
- (b) That it may be possible for the current Authorised Absence policy to be revised to allow PGR students to undertake full-time paid employment;
- (c) That, in some exceptional cases, the current maximum length of Authorised Absence was not sufficient to allow PGR students to receive medical treatment or take maternity leave while remaining in the UK, noting that students wishing to take absence for a longer period are required to request a period of temporary withdrawal, resulting in visa curtailment;
- (d) That the Office for Global Engagement had concerns that the current four year sponsorship period for Tier 4 sponsored PhD students was not sufficient, noting the length of the examination period often required students to request a visa extension;

RESOLVED:

- (e) That a revised paper, with clear recommendations including a proposal to extend the length of time PGR students receive Tier 4 sponsorship for, be considered by the Board at its next meeting noting that key areas of clarification in the revised paper should address the following concerns:
  - (i) That, noting that PGR students did not currently receive an annual leave entitlement, there was concern that the duration of any period of 'annual leave' for Tier 4 students should not exceed that available to existing staff;
  - (ii) That there were concerns that allowing students to take periods of leave of less than 14 days without being required to report this centrally could lead to students taking a number of short periods of leave which may adversely affect their progression and which, in totality, would exceed the maximum periods for Authorised Absence;
  - (iii) That it was important to ensure that, should the proposal to permit Tier 4 students to take an extended period of leave due to ill health or other compelling reasons, clear guidance is provided to ensure that this is only to be approved in exceptional circumstances and should not be seen as an alternative to temporary withdrawal;
  - (iv) That, should the period of Tier 4 sponsorship be extended to increase the length of time permitted for the student to remain in the UK during their examination period, it would be important to ensure that students understood the importance of the end of registration date as the date by which they must submit their thesis;
  - (v) That the four year period of registration for full-time PhD students should not be exceeded unless in exceptional circumstances, noting that

requests for extensions should not be made based on students poor time management;

- (vi) That the revised paper should clearly highlight the current state, proposed state and reasoning behind the change.

50/16-17 Strategic Item for Discussion: Postgraduate Well-being

RECEIVED:

An oral report from the Student Wellbeing Advisor/Practitioner, Wellbeing Support Services.

REPORTED:

(by the Student Wellbeing Advisor/Practitioner, Wellbeing Support Services):

- (a) That referrals to the Mental Health and Wellbeing team had doubled in the last year, with a total of 443 postgraduate students currently having contact with the team;
- (b) That the Wellbeing Network had been set up to share best practice across the University;
- (c) That two additional Wellbeing Advisors to be based in the Library had been recruited;
- (d) That the University would be holding a Mental Health Day on 2 March 2017;

(by Dr A Pinter)

- (e) That the waiting time for responses to online referral forms indicated that there was a need for more resources to be invested in the area;

(by the Chair):

- (f) That the need for additional resources had been highlighted through the ITLR process.

51/16-17 Scrutiny of PGT External Examiners' Reports Sub-Group

CONSIDERED:

A report from meeting of the Scrutiny of PGT External Examiners' Reports Sub-Group held on 31 January 2017 (paper BGS 26/16-17).

REPORTED:

- (a) That course leaders were not currently being notified that external examiners' reports had been received;
- (b) That SSLCs should also receive copies of external examiners' reports and departmental responses;

(by the Chair):

- (c) That notifications were not currently being sent to Departments, but that this would be rectified with the launch of the new system, noting that Departments were advised to proactively check eVision for reports until the system is in operation;

RECOMMENDED: (to the Examinations Office)

- (d) That the Examinations Office consider procedures for ensuring reports are received from external examiners as required, notifying Departments that reports have been received and ensuring departmental responses are received in a timely manner;
- (e) That the ability to support the use of text formatting be taken into consideration in relation to future developments to the online system for submission of examiners' reports;

RECOMMENDED: (to Teaching Quality):

- (f) That Teaching Quality consider the desirability of creating a generic template for provision of module performance data i to examiners to allow sample students to be considered in the context of the wider cohort;

RESOLVED:

- (g) That the next meeting of the sub-group be scheduled for September 2017 to report to the Board in October/November 2017, with the following meeting to be scheduled for February 2018 to report to the Board in April 2018.

#### 52/16-17 PhD Submission Rates

RECEIVED:

A paper from Senior Assistant Registrar (Graduate School) in relation to the latest PhD submission rates (paper BGS 27/16-17).

REPORTED:

- (a) That institutional-level submission rates had improved, noting that the 2011 cohort were the first to be registered on the four year PhD;
- (b) That the Graduate School and Student Careers and Skills had successfully piloted a Succeeding in Your Final Year workshop, designed to support final year students to submit on time;
- (c) That there were ongoing discussions between the Graduate School and the Learning and Development Centre in relation to the support provided to supervisors;
- (d) That Departments had requested more proactive communications from the Graduate School in relation to students' submission dates.

#### 53/16-17 New and Revised Course Proposals

(a) Faculty of Arts

(i) Department of English and Comparative Literary Studies



PhD in Literary Practice (Creative Writing)

REPORTED:

That at its meeting on 24 January 2017, the Graduate Studies Committee of the Board of the Faculty of Arts recommended that a proposal from the Department of English and Comparative Literary Studies to introduce a new PhD in Literary Practice (Creative Writing), as set out in paper AGSC 14/16-17, be approved.

CONSIDERED:

The proposal to introduce a new PhD in Literary Practice (Creative Writing), as set out in paper AGSC 14/16-17.

RESOLVED:

That the proposal be approved, subject to the following conditions:

- (A) That the creative work which forms part of the PhD needs to have been undertaken during the period of registration, not work undertaken prior to registration on the PhD;
- (B) That a SSLC will be formed to cover this course, noting that it is institutional policy that a SSLC be in place for all courses;
- (C) That the proposed annual review panels will physically meet and be composed of at least two individuals not involved with the student's supervision;
- (D) That an existing SSLC has reviewed the course proposal;
- (E) Receipt of an original copy of the external assessor's comments;
- (F) Signature of the Head of Department.

(ii) School of Modern Languages and Cultures

MA in Pan-Romanticisms

REPORTED:

That at its meeting on 24 January 2017, the Graduate Studies Committee of the Board of the Faculty of Arts recommended that a proposal from the School of Modern Languages and Cultures to change the programme title of the MA in Pan-Romanticisms to the 'MA in European Gothic and Romantic Studies', as set out in paper AGSC 13/16-17, be approved.

CONSIDERED:

The proposal to change the programme title of the MA in Pan-Romanticisms to the 'MA in European Gothic and Romantic Studies', as set out in paper AGSC 13/16-17 .

RESOLVED:

That the proposal be approved subject to receipt of an original copy of the external assessor's comments.

(b) Faculty of Social Sciences

Warwick Business School

(i) Executive Master of Business Administration (MBA)

REPORTED:

That at its meeting on 24 January 2017, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal from Warwick Business School to introduce a new variant to the Executive MBA, as set out in paper GFSS.69/16-17, be approved.

CONSIDERED:

The proposal to introduce a new variant to the Executive MBA, as set out in paper GFSS.69/16-17.

RESOLVED:

That the proposal be approved.

(ii) MSc Leadership for Healthcare Improvement

REPORTED:

(A) That at its meeting on 24 January 2017, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal from Warwick Business School to introduce a new course entitled MSc Leadership for Healthcare Improvement, as set out in papers BGS.30/16-17, GFSS.103a-e/16-17, GFSS.77-84/16-17, PSC.24(revised)/16-17, PSC.25/16-17, and PSC.26-37(revised)/16-17, and be approved subject to the following conditions:

- (1) Confirmation that the Warwick Manufacturing Group had been consulted about the proposal;
- (2) Provision of a full response to the external assessor's report;
- (3) Clarification of the prerequisites for the project module;
- (4) Full completion of the course specification;
- (5) Clarification of detailed queries supplied to the Department by the Secretariat.

(B) That Warwick Business School had subsequently withdrawn the proposal pending further discussion with Warwick Manufacturing Group, and that the item would be brought forward for consideration at a future meeting of the Board.

(iii) PgA in Energy Futures and Transitions

REPORTED:

That at its meeting on 24 January 2017, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a request from Warwick Business School for an APL exemption approval from WBS Executive Education Postgraduate Award to MBAs as set out in paper GFSS.73/16-17, be approved.

CONSIDERED:

The proposal for an APL exemption approval from WBS Executive Education Postgraduate Award to MBAs as set out in paper GFSS.73/16-17 .

RESOLVED:

That the proposal be approved.

54/16-17 Any Other Business

55/16-17 Next meeting

REPORTED:

That the next meeting of the Board is on Thursday 27 April 2017 at 9.30am in CMR 1.0.

56/16-17 Chair's Action

REPORTED:

(a) Faculty of Arts

(iv) Department of English and Comparative Literary Studies

(A) MA in English Literature

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MA in English Literature as set out in paper AGSC.05/16-17 (revised).

(B) MA in Translation and Transcultural Studies

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MA in Translation and Transcultural Studies as set out in paper AGSC.04/16-17 (revised).

(b) Faculty of Social Sciences

(i) Centre for Education Studies

(A) MA in Global Education and International Development

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MA in Global Education and

International Development as set out in papers CES TLC.32-34, 41-44/15-16.

(B) MA in Religions, Society and Education

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MA in Religions, Society and Education as set out in papers GFSS.1a-i/16-17.

(ii) Centre for Professional Education

PGCE (Secondary)

(A) That the Chair of the Board, acting on its behalf, had previously taken action to approve the proposal to introduce additional PGCE routes for the PGCE (Secondary) as set out in papers GFSS.57a-e/16-17, subject to receipt of signatures from the Head of Department and Course Leader;

(B) That the conditions had been satisfied and the Char of the Board, acting on its behalf, had subsequently taken action to approve the proposal to introduce additional PGCE routes for the PGCE (Secondary) as set out in papers GFSS.57a-e/16-17.

(iii) Department of Philosophy

MA in Continental Philosophy

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MA in Continental Philosophy as set out in paper GFSS.101/16-17.

(iv) Warwick Business School

(A) Executive MBA

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new evening variant of the Executive MBA as set out in paper GFSS.69/16-17.

(B) MSc Information Systems Management

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal for a change of title from MSc Information Systems Management to MSc Management of Information Systems and Digital Innovation, as set out in papers GFSS.2a-c/16-17.

(C) Global Energy MBA

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the Global Energy MBA, as set out in paper PSC.38/16-17.

(v) Warwick Q-Step Centre

MSc in Big Data and Digital Futures

MA in Politics and International Studies: Big Data and Quantitative Methods

MSc Quantitative Social Research

That the Chair of the Board, acting on its behalf, had taken action to approve revisions to the MSc in Big Data and Digital Futures, MA in Politics and International Studies: Big Data and Quantitative Methods and MSc in Quantitative Social Research, as set out in papers GFSS 102a-g/16-17 .

(c) Warwick in California

MSc Behavioral and Economic Science (California)

MSc Data Analytics (California)

That the Chair of the Board, as a member of the Panel for Approval of Courses to be delivered for Warwick in California, had taken action to approve the proposals to introduce a new MSc in Behavioral and Economic Science (California) and MSc in Data Analytics (California) as set out in papers CFDLSC.94-123/15-16 .

As at 21 February 2017