

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of Graduate Studies held on Tuesday 31 May 2016

Present: Professor A Dowd (Chair), Ms F Farnsworth, Professor N Gane, Dr J Garde-Hansen, Mr A Johal, Dr G Marakas, Miss H Ngo, Professor L Roberts, Professor M Saward, Mr N Shiers, Professor A Stewart, Professor O Westwood, Mr T Yuen

Apologies: Dr J Burns, Dr A Cristea, Ms R Davis, Dr L Gramaglia, Dr D Hartas, Professor D Hewitt, Dr K Kirwan, Professor A Lockett, Dr P McTernan, Dr N Monk, Ms N Morrison, Dr Z Newby, Professor J Palmowski, Dr J Pearson, Dr A Pinter, Professor G Riello, Professor P Roberts, Professor P Scott, Dr D Steeghs, Professor M Wills, Professor P Winstanley

In Attendance: Ms N Ellis-Thomas (for item 93/15-16), Ms V Filipova (for item 92/15-16), Mr A Higgins, Ms E Hawkes (for item 94/15-16), Ms L Larard, Mr D Pearson, Dr D Wright

86/15-16 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 28 April 2016 as set out in paper BGS 56/15-16.

RESOLVED:

That the minutes be approved.

87/15-16 Matters Arising on the Minutes

Staff-Student Liaison Committee Report Spring Term 2015/16 (minute BGS 71(b)/15-16 refers)

RECEIVED:

A report from the Capital Space and Amenities Group in relation to the provision of PGR space (paper BGS 57/15-16).

REPORTED:

- (a) That, for the purposes of the paper, data for the Faculty of Medicine was included within the Faculty of Science figures;
- (b) That the data presented reflected changes made during the last year;
- (c) That, noting Departments are responsible for allocation of space, and the significant variation at Department level, it would be useful to receive information on provision of space broken down by Department.

RECOMMENDED: (to the Capital Space and Amenities Group):

- (d) That the Group provide details of current space provision for postgraduate research students at Department level, if held;
- (e) That, for any amendments to this report and subsequent reports, it be clarified that figures for the Faculty of Medicine are included within data for the Faculty of Science.

88/15-16 Students' Union Update

RECEIVED:

An oral report from the Postgraduate Officer.

REPORTED (by the Postgraduate Officer):

- (a) That the 24 hour Library proposal had been submitted;
- (b) That a secure bag storage facility was in operation during the examination period, although it was noted that usage was not as high as had been anticipated;
- (c) That the Students' Union would be formulating a response to the Higher Education and Research Bill;
- (d) That the Students' Union continued to contribute to the Sessional Teaching Project, and were due to meet with the Chair to discuss concerns in relation to the proposed rollout to students in the Faculty of Science.

89/15-16 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees.

REPORTED: (by Professor L Roberts):

That, due to difficulties in ensuring that adequate records of supervision meetings are kept, the Committee would welcome the University more clearly mandating the use of Tabula for this activity.

90/15-16 Chair's Business

REPORTED:

That the Postgraduate Taught Experience Survey remained open, and Departments were asked to encourage students to participate.

91/15-16 Progression Requirements

CONSIDERED:

A paper from the Senior Assistant Registrar (Graduate School) on the revision of progression requirements for research students (paper BGS 58/15-16), with the following attachments:

- (a) A copy of the paper previously considered by the Board (paper BGS 45/15-16);
- (b) A paper setting out proposed amendments to the Guidelines on the Supervision and Monitoring of Research Degree Students (paper BGS 59/15-16).

REPORTED (by the Senior Assistant Registrar (Graduate School)):

- (c) That feedback from Graduate Studies Committees had been considered and incorporated into the revised guidance where appropriate;
- (d) That it is not proposed that the MPhil upgrade is in addition to a progress review in the student's first year of study, nor is it intended that an MPhil upgrade is required for all students;
- (e) That concerns in relation to resource requirements were reported, noting that the Board has no remit for academic resourcing, and that membership of an annual review panel should not compromise the ability of members to act as internal examiner, unless they undertake a more active role in the student's research;
- (f) That the proposed guidance include provision for some flexibility in individual student-cases, noting that the intention of the guidance was to implement greater consistency across the University;

RECOMMENDED (to the Academic Quality and Standards Committee):

That the proposed amendments to the Guidelines on the Supervision and Monitoring of Research Degree Students as set out in paper BGS 59/15-16, be approved, subject to clarification that supervisors must submit a written report to the annual review panel, with the opportunity to attend the review meeting as appropriate.

92/15-16 Authorised Absence

CONSIDERED:

A paper from the Senior Compliance Officer (Student Immigration) on authorised absence and annual leave (paper BGS 60/15-16).

REPORTED (by the Compliance Officer (Student Immigration)):

- (a) That the Office for Global Engagement had initiated a review of the Authorised Absence policy, noting that this was not currently being implemented in a standardised way across the University;
- (b) That there was a potential issue relating to the definition of term time and advice provided to students, noting that undergraduate vacations did not apply to postgraduate students, and the implications for Tier 4 sponsored students undertaking paid employment;
- (c) That the Office for Global Engagement was currently in discussion with academic departments with a view to clarifying the position in relation to

authorised absence for emergency situations and annual leave for all postgraduate students;

REPORTED (by the Secretary)

- (d) That the Board would need to review and approve proposals before they can be implemented;

(by Professor A Stewart):

- (e) That the position on maternity/parental leave for Tier 4 sponsored students, requiring that they return to studies within 6 weeks or be required to leave the country (by way of taking temporary withdrawal), was highly discriminatory, noting that the University is bound by Home Office requirements in this regard;

(by Dr J Garde-Hansen):

- (f) That there was a lack of clarity in relation to the difference between Authorised Absence and Change of Study Location;

RECOMMENDED (to the Senate):

That the University consider making representations to the Home Office in relation to the issue of maternity/parental leave for Tier 4 sponsored students.

93/15-16

Update from the Scholarships Working Group

CONSIDERED:

A paper from the Project Officer (Postgraduate Scholarships) on the outcomes of the first meeting of the Scholarships Working Group (paper BGS 61/15-16).

REPORTED (by the Project Officer (Postgraduate Scholarships)):

- (a) That the Scholarships Working Group had met for the first time on 24 May 2016;
- (b) That the Working Group had considered a number of long and short-term recommendations, noting that the competition for 2017/18 entry was due to open on 1 August 2016;
- (c) That the Working Group had noted a number of concerns in relation to the scoring criteria, and had resolved to consider this further with a view to making recommendations to the Board at a later date;

RESOLVED:

That the Board approved the recommendations to:

- (d) Revise the deadlines for 2017/18 entry competition as set out in paper BGS 61/15-16;

- (e) Use the current PGR Scoring Criteria for the 2017/18 entry competition, noting that the Scholarships Working Group would be considering the criteria for future competitions;
- (f) Recommend to IT Services that the faculty scorer section of BPM be updated to allow for scores to be input against each criteria and allow for notes to be added, noting that if this was not possible, consideration be given to the use of an alternative method for providing data on the scoring across criteria to the Graduate Awards and Nominations Committee and the Moderation Panel;
- (g) Introduce guidance for departmental nomination statements;
- (h) Introduce both faculty-level and University-wide moderation, as set out in paper BGS 61/15-16;
- (i) Investigate an appropriate mechanism for the consideration of a nominal faculty allocation quota.

94/15-16 Update from the PGT Skills Working Group

CONSIDERED:

A paper from the Skills Development Manager, Student Careers and Skills, on development interventions for taught postgraduate students (paper BGS 62/15-16).

REPORTED (by the Skills Development Manager, Student Careers and Skills):

- (a) That research undertaken by the PGT Skills Working Group had identified gaps in skills provision for PGT students, noting issues in relation to students' availability to attend centrally scheduled sessions due to timetable clashes;
- (b) That students and departments had expressed a preference for development interventions to be located within the Department and contextualised to discipline;

RESOLVED:

That the Board approved the proposals for Student Careers and Skills to:

- (c) Undertake a pilot project to develop and deliver bespoke, contextualised development activities, noting that the Department of History of Art, School of Law and Warwick Medical School had expressed interest in participating in the pilot;
- (d) Create a set of curated web resources for students, noting that Departments would be invited to provide suggestions of useful resources;
- (e) Produce guidelines on the provision of feedback on academic writing with the Centre for Applied Linguistics and the Learning and Development Centre.

95/15-16 Update from the Out of Term Time Working Group

REPORTED (by the Deputy Chair):

- (a) That the Working Group had met three times during this academic year: November (to review Christmas provision), January (to review how the Christmas provision worked and plans for Easter) and May (to review Easter provision and plans for summer);
- (b) That information obtained via the Library and Warwick Accommodation demonstrated that the majority of students on campus during vacations were postgraduate and final year undergraduate students, a high proportion of whom seem to be international students;
- (c) That, noting that the Christmas period is a time of most concern in relation to the provision of support, the Working Group would begin coordinating plans for the period at its next meeting in August;
- (d) That the Working Group would ensure that Departments are made aware of facilities available during vacations for communication to students, and that there would be "Summer on Campus" communication campaign.

96/15-16 Review of PGR Monitoring Records

CONSIDERED:

A paper from the Deputy Chair summarising outcomes of departmental visits to review records in relation to the monitoring of PGR students (paper BGS 64/15-16).

REPORTED (by the Deputy Chair):

- (a) That the majority of Departments had provision for progress monitoring of PGR students, however there was a variety of mechanisms demonstrated;
- (b) That some Departments use Tabula to maintain records, although there were some reported shortcomings in its use, such as the lack of templates to record supervision meetings and opportunity for two-way communication;
- (c) That there was no single preferred method of keeping records, noting that it was important for Departments to ensure that records can be accessed by members of staff other than a student's supervisor, for example the Director of Graduate Studies;

(by Dr J Garde-Hansen):

- (d) That some institutions use Skills Forge, which provides an online portal for development and progress, for this purpose;

(by the Senior Assistant Registrar (Graduate School)):

- (e) That the University was considering Skills Forge as part of a tendering process for the PGR Professional Development project.

RESOLVED:

That monitoring visits would continue as set out in paper BGS 64/15-16.

97/15-16

PGT Annual Course Review Reports

CONSIDERED:

The summary PGT Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

- (a) Arts (paper AGSC 22/15-16);
- (b) Science (paper SGS 51/15-16);
- (c) Social Sciences (paper GFSS 109/15-16);
- (d) Medicine (paper GSCFM 32/15-16).

REPORTED (by Mr T Yuen):

- (e) That the number of incidences of suspected plagiarism reported by Warwick Manufacturing Group had almost doubled since the previous year;

(by Professor A Dowd):

- (f) That Warwick Manufacturing Group had a robust procedure for the identification and investigation of cases of suspected plagiarism, noting that there had been an increase in the number of cases of contract cheating;
- (g) That there may be a need for alternative plagiarism identification software with the ability to undertake syntactic similarity matches;

(by the Senior Assistant Registrar (Graduate School):

- (h) That the Graduate School would be working with Teaching Quality in relation to guidelines on the use of proof-reading services;

(by Dr J Garde-Hansen):

- (i) That there was no current requirement to create a central record of findings of plagiarism in submitted work, noting that such a requirement would enable departments to more readily detect repeated incidents of this type, particularly for multi-department programmes.

98/15-16

PGR Annual Course Review Reports

CONSIDERED:

The summary PGR Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

- (a) Arts (paper AGSC 11/15-16);
- (b) Science (paper SGS 32/15-16);
- (c) Social Sciences (paper GFSS 48/15-16);
- (d) Medicine (paper GSCFM 16/15-16).

99/15-16

New and revised courses

(a) Faculty of Arts

Department of English and Comparative Literary Studies

MA in English Literature

REPORTED:

That at its meeting on 17 May 2016, 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 revise the MA in English Literature, as set out in papers AGSC 26-26a/15-16, be approved.

CONSIDERED:

The proposal to revise the MA in English Literature, as set out in papers AGSC 26-26a/15-16.

RESOLVED:

That the proposal be approved subject to:

- (i) Clarification as to whether the modules listed as 'core' should be 'optional core', noting that the form states that students must take "at least one core module";
- (ii) Inclusion of the dissertation module in module list;
- (iii) Receipt of form signed by Head of Department;
- (iv) Further information on the outcome of consultation with the PGSSLC.

(b) Faculty of Medicine

MSc in Advanced Critical Care Practice

REPORTED:

That at its meeting on 10 May 2016, the Graduate Studies Committee of the Board of the Faculty of Medicine recommended that a proposal from



Warwick Medical School to revise the MSc in Advanced Critical Care Practice, as set out in paper GSCFM 3/15-16 revised, be approved.

CONSIDERED:

The proposal to revise the MSc in Advanced Critical Care Practice, as set out in paper GSCFM 3/15-16 revised.

RESOLVED:

That the proposal be approved.

(c) Faculty of Science

(i) School of Life Sciences

MSc in Medical Biotechnology and Business Management

REPORTED:

That at its meeting on 10 May 2016, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from the School of Life Sciences to revise the MSc in Medical Biotechnology and Business Management, as set out in paper SGS.37/15-16, be approved.

CONSIDERED:

The proposal to revise the MSc in Medical Biotechnology and Business Management, as set out in paper SGS.37/15-16.

RESOLVED:

That the proposal be approved.

(ii) Department of Psychology

MSc in Behavioural and Data Science

REPORTED:

That at its meeting on 10 May 2016, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from the Department of Psychology to introduce a new MSc in Behavioural and Data Science, as set out in paper SGS.24/15-16 (revised), be approved.

CONSIDERED:

The proposal to introduce a new MSc in Behavioural and Data Science, as set out in paper SGS.24/15-16 (revised).

RESOLVED:

That the proposal be approved subject to:

- (A) Receipt of a copy of the External Advisor's original comments;
- (B) Confirmation that the Department of Statistics has been consulted on the proposals.

(iii) Warwick Manufacturing Group

- (A) MSc (and sub-qualifications) in Smart, Connected and Autonomous Vehicles

REPORTED:

That at its meeting on 10 May 2016, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from Warwick Manufacturing Group to introduce a new MSc (and sub-qualifications) in Smart, Connected and Autonomous Vehicles, as set out in paper SGS.36/15-16, be approved.

CONSIDERED:

The proposal to introduce a new MSc (and sub-qualifications) in Smart, Connected and Autonomous Vehicles, as set out in paper SGS.36/15-16.

RESOLVED:

That the proposal be approved.

- (B) MSc (and sub-qualifications) in Management for Business Excellence

REPORTED:

That at its meeting on 10 May 2016, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from Warwick Manufacturing Group to revise the MSc (and sub-qualifications) in Management for Business Excellence to change the course module assessment from a percentage mark to a pass/fail result with formative feedback, as set out in paper SGS.35/15-16, be approved.

CONSIDERED:

The proposal to revise the MSc (and sub-qualifications) in Management for Business Excellence, as set out in paper SGS.35/15-16.

RESOLVED:

That the proposal be approved, subject to clarification of how the success of the change in assessment will be evaluated and after what period of time.

(d) Faculty of Social Sciences

(i) Centre for Professional Education

PGCE (QTS) School Direct (Early Years)

REPORTED:

That at its meeting on 10 May 2016, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal from the Centre for Professional Education to introduce a new PGCE (QTS) School Direct (Early Years), as set out in papers GFSS.132a-g/15-16, be approved.

CONSIDERED:

The proposal to introduce a new PGCE (QTS) School Direct (Early Years), as set out in papers GFSS.132a-g/15-16.

RESOLVED:

That the proposal be approved, subject to:

- (A) Receipt of signed copy of the Part 2 form;
- (B) Confirmation of the award title, noting that the CA1 form refers to the 'Postgraduate Certificate in Education (QTS) School Direct (Early Years)' and the course specification refers to the 'Professional Certificate in Education (QTS):School Direct Early Years';
- (C) Clarification as to whether the PGDE is being proposed as an exit or entry point.

(ii) Warwick Business School

Warwick MBA by Distance Learning

REPORTED:

That at its meeting on 10 May 2016, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal from Warwick Business School to revise the Warwick MBA by Distance Learning, as set out in papers GFSS.107a-j/15-16, be approved.

CONSIDERED:

The proposal to revise the Warwick MBA by Distance Learning, as set out in papers GFSS.107a-j/15-16.

RESOLVED:

That the proposal be approved subject to clarification of the learning outcomes not applicable to the Postgraduate Diploma and Certificate.

100/15-16 Any Other Business

101/15-16 Chair's Action

- (a) University Policy on the Timing of the Provision of Feedback to Students on Assessed Work

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to approve an extension to the 20 day deadline for the provision of feedback in relation to the 4,000 word written assignment for the module 'TH919 Cultural Entrepreneurship', as requested by the Director of the Centre for Cultural Policy Studies, set out in paper BGS.68/15-16.

- (b) Faculty of Science

Department of Chemistry

MSc in Analytical Science: Methods and Instrumental Techniques

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to approve the proposal from the Department of Chemistry to rename the MSc in Analytical Science: Methods and Instrumental Techniques to the 'MSc in Analytical Science and Instrumentation', as set out in paper BGS.67/15-16.

- (c) Faculty of Social Sciences

- (i) Centre for Applied Linguistics

MA in English Language Teaching

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to approve revisions to the MA in English Language Teaching programmes, as set out in papers GFSS.78a-c/15-16.

- (ii) Warwick Business School

MPhil/PhD in Industrial and Business Studies

Masters by Research in Industrial and Business Studies

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to approve the discontinuation of the MPhil/PhD in Industrial and

Business Studies and Masters by Research in Industrial and Business Studies, as set out in paper BGS 69/15-16.