

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of Graduate Studies held on Tuesday 12 January 2016

Present: Professor A Dowd (Chair), Dr J Burns, Dr A Cristea, Ms R Davis, Ms F Farnsworth, Professor D Hewitt, Mr A Johal, Dr K Kirwan, Professor A Lockett, Dr G Marakas, Dr P McTernan, Dr N Monk, Dr Z Newby, Miss H Ngo, Professor J Palmowski, Dr J Pearson, Professor G Riello, Professor L Roberts, Professor P Roberts, Professor P Scott, Mr N Shiers, Dr D Steeghs, Professor A Stewart, Professor M Wills, Mr T Yuen

Apologies: Ms S Hattersley, Dr J Garde-Hansen, Dr A Pinter, Ms N Morrison, Professor M Seward

In Attendance: Ms D Chambers (for item 51/15-16), Mr A Higgins, Ms L Larard, Mr D Pearson

44/15-16 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 19 November 2015 as set out in paper BGS 27/15-16.

RESOLVED:

That the minutes be approved.

45/15-16 Matters Arising on the Minutes

(a) Membership of the Board 2015/16 (minute BGS 27(a)/15-16 refers)

REPORTED:

- (i) That Dr G Marakas, Community Engagement Manager (Postgraduate) would replace Mr A Brewerton on the Board of Graduate Studies as the representative from the Library;
- (ii) That Professor P Winstanley would replace Mr S Lamb on the Board of Graduate Studies in his role as Senior Tutor;
- (iii) That Professor O Westwood, Director of Postgraduate Taught Programmes within the Warwick Medical School, would serve on the Board of Graduate Studies as one of two members of academic staff appointed by the Board of the Faculty of Medicine.

46/15-16 Students' Union Update

REPORTED: (by the Postgraduate Officer):

- (a) That the Students' Union was preparing a response to the Higher Education Green Paper;
- (b) That there had been positive feedback from students in relation to the PG Hub's weekend opening hours;

- (c) That the Students' Union was currently engaging with students participating in the sessional teaching project;
- (d) That the postgraduate Christmas event had been well attended and received positive feedback on the day, noting that formal feedback would be collected.

CONSIDERED:

A report from the Postgraduate Officer on issues raised by Student-Staff Liaison Committees (SSLC) during the Autumn Term of 2015-16 (paper BGS 28/15-16, copy attached).

REPORTED:

(by Dr Z Newby):

- (e) That it would not be practical to remove the requirement to submit hard copy assessments due to issues in relation to image quality for assignments submitted via Tabula;
- (f) That, departments should consider, on a case by case basis, situations where a student is unable to submit in hard copy;

(by Professor A Dowd):

- (g) That students in WMG are required to submit hard copy dissertations due to the volume received, but are not required to submit assignments in hard copy;

(by Professor M Wills):

- (h) That the Department of Chemistry has been recording lectures for several years with positive results;

(by Professor A Lockett):

- (i) That there was an expectation that Departments would increase student numbers in line with University targets;

(by Professor J Palmowski):

- (j) That there are fundamental challenges in relation to uncertainty around academic spaces, noting mitigation in part by the recent move of WBS and planned creation of Teaching and Learning building which is due to open next academic year and subsequent impact on teaching space;
- (k) That the University was investigating improvements to processes in relation to the forecasting of accommodation needs;
- (l) That the Library had been responsive to requests in relation to additional resources, noting that the broadening of opening hours to include evenings and weekends was particularly welcome;
- (m) That the University was reviewing current English language support provision.

47/15-16 Reports from the Chairs of the Graduate Studies Committees

REPORTED:

- (a) That Professor A Stewart would replace Professor D Steinberg as Chair of the Graduate Studies Committee of the Board of the Faculty of Social Science for the remainder of the academic year;

(by Professor L Roberts)

- (b) That Professor Olwyn Westwood had joined Warwick Medical School as Director of Postgraduate Taught Programmes;

(by Professor P Roberts)

- (c) That the Board of the Faculty of Arts now had a complete committee secretariat in place to support the Faculty's governance processes;

48/15-16 Chair's Business

- (a) Scholarships for Refugees

REPORTED:

- (i) That the Scholarships for Refugees scheme had been launched, with details available on the Graduate School website;
- (ii) That the scheme includes scholarship opportunities for IFP, undergraduate and postgraduate study, and post-doctoral fellowships;
- (iii) That due to complexities regarding immigration statuses, all applicants for study at the University must currently be in the UK and possess either full refugee or humanitarian protection status.

- (b) Postgraduate Priorities

RECEIVED:

A report from Professor J Palmowski, Pro-Vice-Chancellor (Postgraduate and Transnational Education) on postgraduate priorities for the Strategy Board (Community) (paper BGS 29/15-16).

RESOLVED:

That the paper be amended to include specific references to accommodation and English language provision.

49/15-16 PhD Submission Rates

CONSIDERED:

- (a) A report from the Senior Assistant Registrar (Graduate School) in relation to PhD Submission Rates (paper BGS 30/15-16);
- (b) A paper from the Postgraduate Officer setting out PhD submission rates by department (paper BGS 36/15-16, tabled).

REPORTED: (by the Secretary)

- (c) That, noting that a number of students had submitted within 30 days of their end of registration, this could be considered a crucial group to target with the aim of increasing the submission rate;

(by the Postgraduate Officer):

- (d) That, noting that data obtained from Academic Statistics demonstrates an overall improvement in submission rates over recent years, it was not necessary to introduce penalties for late submission;

(by Professor J Palmowski):

- (e) That whilst it is accepted that the submission rate has increased, there remains scope for improvement, noting that this has an impact on future funding bids;

(by Dr K Kirwan):

- (f) That there seems to be a cultural issue within academic departments which is adversely affecting submission rates;

(by Professor P Scott):

- (g) That there is a need for more information in relation to the reasons for late submission;
- (h) That, noting that the proposals outlined in the paper seek to address student behaviour, it is important to consider the support that departments provide to students;

RESOLVED:

- (i) That the Board was not supportive of the introduction of any further penalties or disincentives for students as set out in the paper;
- (j) That the best practice in relation to securing high rates of submission within registration periods be explored, noting that this work should engage with the LDC;
- (k) That the Graduate School identify reasons for failure to submit within registration period through direct engagement with students who have submitted their thesis late.

50/15-16

Compliance Working Group Update

CONSIDERED:

A report from the Senior Compliance Officer (Student Immigration) (paper BGS 31/15-16).

RESOLVED:

- (a) That the Board required additional information in relation to the implications of the proposals on the University's visa reporting requirements;

- (b) That the Senior Compliance Officer (Student Immigration) would be invited to attend the next meeting of the Board to provide clarification;
- (c) That Board members provide specific queries in relation to the proposals to the secretariat, to be communicated to the Senior Compliance Officer (Student Immigration) in advance of the next meeting.

51/15-16

Postgraduate Support Scheme and Widening Participation

CONSIDERED:

A paper from the Head of Widening Participation and Outreach (paper BGS 32/15-16).

REPORTED: (by Ms D Chambers)

- (a) That the findings of the research into the Postgraduate Support Scheme identified that the availability of funding significantly influenced students' ability to participate in postgraduate taught study;
- (b) That the majority of students undertaking postgraduate taught study are doing so with the intention of improving employment prospects;
- (c) That the University was allocated 133 scholarships from HEFCE under the Warwick Taught Masters Scholarship Scheme (WTMSS) 2015/16;
- (d) That the WTMSS criteria was highly prescriptive in relation to eligibility, in that applicants had to have started their undergraduate study in 2012/13 when tuition fees were increased;
- (e) That 140 applications were received for WTMSS, resulting in 99 enrolled students;
- (f) That operation of the schemes had been costly, but had resulted in an increase in postgraduate taught student numbers;

(by the Postgraduate Officer):

- (g) That the scholarships were welcomed and thanks be given to the team involved in their administration;

(by Professor P Roberts):

- (h) That the scheme had been received positively by students;

(by Professor J Palmowski):

- (i) That, noting the introduction of postgraduate loans, it may be useful to consider additional financial support for students wishing to study subjects which do not lend themselves to high profile employment opportunities which would have an impact on the ability to repay loans;

(by Professor M Wills):

- (j) That the introduction of postgraduate loans was welcomed, although due to the amount of funding available it was likely that students taking advantage of loans would need to undertake paid employment alongside their study;

(by the Secretary):

- (k) That both the University and the Students' Union had made representations in relation to the level of funding available through the postgraduate loans scheme.

52/15-16 Any Other Business

53/15-16 Next meeting

REPORTED:

That the next meeting of the Board is on 16 February 2016 at 2.00pm in CMR 1.0.

54/15-16 Update on Monitoring of Departmental PGR Records

RECEIVED:

A report from the Postgraduate Student Development Officer (paper BGS 33/15-16).

55/15-16 Chair's Action

- (a) Agreement with Vietnam International Education Development

REPORTED:

That, further to previous approval of the proposal from the International Office to offer fee discounts to the Vietnam International Education Development (VIED) programme of the Ministry of Education and Training, Vietnam (MOET) of 40% for PGR courses with no stipend and 30% for PGT for a period of three years (minute BGS 37(c)/14-15 refers), the Chair of the Board, acting on its behalf, has confirmed the Board's approval for the proposal.

- (b) Faculty of Social Science

- (i) Department of Philosophy

MA in Philosophy and the Arts

REPORTED:

- (A) That, at its meeting on 19 November 2015, the Board resolved that a proposal from the Department of Philosophy to introduce a new MA in Philosophy and the Arts, as set out in papers GFSS.112a-e/14-15, be approved, subject to approval of the Graduate Studies Committee of the Board of the Faculty of Social Science and the following conditions:

- (1) Receipt of a Course Specification indicating the Learning Objectives differentiation between the dissertation and non-dissertation;
- (2) Receipt of Part 2 of the CA1 form;

- (3) Receipt of satisfactory External Assessor's report;
  - (4) Signatures for the Heads of Department with subject expertise for an area of teaching on the proposed course, Course Leader, and Head of Department, should be provided.
- (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 MA in Philosophy and the Arts.

(ii) Centre for Education Studies

(A) MA in Psychology and Education

REPORTED:

- (1) That, at its meeting on 2 June 2015, the Board resolved that a proposal from the Centre for Education Studies to introduce a new MA in Psychology and Education, as set out in papers GFSS.209a-d/14-15, be approved, subject to the following conditions:
  - (a) Clarification as to the rationale for the proposed course title in light of the external assessor's recommendation;
  - (b) Receipt of CA1 form signed by the Heads of Departments collaborating on the proposed MA;
  - (c) Clarification as to why no specific QAA subject benchmark is identified in either the CA1 or the Course Specification;
  - (d) Justification being provided as to why a student cannot initially enrol on a Postgraduate Diploma.
- (2) 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 MA in Psychology and Education.

(B) PGCE (Secondary)

REPORTED:

- (1) That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences, acting on its behalf, has taken action to recommend that a proposal from the Centre for Professional Education to revise the PGCE (Secondary) suite of courses, as set out in paper BGS 35/15-16, be approved.
- (2) That the Chair of the Board, acting on its behalf, has taken action to approve the proposal to revise the PGCE (Secondary) suite of courses, as set out in papers BGS

35/15-16.

(iii) ESRC DTC

Postgraduate Certificate/Award in Social Science Research

REPORTED:

- (A) That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences, acting on its behalf, has taken action to recommend that a proposal from the ESRC DTC to introduce a new Postgraduate Certificate/Award in Social Science Research, as set out in papers GFSS.231a-e/14-15, be approved.
- (B) That the Chair of the Board, acting on its behalf, has taken action to grant retrospective approval to the proposal to introduce a new Postgraduate Certificate/Award in Social Science Research as set out in papers GFSS.231a-e/14-15.

(iv) Warwick Business School

MSc in Business (Accounting & Finance) and MSc in Business (Financial Management)

REPORTED:

- (A) That at its meeting on 19 November 2015, the Board resolved that a proposal from Warwick Business School to revise the MSc in Business (Accounting & Finance) and the MSc in Business (Financial Management), as set out in papers PQC.5(revised)/15-16 and PQC.6-10/15-16, be approved subject to the following conditions:
  - (1) Receipt of signatures from the Head of Economics, Course Leader, Head of WBS;
  - (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 revise the MSc in Business (Accounting & Finance) and the MSc in Business (Financial Management), subject to the conditions required by the Graduate Studies Committee of the Board of the Faculty of Social Science.

(c) Faculty of Science

Warwick Manufacturing Group

MSc by Research in Business Transformation with embedded PgA in Innovation and Entrepreneurship

REPORTED:



- (i) That, at its meeting on 21 October 2015, the Graduate Studies Committee of the Board of the Faculty of Science recommended to the Board of Graduate Studies that a proposal from Warwick Manufacturing Group to introduce a new MSc by Research in Business Transformation with embedded PgA in Innovation and Entrepreneurship, as set out in paper SGS 12/15-16, be approved.
- (ii) That the Chair of the Board, acting on its behalf, has taken action to approve the proposal to introduce a new MSc by Research in Business Transformation with embedded PgA in Innovation and Entrepreneurship, as set out in paper, as set out in papers SGS 12(revised)/15-16, noting the approval of dual registration on both courses.