

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 29 April 2010.

Present: Professor L Bridges (Chair), Mr T Beetseh, Dr A Clark, Mrs J Cooper, Dr A Dowd, Professor L Green, Dr F Griffiths, Mr T Hayes, Ms S Khaku, Professor J Labbe, Dr D Leadley, Professor R Napier, Professor A Neal, Professor C Sparrow, Professor P Stoneman, Professor M Watson.

Apologies: Mr S Bangalore Nagaraj, Dr C Bilton, Professor S Bruzzi, Mr J Chambers, Mr T Hayes, Professor N Johnson, Mr R Metcalf, Dr J Vickery.

In attendance: Dr J Gardner, Mr R McIntyre, Ms R Wooldridge Smith.

75/09-10 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Board held on 23 February 2010 be approved.

76/09-10 Matters Arising on the Minutes

(a) Nominations to the UK Council of Graduate Education (UKCGE) Executive Committee (minute 38/09-10 referred)

REPORTED:

(i) That, at its meeting on 17 November 2009, the Board received a paper setting out the procedure for nominations to be made to three vacancies on the Executive Committee of the UKCGE (paper BGS 23/09-10);

(ii) That the University had put forward one nominee prior to the deadline of 21 December 2009;

(iii) That Dr Tina Barnes, Warwick Manufacturing Group, had been co-opted onto the Executive Committee of the UKCGE and will serve for 1 year until March 2011.

(b) Immigration issues related to PGT students registered on courses of less than 12 calendar months duration (minute 58/09-10 referred)

REPORTED:

That, at its meeting on 23 February 2010, the Board received an oral report from the Postgraduate student representative from the Faculty of Science, in place of the Education Officer, and resolved that the Immigration Service within the International Office be asked to respond to the specific queries raised at the meeting with regard to the difficulties encountered by students applying for PGT courses with periods of study marginally shorter than 12 months in duration, owing to later Autumn term start dates.

RECEIVED:

An oral update from the Chair, noting that:

- (i) The only option available to students was to make an application, supported by the Students' Union, through the UKBA Entry Clearance Correction Scheme on a case-by-case basis;
- (ii) The University was aware of a proportion of applicants who had been successful in amending visa expiry dates through the above scheme;
- (iii) The Warwick Manufacturing Group would investigate the feasibility of affected students being brought to the earliest possible meeting of the Board of Examiners within the department.

77/09-10

Chair's Business

(a) Directors of Graduate Studies Lunch

REPORTED:

That the Summer term meeting for Directors of Graduate Studies would take place on 25 May 2010 at 12.30pm in the Council Chamber, University House.

(b) Erasmus Mundus Grand Committee

REPORTED:

That, at an ad hoc meeting on 15 March 2010, the Chairs of those committees normally involved in considering proposals for new collaborative courses, convened to collectively consider under Chair's action the proposals which are to be submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses. The "Erasmus Mundus Grand Committee" made recommendations as set out in the minutes of that Committee, noting that:

- (i) The deadline for submission of applications in this round was 30 April 2010;
- (ii) The courses approved as part of this process would be reported at a future meeting of the Board, once finalised;
- (iii) The outcome of the Erasmus Mundus applications would be known in Autumn 2010;

RECEIVED:

An oral update from the Chair, noting that the Chair had taken action on behalf of the Board to approve, in principle, the following courses for which applications had been put forward, the full paperwork for

which would be advanced to the relevant Faculty Graduate Studies Committee during the Summer term:

- (iv) Warwick Business School: MA in International and European Employment Relations;
- (v) Complexity Science: PhD in Complex Systems;
- (vi) School of Engineering: PhD in Chemical Engineering.

(c) Russell Group PGR Special Interest Group

RECEIVED:

An oral report from the Chair on the meeting of the Russell Group PGR Special Interest Group, held at Warwick on 26 April 2010.

(d) Postgraduate Scholarships

CONSIDERED:

A paper from the Chair on Postgraduate Scholarships, presented to the Financial Plan Sub-Committee (paper BGS 51/09-10), noting that the outcome of the proposed changes would not be known until the end of the current Five Year Planning Round.

(e) PGR Transferable Skills Training

RECEIVED:

An oral report from the Chair, noting:

- (i) That it was now apparent that there may be a significant deficit in the budget for the "Roberts" funding, and that the Chair of the Board had been asked to investigate further and make a report to the Senior Management Team and the Steering Committee;
- (ii) That all current indicators were that Roberts funding would cease with effect from July 2011, with the last payment due in October 2010, and that a report would need to be submitted on the intended use of outstanding funds at that time.

(f) Appointment of a new Chair of the Board

RECEIVED:

An oral update from the Chair, noting that a call for applicants for the position would be released to members of the University in due course.

78/09-10

Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 52/09-10), as follows:

(a) Faculty of Medicine

Warwick Medical School

“Masters in Medical Education” (minute 70(b)/09-10 referred)

REPORTED:

- (i) That the Chair of the Graduate Studies Committee of the Faculty of Medicine, acting on its behalf, had taken action to approve revisions to the course “Masters in Medical Education”, as set out in papers DMAP 3/09-10 and DMAP 6/09-10.
- (ii) That, at its meeting on 23 February 2010, the Board considered the proposal to make revisions to the course “Masters in Medical Education” (papers DMAP 3/09-10 and DMAP 6/09-10) and resolved that the proposal be approved, subject to:
 - (A) Clarification of the “usual arrangements” specified on the form;
 - (B) Revision of the learning outcomes so that they are demonstrably at M-level.
- (iii) That the clarification and revisions requested by the Board had subsequently been received, and that the Chair of the Board, acting on its behalf, had taken action to approve the revisions to the course “Masters in Medical Education”, as set out in papers DMAP 3/09-10 (revised) and DMAP 6/09-10.

(b) Faculty of Science

(i) Department of Chemistry

MSc in Analytical Science: Methods and Instrumental Techniques (minutes 69(b)(i)(B)/09-10, 39(b)(i)/09-10 and SGS 19(b)/09-10 referred)

REPORTED:

- (A) That, at its meeting on 15 October 2009, it was reported to the Board that the Chair had taken action, acting on behalf of the Board, to approve the proposal, in principle, for a new course entitled “MSc in Analytical Science”, to replace the existing MSc in Instrumental Analytical Methods in Biological and Environmental Chemistry (IAMBEC) as set out in paper BGS 123/08-09;
- (B) That, at its meeting on 3 November 2009, the Graduate Studies Committee of the Faculty of Science considered the proposal to introduce a new course entitled “MSc in Analytical Science: Methods

and Instrumental Techniques” (paper SGS 24/09-10) and resolved that the proposal be approved, subject to the following amendments:

- (1) Revision of Student Support information section 8, to include the implementation of a Student Staff Liaison Committee;
 - (2) Clarification that all modules detailed in the Course Structure section are credited at M-Level;
 - (3) Clarification that proposed module CH913: Team Research Project: Real Word Analysis is not a compulsory module for Postgraduate Diploma students;
 - (4) Inclusion of Examination Conventions;
 - (5) Clarification of the course start date;
 - (6) The submission of an additional Module Proposal for the 24 CATS version of CH917:Research Project;
- (C) That, at its meeting on 17 November 2009, the Board considered the proposal to introduce a new course entitled “MSc in Analytical Science: Methods and Instrumental Techniques” (paper SGS 24/09-10) and resolved that the proposal be not approved, and that a revised proposal be considered at a future meeting of the Board or via Chair’s action, to address the points raised by the Science Graduate Studies Committee and:
- (7) Submission of a Part 2 form, Course Specification and Exam Conventions;
 - (8) Further details as to how 120 credits will be achieved for the PG Diploma;
 - (9) Clarification of the extra 24 credit modules requested by the Graduate Studies Committee;
- (D) That, at its meeting on 2 February 2010, the Graduate Studies Committee of the Faculty of Science considered the proposal to introduce a new course entitled “MSc in Analytical Science: Methods and Instrumental Techniques”, as set out in papers SGS 26a/09-10 and SGS 26b/09-10, and resolved that the proposal and course specification be approved.
- (E) That, at its meeting on 23 February 2010, the Board considered the proposal to introduce a new course entitled “MSc in Analytical Science: Methods and

Instrumental Techniques” (papers SGS 26/09-10 and SGS 26b/09-10) and resolved that the proposal be approved, subject to confirmation of the course duration;

- (F) That the Department of Chemistry had subsequently confirmed the duration of the course to the Secretariat.

(c) Faculty of Social Sciences

(i) Warwick Business School

“Graduate Diploma in Applied Management” (minutes 70(d)(iii)/09-10 and GFSS 24(d)(ix)/09-10 referred)

REPORTED:

- (A) That, at its meeting on 2 February 2010, the Graduate Studies Committee of the Faculty of Social Science considered a proposal to revise the course entitled “Diploma in Applied Management”, as set out in papers GFSS 162 - 166/09-10, and recommended that the proposal be approved, subject to revision of the title to “Graduate Diploma in Applied Management” and receipt of a supporting statement from an external consultant;
- (B) That, at its meeting on 23 February 2010, the Board considered the proposal to revise the course entitled “Diploma in Applied Management” (papers GFSS 162 - 166/09-10), and resolved that the proposal be approved.
- (C) That clarification had subsequently been received from Warwick Business School that the title of the course is the “Graduate Diploma in Applied Management”, and revised course documentation has been received.

79/09-10 Review of the Course and Module Approval Process

CONSIDERED:

A memo from the Pro-Vice-Chancellor (Student Experience) and Chair of the Academic Quality and Standards Committee, setting out recent discussions regarding a review of the course and module approval process and a consultation of stakeholders on the matter, to which members of the Board are invited to respond (papers BGS 53/09-10, AQSC 45/09-10 and BFSS 11/09-10).

RESOLVED:

- (a) That Chairs of the Faculty Graduate Studies Committees were concerned about devolution of module proposals to departments given the quality of some of the proposals coming forward, it being

noted that departments had differing levels of internal scrutiny of proposals locally, with some going direct to the committee, which would expose any process of devolution to risk;

- (b) That Committee scrutiny deals with issues of internal competition, for example where proposals to offer provision in one area may not be picked up by another until they get to committee, particularly where inter-departmental consultation is not as strong as it could be, and thus devolution could lead to unhelpful internal competition in some areas which might only come to light from the point of recruitment;
- (c) That the Board's view was that the review process should start from the premise of what course approval ought to achieve in academic terms rather than simply facilitating information flow to support central services, noting that the existing mandate to change the process might usefully de-couple what is required in governance terms and what good committee scrutiny might require in terms of challenging emerging provision, considering the implications of inter-departmental modules, highlighting good practice, ensuring that learning outcomes match delivery and that formal documentation is translated in meaningful terms for student consumption;
- (d) That, following meetings in week 4, Faculty Graduate Studies Committees should feed back their resolutions to the Chair of the Board of Graduate Studies to be communicated directly to the review group since the consultation deadline preceded Sub-Faculty meetings.

80/09-10

Postgraduate Review (minutes 44(a)/09-10 and 27(b)/09-10) referred)

REPORTED:

- (a) That, at its meeting on 17 November 2009, the Board considered a Universities UK information note setting out the schedule for a Department of Business, Innovation and Skills review of Postgraduate provision (paper SC.70/09-10) and a consultation of members to inform the sector's response, and resolved that a working group be set up by the Chair to consider the University's response to the consultation;
- (b) That, at its meeting on 19 January 2010, the Board received an oral report from the Chair, and Warwick's response to the consultation (paper BGS 29/09-10);

CONSIDERED:

The report, "One Step Beyond: Making the Most of Postgraduate Education", arising from the consultation and review, Chaired by Professor Adrian Smith (paper BGS 54/09-10), noting that only the Executive Summary was circulated, but that the full report was available for download from the Committee file-store or from <http://www.bis.gov.uk>.

RESOLVED:

- (c) That the Board was disappointed by the Review's lack of engagement with the issue of funding postgraduate provision;

- (d) That the Secretariat investigate the view expressed by the Students' Union Education Officer that the National Student Survey was already open to PGT students each Spring.

81/09-10 Draft Regulation on Collaborative Courses

TO CONSIDER:

A paper from the Deputy Academic Registrar detailing a draft of a proposed general Regulation on Collaborative Courses, setting out the requirements relating to the admission, registration, examination and assessment and quality assurance of provision for students enrolled on collaborative courses at all levels of study in conjunction with an external organisation (paper BGS 55/09-10).

RESOLVED:

That the Board approve the proposed draft regulation in principle, but that it be considered at the next meeting of the Board following revision in line with discussion at the meeting.

82/09-10 Postgraduate Research Annual Report Process

CONSIDERED:

A paper from the Administrative Officer (Graduate School) detailing developments around the PGR Annual Report process put in place to increase student and supervisor engagement and to ease the administrative burden on the Graduate School office of managing the procedure, and a copy of the PGR Annual Report form to be used in 09/10 for the Board's approval (paper BGS 56/09-10).

RESOLVED:

- (a) That, whilst it was important to highlight clearly the central purpose of the PGR Annual Report process, it might also usefully be used as an opportunity to prompt students to check their own personal student data in order to further assist in maintaining the quality of centrally held data;
- (b) That further consideration be given within the Graduate School Office to the articulation of central Annual Review and departmental processes, particularly if the intention was for the former process to proceed on a rolling basis, and to consideration of appropriate reporting points to the Board.

83/09-10 PGT to PGR Conversion

CONSIDERED:

Research undertaken by the Project Officer (Postgraduate Recruitment) setting out rates of progression from taught postgraduate to research courses across the institution, with a view to identifying new opportunities for recruitment to research courses, in addition to where and how we might increase conversion in these areas (paper BGS 57/09-10).

RESOLVED:

- (a) That Directors of Graduate Studies consider PGT courses in their departments that may not be considered to be feeders to PGR study, and communicate these to the Project Officer (Postgraduate Recruitment) to inform the development of a conversion strategy to encourage greater numbers of Warwick graduates to apply for research courses;
- (b) That the Project Officer (Postgraduate Recruitment) be invited to the next meeting of the Board to discuss the paper and departmental feedback, setting the data provided in context.

84/09-10 Warwick Collaborative Postgraduate Research Scholarships (WCPRS)

RECEIVED:

A copy of the session outline from the WCPRS workshop on opportunities available under the scheme, delivered on 11 March 2010 (paper BGS 59/09-10).

85/09-10 Graduate School Newsletter

RECEIVED:

The Easter 2010 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 60/09-10).

86/09-10 Graduate School Charter

RECEIVED:

A leaflet produced by the Graduate School setting out to students the terms of its Charter, as discussed at a previous meeting of the Board.

87/09-10. QAA Master's Degree Characteristics Reference Point (minute 23/09-10 refers)

RECEIVED:

The new Master's Degree Characteristics Reference Point, published by the QAA to assist higher education institutions in designing and describing master's degrees (paper BGS 61/09-10).

88/09-10 ESRC DTC Application (minutes 54(d)/09-10 and 44(d)/09-10 referred)

REPORTED:

That the University submitted its application for accreditation as an ESRC Doctoral Training Centre in March, noting that:

- (i) Only the University's institutional Case for Support was circulated to the Board;
- (ii) Anonymised reviewer comments will be sent to the University in May

for response;

- (iii) The ESRC will notify the University of the outcome of its application for accreditation in August
- (iv) The ESRC will notify successful DTC applicants of the quota of awards allocated in October-December.

RECEIVED:

A copy of the University's Institutional Case for Support for the ESRC DTC Application, submitted to the ESRC in advance of the deadline of 11 March 2010 (paper BGS 62/09-10), noting that it was now likely that the outcome of the bid would not be known until November 2010.

89/09-10 Graduate Awards and Nominations Sub-Committee (minutes 46/09-10, 31/09-10 and 4/09-10 referred)

REPORTED:

- (a) That the Graduate Studies Committee of the Faculty of Social Sciences had nominated Professor B Lockwood, Economics, to serve as a Faculty selector on the Graduate Awards and Nominations Sub-Committee, to replace Dr S Neill, Institute of Education;
- (b) That the latest round of Warwick Postgraduate Research Scholarship applications had been considered at the last meeting of the Graduate Awards and Nominations Sub-Committee, and that this had exposed a number of concerns which would be discussed at the next meeting of the Board.

90/09-10 Commonwealth Shared Scholarship Scheme

RECEIVED:

A communication from the Commonwealth Scholarship Commission in the United Kingdom to the University, setting out the process for bidding for awards under the Commonwealth Shared Scholarship Scheme in 2011/12 (paper BGS 63/09-10), noting that the Graduate School would also circulate this to Directors of Graduate Studies in departments in order to encourage institutional participation.

91/09-10 New Courses

(a) Faculty of Science

Mathematics Institute

"MSc in Mathematics and Statistics" (minute SGS 22/09-10 referred)

REPORTED:

- (i) That, at its meeting on 2 February 2010, the Graduate Studies Committee of the Faculty of Science considered a proposal to introduce a new course entitled "MSc in

Mathematics and Statistics”, as set out in paper SGS 18/09-10 and SGS 18a/09-10, and resolved that the proposal be resubmitted for consideration following revision as set out in the relevant minutes;

- (ii) That the Mathematics Institutes has subsequently amended the proposal in line with the Graduate Studies Committee’s recommendations, and that the Chair of the Committee, acting on its behalf, had taken action to recommend that the proposal to introduce a new course entitled “MSc in Mathematics and Statistics”, as set out in paper SGS 18/09-10 (Revised) and SGS 18a/09-10 (Revised), be approved.

CONSIDERED:

The proposal to introduce a new course entitled “MSc in Mathematics and Statistics” (papers SGS 18/09-10 (revised) and SGS 18a/09-10 (revised)).

RESOLVED:

That the proposal to introduce a new course entitled “MSc in Mathematics and Statistics”, as set out in papers SGS 18/09-10 (revised) and SGS 18a/09-10 (revised), be approved.

92/09-10 “In principle” Course Approval

RESOLVED:

That courses put forward for “in principle” approval need only be considered by the Board, or the Chair of the Board acting on its behalf, noting that consideration at Faculty level would add a further layer to what was supposed to be a streamlined process to respond quickly to the market.

93/09-10 Extension Charge for Students Resubmitting a PGT Project or Dissertation

REPORTED:

That there was some concern in certain departments regarding the possibility that some students being asked to resit projects or dissertations on PGT courses might be charged the normal £70 extension fee.

RESOLVED:

That a paper be put to Faculty Graduate Studies Committees at their next meetings to highlight the issue and prompt discussion.

94/09-10 Next meeting

REPORTED:

That the next meeting of the Board would be held on Thursday, 10 June 2010 at 2.00pm in the Council Chamber, University House.