

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 18 January 2007.

Present: Professor L Bridges (Chair), Mr R Broomfield, Professor J Davey, Professor J Faundez, Dr C Hughes, Dr M Kooy, Professor J Labbe, Dr D Leadley, Ms C Longworth, Professor P Marshall, Professor R Napier, Professor E Peile, Mr P Ptashko, Dr A Stokes, Professor M Thorogood, Dr N Webber.

Apologies: Dr C Bilton, Professor B Brewer, Dr A Clark, Dr A Dowd, Professor J Faundez, Professor S Ghosal, Ms S Liggins, Dr N Stocks.

39/06-07 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on 16 November 2006 be approved, subject to the following amendments:

- (a) That Professor Peter Marshall be included amongst those present at the meeting;
- (b) That minute 29/06-07 be amended to read:

Italics added [italicised for emphasis]

RESOLVED:

- (a) That the revised *procedures* [italicised for emphasis] for extensions for research degree students be approved as set out in paper BGS 15/06-07 (revised), noting that these procedures would apply to all cohorts from those who entered their final year in October 2006, subject to the following amendments agreed at the meeting:
 - (i) Within point 2, inclusion of a provision that the detailed timetable for completion be subject to the agreement of the departmental Director of Graduate Studies prior to forwarding to the Graduate School.
 - (ii) That a proposal for charging *fees* [italicised for emphasis] as set out below for the first extension year be recommended for approval by the Fees Working Group, noting that this would apply to all students who enrolled *after* [italicised for emphasis] the approval of the fee structure:

First three months	No charge
Second period of three months	£100
Third period of three months	£150
Any three month period thereafter, including any extensions beyond the fourth year	£200

- (b) That an increase to the current extension fee of £110 for students requesting an extension that would take them beyond

12 months from the end of their period of study be recommended to the Fees Working Group, noting that this should apply to all extensions granted with effect from October 2007.

- (c) That the amended procedures for students requesting an extension that would take them beyond 12 months from the end of their period of study be implemented with immediate effect.
- (d) That the procedures with regard to Early Submission be approved and implemented with immediate effect.

40/06-07 Matters Arising on the Minutes

- (a) Review of Postgraduate Taught Provision in the Department of Sociology (minute 06(d)/06-07 refers)

REPORTED:

- (i) That the Steering Committee at its meeting of 25 September 2006 considered information on postgraduate admissions to the University and resolved that the Chair of the Board of Graduate Studies, with the support of the Graduate School, undertake a review of postgraduate taught provision within the Department of Sociology with a view to pursuing the issues raised in discussion at the meeting in regard to the number of postgraduate taught courses on offer within the Department (minute SC 736/05-06 refers).
- (ii) Further that the Board of Graduate Studies at its meeting on 12 October 2006 resolved:
 - (A) That the Department of Sociology conduct its own internal review and report back to the Board.
 - (B) That the Board ensure that there is a sound marketing plan for all new courses in light of those which have not commenced due to lack of take-up.

CONSIDERED:

- (i) A report on the internal review of the number of postgraduate courses on offer within the Department of Sociology (paper BGS 17/06-07).
- (ii) How best the Board may ensure there is a sound marketing plan for all new courses in light of those which have not commenced due to lack of take-up.

RECOMMENDED:

- (i) That the report on the internal review of the number of postgraduate courses on offer within the Department of Sociology as set out in paper BGS 17/06-07 be approved.
- (ii) That the Department of Sociology be commended for the quality of its internal review of the number of postgraduate courses on offer within the department, and that the review be

proposed as a model for other departments which might be required to carry out such a review.

(b) New Course Proposals (minute 38(c)/06-07refers)

(i) LLM in International and Comparative Criminal Justice

REPORTED:

That the School of Law had postponed the planned starting date for a proposed LLM in International and Comparative Criminal Justice until October 2008 and that therefore a full course proposal would now be submitted to the Graduate Studies Committee of the Faculty of Social Studies this term so that the degree could be considered for approval in the normal way.

(ii) PhD in Finance

CONSIDERED:

A proposal for the introduction of a new PhD in Finance from Warwick Business School as set out in paper GFSS 67/06-07 (revised), noting that:

(A) The Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 24 October 2006 considered the proposal and recommended that the proposal be approved as set out in paper GFSS 67/06-07.

(B) The Board of Graduate Studies at its meeting on 16 November 2006 considered the proposal as set out in GFSS 67/06-07 and resolved that the proposal be approved subject to the clarification:

(1) That this was a standard three-year PhD;

(2) Of the arrangements should a student fail one or more of the taught modules.

RESOLVED:

That the proposal for the introduction of a new PhD in Finance from Warwick Business School be approved as set out in paper GFSS 67/06-07 (revised).

(iii) MA Islam in Contemporary Society

CONSIDERED:

A proposal from the School of Health and Social Studies for the introduction of an MA Islam in Contemporary Society, noting that:

(A) The Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 24 October 2006 considered the proposal and recommended that the proposal be approved as set out in paper GFSS 88/06-07.

(B) That the Board of Graduate Studies at its meeting on 16 November 2006 considered the proposal as set out in GFSS 88/06-07 and resolved that the proposal be approved subject to the clarification:

- (1) Of its title, the language requirements, the dissertation module and the CATS weighting of each module;
- (2) Of why there is no provision for a Diploma.

RESOLVED:

That the proposal from the School of Health and Social Studies for the introduction of an MA Islam in Contemporary Society be approved as set out in paper GFSS 88/06-07 (revised).

41/06-07 Chair's Business

RECEIVED:

- (a) An oral report from the Chair on discussions at the Steering Committee on undergraduate and postgraduate enrolment, noting in particular:
 - (i) The need to revisit the University's existing policy on undergraduate Home/EU and overseas student recruitment, i.e. to maintain stability in overseas undergraduate student number growth across the 2006-2010 planning period with the aim of overseas undergraduate students comprising not more than 20% of the total University undergraduate student population (as resolved by the Strategy Committee at its meeting on 4 May 2006 and received/adopted by the Senate and the Council at their meetings on 28 June and 5 July 2006 respectively);
 - (ii) Incentivisation for departments and the need for further guidance on transparent accounting;
 - (iii) Recruitment and admissions procedures and, in particular, the steps taken recently to improve procedures between Student Admissions and departments on the processing of applications for postgraduate courses and degrees, including the introduction of a four week target for response to all applicants. It was noted that the Student Admissions Office would submit a report to the Steering Committee on 12 February 2007 to describe the progress in implementing these steps.
- (b) An oral report from the Chair on discussions at the Steering Committee on the significant need to increase the number of applications and the volume and size of research grants awarded across the University and the need to ensure that timing of expenditure to be set against research grants and contract income is in line with approved targets and budgets (Steering minute 19/06-07 on 9 October refers), it being noted that it was important that applicants for external research grants should be encouraged wherever possible to include within their applications funding for additional postgraduate research students.

- (c) An oral report from the Chair on:
 - (i) Plans for postgraduate space within the library and the Faculties of Arts and Social Studies as set out in paper SC 143/06-07;
 - (ii) The possibility of an application to the Wolfson Foundation for funding to refurbish the space within the library as set out in paper SC 146/06-07.
- (d) An oral report from the Chair on a possible reduction in the number of Dorothy Hodgkin Postgraduate Awards for 2007/2008 and how best to respond to such an eventuality, noting that it might be necessary to liaise with relevant departments in order to identify possible external sources of matching funding for these awards.
- (e) An oral report from the Chair on the HEA Postgraduate Researcher Experience Survey (PRES) survey (minute 37/06-07 refers), noting that the Graduate School now had a copy of the questionnaire should anyone wish to see it.

42/06-07 Chair's Action

REPORTED:

Department of Theatre, Performance and Cultural Policy Studies

That the Chair acting on behalf of the Board had approved a change in course name from the 'MA in International Design and Communication' to the 'MA in International Design and Communication Management' (paper BGS 18/06-07).

43/06-07 Reports from the Chairs of the Graduate Studies Committees of the Faculties

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees of the Faculties.

44/06-07 Postgraduate Committee and Students' Union

RECEIVED:

An oral report from the Education Officer, noting that Mr Rory Broomfield had been elected as postgraduate representative of the Faculty of Social Studies.

45/06-07 Funding for Postgraduate Students

(a) Development and Alumni Relations Scholarships

REPORTED:

That the Development and Alumni Relations Office had secured £50K for one fully funded scholarship and £5K to supplement postgraduate funding.

RESOLVED:

That this additional funding be used to support Warwick Postgraduate Research Scholarships.

(b) Future Scholarship Bid

REPORTED:

That the Graduate School proposed to bid for funding for additional Warwick Postgraduate Research Scholarships.

(c) Teaching and Research Training Fellowship Scheme

CONSIDERED:

A document written by the Chair on a proposed model for the Teaching and Research Training Fellowship Scheme (paper BGS 19/06-07).

RESOLVED:

- (i) That the document written by the Chair on a proposed model for the Teaching and Research Training Fellowship Scheme (paper BGS 19/06-07) be amended to include the question: 'Is the proposed model suitable for all Faculties?';
- (ii) That the revised document be sent to departments for consultation;
- (iii) That at a future meeting, the Board reconsider its policy on postgraduate student registration, including:
 - (A) Whether students should be able to register between 60 and 99% part-time, as long as the fees were paid on a pro-rata basis;
 - (B) How frequently students should be able to change their mode of attendance.

46/06-07 National Quality Assurance and TQI website (AQSC minute 27/06-07 refers)

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the report from HEFCE entitled 'Review of the Quality Assurance Framework: Phase two outcomes' and a cover paper drafted by the Secretary of AQSC outlining some implications of the proposed changes to the national quality assurance framework and resolved that the Board of Graduate Studies consider introducing a summary of external examiners' reports for discussion in the non-reserved business of Board meetings.

RECEIVED:

- (a) The executive summary from the report from HEFCE, 'Review of the Quality Assurance Framework: Phase two outcomes' (extract of paper

AQSC 23/06-07). (The full report is available at www.hefce.ac.uk/pubs/hefce/2006/06_45/.)

- (b) A cover paper drafted by the Secretary of AQSC outlining some implications of proposed changes to the national quality assurance framework (paper AQSC 25/06-07. The fifth paragraph of the covering paper refers).

CONSIDERED:

The introduction of a summary of external examiners' reports for discussion in the non-reserved business of meetings of the Board of Graduate Studies.

RESOLVED:

That the Chair prepare summaries of external examiners' reports for discussion in the non-reserved business of meetings of the Board of Graduate Studies.

47/06-07 Course and Module Approval (AQSC minute 31/06-07 refers)

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered a report from the Secretary outlining work on reviewing the existing course and module approval mechanisms and

(a) Resolved:

- (i) That the Secretariat convene meetings of the Chairs of Faculty Undergraduate Studies Committees/Sub-Faculty and Faculty Graduate Studies Committees, to be chaired by Professor M Smith and Professor L Bridges respectively, to review the existing course and module approval mechanisms and report to the next meeting of the Secretariat.
- (ii) That these meetings consider the issues highlighted in paper AQSC 26/06-07, in particular the scrutiny of proposals and, in addition, the content of the forms involved in the course and module approval system.
- (iii) That any reform of the course and module approval system be taken forward with due consideration of the relevant sections of the QAA Code of Practice.

- (b) Recommended to the Registrar and the University Secretary that the resourcing and location of the Faculty Board secretariat role be reviewed.

48/06-07 Policy on Use of Postgraduate Students for Teaching (minutes 11/06-07 and AQSC 32/06-07 refer)

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered a policy for the use of postgraduate students for teaching (paper BGS 6/06-07 (revised)) and resolved that the policy be referred back to the Faculty Boards for comment, before further consideration

at the second meeting of the Academic Quality and Standards Committee in the Spring Term 2007.

49/06-07 Amendment to Regulation 13: Continuation of Registration (minutes 15(b)/06-07, AQSC 33/06-07 and S27(g)/06-07 refer)

REPORTED:

- (a) That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposed amendments to the membership of the Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration and recommended to the Senate that proposed amendments to the membership of Continuation of Registration Committees contained in Regulation 13 Governing the Continuation of Registration be approved as set out in paper BGS 4/06-07.
- (b) That the Senate at its meeting on 6 December 2006 considered the proposed amendments to the membership of the Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration, as set out in paper BGS 4/06-07, and recommended that they be approved.

50/06-07 Proposed Procedures on Early Submissions and Extensions for PhD students (minutes 29/06-07 and AQSC 34/06-07 refer)

REPORTED:

- (a) That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposals to tighten existing processes for granting and monitoring extensions for research degree students as set out in paper BGS 15/06-07 (revised 2) and resolved that they be approved, subject to the clarifications and amendments requested by the Academic Quality and Standards Committee;
- (b) That these amendments and clarifications had been approved by the Chair of the Board of Graduate Studies acting on behalf of the Board;
- (c) That a letter notifying departments and students of the changes in procedures for extensions would be sent out shortly.

51/06-07 Proposed amendments to the Guidelines on the Supervision and Monitoring of Research Degree Students (minutes 10/06-07 and 30/06-07 and AQSC 35/06-07 refer)

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the amendments to the *Guidelines on the Supervision and Monitoring of Research Students* concerning the appointment of supervisors approved by the Board of Graduate Studies at its meeting on 16 November 2006, and resolved that the Board of Graduate Studies be asked to consider further the role of a "main supervisor" within the *Guidelines on the Supervision and Monitoring of Research Students*. (AQSC minute 35/06-07 refers)

CONSIDERED:

The revised amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students*, as set out below, noting that the revision proposed by the Chair of the Board of Graduate Studies consists of the reinsertion of the second sentence of the first paragraph (highlighted below):

Previous additions underlined, deletions ~~struck through~~

“Academic Departments are responsible for:

The allocation of supervisors to research degree students, taking account of the subject expertise, skills and experience of staff and the provision of supervision throughout the period of registration, including any possible absences for study leave. Supervision will normally be provided by a designated main supervisor assisted by a team. If more than one supervisor is appointed for any student, the Department should check that the roles of the supervisors are clear to both supervisors and students.

Departments are advised to give particular care to arrangements involving an inexperienced supervisor. This applies to members of staff who are on probation and staff with little or no experience of supervising research students in a University environment (even if there is no period of probation).

A department should satisfy itself that a supervisor has received appropriate training and that a satisfactory method for supporting and monitoring all supervisors is in place. ~~At least one of the supervisors should have experience of supervising a research student to successful completion.~~

Retired members of staff or those on honorary appointments are not eligible to act as sole or main supervisors. A member of staff who has retired from the University should not act as a main supervisor. When allocating supervisors and arranging review panels for research students, departments should bear in mind the need to nominate an internal examiner for the candidate.”

RESOLVED:

That the second sentence of the first paragraph “Supervision will normally be provided by a designated main supervisor assisted by a team.” not be reinserted.

52/06-07 Proposed Guidelines for the supervision of Research Students based away from the University (minutes 31/06-07 and AQSC 36/06-07 refer)

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposed Guidelines for the Supervision of Research Students based away from the University (paper BGS 7/06-07 (revised 3)) and resolved that proposed Guidelines for the Supervision of Research Students based away from the University be referred to Heads of Department for comment.

53/06-07 Regulation 14 Governing Higher Degrees (minutes 32/06-07, AQSC 37/06-07 and S27(h)/06-07 refer)

REPORTED:

- (a) That the Academic Quality and Standards Committee at its meeting on 22 November 2006 considered the proposed amendments to Regulation 14 (F) to provide for the right of appeal against a decision not to permit an upgrade to PhD from MPhil, as set out in paper BGS 14/06-07 (revised), and recommended to the Senate that the proposed amendments to Regulation 14 (F) be approved as set out in paper BGS 14/06-07 (revised).
- (b) That the Senate at its meeting on 6 December 2006 considered the proposed amendments to Regulation 14 (F) to provide for the right of appeal against a decision not to permit an upgrade to PhD from MPhil, as set out in paper BGS 14/06-07 (revised), and recommended that they be approved.

54/06-07 Award of Merit and Starred Distinction on taught Masters courses (minutes 34/06-07 and AQSC 38/06-07 refer)

CONSIDERED:

The practice of awarding merit and starred distinctions at other universities (paper BGS 20 /06-07), noting a correction to the paper to reflect that the University of Birmingham did award merit on its taught Masters courses.

RESOLVED:

- (a) That there was no support for the introduction of a starred distinction at the University;
- (b) That the possibility of awarding merit would be discussed further once the Graduate Studies Committees of the Boards of the Faculties had met.

55/06-07 MA in International Security

CONSIDERED:

An in principle proposal from the Department of Politics and International Studies for the introduction of an MA in International Security as set out in BGS 21/06-07, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies would consider the proposal this term.

RESOLVED:

That the proposal from the Department of Politics and International Studies for the introduction of an MA in International Security as set out in BGS 21/06-07 be approved in principle.

56/06-07 The European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: A UK Sector Gap Analysis

RECEIVED:

The European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: A UK Sector Gap Analysis (BGS 22/06-07).

RESOLVED:

That the Board consider the paper at its next meeting.

57/06-07 Redefining the Doctorate, an HEA Discussion Paper by Chris Park (January 2007)

RECEIVED:

Redefining the Doctorate, an HEA Discussion Paper by Chris Park (January 2007) (BGS 23/06-07).

RESOLVED:

That the Board consider the paper at its next meeting.

RL/JG/BGS mins Jan 07