

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of Graduate Studies held on Tuesday 16 January 2018

Present: Professor C Sparrow (Chair), A Baker, Dr O Davis, R Davis, E Dunford, Dr M Gifford, Dr J Heron, Professor D Hewitt, Dr C Lyonette, Dr J Madan, Dr D Marais, Dr G Marakas, AU Mohammed, Dr A Pinter, Professor P Roberts, Professor M Turner, Professor M Wills, Dr D Wright, C Ziegler

Apologies: C Bisping, Professor N Gane, Dr J Garde-Hansen, Professor L Gracia, S Hattersley, Dr K Hooper, Professor K Kirwan, Dr C Lyonette, Professor E Oborn, Dr J Pearson, Professor A Stewart

In Attendance: A Higgins, R Martyn, E McCourt

34/17-18 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 7 November 2017 as set out in paper BGS 20/17-18.

RESOLVED:

That the minutes of the meeting of the Board held on 7 November 2017 be approved.

35/17-18 Matters Arising on the Minutes

(a) Membership of the Board 2017/18 (minute BGS 2/17-18 refers)

REPORTED:

- (i) That Alex Baker would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Science from amongst the departments in the Faculty;
- (ii) That Wanjiku Murage would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Social Science from amongst the departments in the Faculty;
- (iii) That Adeola Salau would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Medicine from amongst the departments in the Faculty;
- (iv) That Chelsea Ziegler would sit on the Board of Graduate Studies as one of the two co-opted student members, subject to the approval of Senate.

(b) Graduate Awards and Nominations Sub-Committee (minute BGS 5/17-18 refers)

REPORTED:

- (i) That following a recommendation of the Scholarships Working Group, the number of Faculty Selectors had been increased from two to three

per Faculty (minute BGS 69/16-17 refers);

(ii) That the Faculty Education 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) Professor M Beistegui;
- (2) Dr O Davis;
- (3) Dr R Varma;

(B) Faculty of Medicine

- (1) Professor M Birchwood;
- (2) Professor D Grammatopoulos;
- (3) Professor C Hutchinson;

(C) Faculty of Science

- (1) Professor M Turner;
- (2) TBC;
- (3) TBC;

(D) Faculty of Social Sciences

- (1) Dr O Hassan;
- (2) Dr C Lambert;
- (3) Dr G Longworth;

(c) Nomination of student member on the University Research Governance and Ethics Committee (minute BGS 22(c)/17-18 refers)

REPORTED:

That Alex Baker would replace Emily Dunford as the student representative on University Research Governance and Ethics Committee.

36/17-18 Students' Union Update

RECEIVED:

(a) A paper from the Postgraduate Officer on postgraduate engagement (paper BGS 21/17-18);

REPORTED:

(b) That the report was intended to be all-encompassing and the 39 recommendations, therefore, required long-term as well as shorter-term implementation. An action plan is being drawn up.

(by A Baker):

(c) That there was a comment in the report that International Students may need interventions to help them with their English. It would be useful to know how widespread this issue is.

(by Professor C Sparrow):

- (d) That we are aware of the issue that there is demand and that skills development provision may not be meeting this demand.

(by Professor P Roberts):

- (e) That it is surprising that space did not appear to be an issue;

(by E Dunford):

- (f) That this could reflect the students who responded to the consultation and a general awareness that the University is tackling the issue.

RECEIVED:

- (g) An oral report from the Postgraduate Officer.

REPORTED (by the Postgraduate Officer):

- (h) That Spring elections for PGR representatives will be taking place in week 8;
- (i) That the SU responses to the OfS and QAA consultations are available on request.

37/17-18 Reports from the Chairs of the Faculty Education Committees

RECEIVED:

Oral reports from the Chairs of the Faculty Education Committees.

REPORTED:

- (a) That the Faculty Education Committees were all meeting later in January;

(by Professor M Wills, on behalf of the Science Faculty Education Committee):

- (b) That the committee would be meeting later in the month when it would be considering studentship nominations;

(by Professor P Roberts, Co-Chair of the Arts Faculty Education Committee):

- (c) That a new Chair has been appointed – Dr Sarah Richardson – but it was not yet known whether she would be attending BGS. However, Dr Davis is the Deputy Education Committee Chair;

38/17-18 Chair's Business

REPORTED:

- (a) That a bid had been made to the HEFCE Catalyst fund for funding to support the wellbeing of PGR students. The outcome of the bid is expected in March.

- (b) That the report from the Review of the Personal Tutoring System was being circulated. Being mostly focussed on UG there is little to note by way of observations and recommendations relating to PG students.
- (c) That progress against actions from the Institutional Teaching and Learning Review were being reviewed with the Academic Director of the Graduate School taking responsibility for PG-related actions. These fall into two categories: space, and studentships.

39/17-18 Policy on Professional Development for Doctoral Researchers

CONSIDERED:

A paper from the Senior Assistant Registrar (Graduate School) on progress and next steps in relation to the policy on professional development for doctoral researchers (paper BGS 22/17-18).

REPORTED:

- (a) That it was timely to review the implementation of the policy and framework

RESOLVED:

- (b) That a working party of BGS members, chaired by the Senior Assistant Registrar (Graduate School) and supported by the PGR Professional Development Officer, is formed;
- (c) That the BGS members of the group will be Dr Davis and Dr Gifford;
- (d) That the group will report their conclusions to the April meeting of BGS.

40/17-18 PGR Action Planning

CONSIDERED:

A paper from the Postgraduate Student Development Officer on PGR action planning (paper BGS 23/17-18 (revised)).

REPORTED:

- (a) That there was no institutional or other requirement to run PRES annually, it is an option that wasn't available previously. A decision is not needed until later in the calendar year.
- (b) That action planning for PTES was now the responsibility of Teaching Quality alongside the NSS in anticipation of the merger of the two surveys. Action planning for PRES remained the responsibility of the Graduate School.

RESOLVED:

- (c) That the survey results are valued and that action planning and monitoring are necessary;
- (d) That opportunities to seek more qualitative input from students should be pursued by the Graduate School;

- (e) That the PGR student action plan pro forma should be signed off by a student member of the SSLC or their nominee;
- (f) That the decision to run PRES more frequently should be postponed until a future meeting.

41/17-18 Thesis Completion Hardship Fund

CONSIDERED:

A paper from the Administrative Officer (Graduate School) in relation to the future of the Thesis Completion Hardship Fund (paper BGS 24/17-18)

REPORTED:

- (a) That the fund was regularly underspent but particularly since the rules were changed to restrict applications to four windows for consideration per year;
- (b) That some departments have their own dedicated funds (e.g. Modern Languages) and that others may grant ad hoc requests;

RESOLVED:

- (c) That consideration of applications will be undertaken in a timely manner upon receipt of completed applications with support from academic departments, removing the need for quarterly deadlines;
- (d) That the Chair of the BGS will bring revised criteria for making awards and the possible value of awards to the next meeting of BGS.

42/17-18 Submission Rates

RECEIVED:

A paper from the Administrative Officer (Graduate School) on PhD and EngD submission rates (paper BGS 25/17-18)

43/17-18 Revisions to Ordinance 9

CONSIDERED:

Proposed amendments to Ordinance 9 – Ordinance on a Board of Graduate Studies (paper BGS 26/17-18).

RESOLVED:

That the Board welcomed the proposed revisions to membership.

44/17-18 Any Other Business

- (a) Confidentiality – external examiners

REPORTED (by Dr M Gifford):

- (i) That it isn't clear if external examiners are under a duty of confidentiality (unless the student is on an industrial placement);

(by Professor M Wills):

- (ii) That RIS can generate an ad hoc confidentiality pro forma when required.

(b) CDT renewal bids

REPORTED (by Dr M Gifford):

- (i) That support was needed for producing the costings required in the current round of CDT renewal bids and that departments would appreciate BGS backing;

(by Professor C Sparrow):

- (ii) That a more coordinated, supportive approach to the bid process was being worked on.

45/17-18 Next meeting

REPORTED:

- (a) That the meeting of the Board scheduled for Monday 12 February 2018 has been cancelled;
- (b) That the next meeting of the Board is on Thursday 26 April 2018 at 9.30am in CMR 1.0.

46/17-18 Chair's Action

REPORTED:

(a) Faculty of Medicine

(i) MSc in Leadership for Healthcare

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the MSc for Leadership in Healthcare, as set out in paper BGS 28/17-18.

(ii) Postgraduate Award in Introduction to Leadership in Healthcare

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the Postgraduate Award in Introduction to Leadership in Healthcare, as set out in paper BGS 29/17-18.

(iii) Postgraduate Award in Finance and Productivity in Healthcare

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the Postgraduate Award in Finance and Productivity in Healthcare, as set out in paper BGS 30/17-18.

(iv) MSc in Advanced Critical Care Practice

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MSc in Advanced Critical Care Practice, as set out in paper GSCFM 94(revised)/16-17.

(b) Faculty of Science

(i) Mathematics Institute

PhD in Mathematics of Systems

That the Deputy Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the PhD in Mathematics of Systems as set out in paper SGS.32/16-17.

(ii) School of Engineering

MSc in Advanced Mechanical Engineering

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MSc in Advanced Mechanical Engineering as set out in paper SGS.33/16-17.