

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 16 November 2006.

Present: Professor L Bridges (Chair), Dr C Bilton, Professor B Brewer, Dr A Clark, Professor J Davey, Dr A Dowd, Professor J Faundez, Dr C Hughes, Dr M Kooy, Professor J Labbe, Ms C Longworth, Professor P Marshall, Professor R Napier, Professor E Peile, Mr P Ptashko, Dr N Stocks, Dr A Stokes, Dr N Webber.

Apologies: Professor S Ghosal, Ms S Liggins, Dr J Neelands, Professor M Thorogood.

21/06-07 Minutes

RESOLVED:

The minutes of the meeting of the Board held on 12 October 2006 be approved.

22/06-07 Matters Arising on the Minutes

Integrated Masters degrees (minute 43/05-06 refers)

REPORTED:

That the Academic Quality and Standards Committee had given its support in principle to the proposal to permit departments in the Faculty of Science to rebrand existing integrated undergraduate Masters degrees as, for example, BSc MPhys, noting that any proposals for such rebranding would be handled by the Sub-Faculty of Science.

23/06-07 Membership of the Board 2006/2007

REPORTED:

That Dr A Stokes has replaced Dr P O'Hare on the Board as a nominee of the Board of the Faculty of Medicine.

24/06/07 Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

REPORTED:

That Dr S Allan had been nominated as the remaining representative of the Faculty of Arts.

CONSIDERED:

The election of representatives to the Graduate Awards and Nominations Sub-Committee for 2006/07.

RESOLVED:

That the membership of the Graduate Awards and Nominations Sub-Committee for 2006/07 be approved as set out below:

- (a) The Chair of the Board as the Chair.
- (b) The Chairs of the Graduate Studies Committee of the Boards of the Faculties of Arts, Science, Medicine and Social Studies.
- (c) Four members of the Board, one from each of the Faculties:
Faculty of Arts: Dr S Allan
Faculty of Medicine: Dr A Stokes
Faculty of Science: Professor J Davey
Faculty of Social Studies: Dr D Kelly

25/06-07 Appointment of a student to the University Research Ethics Committee
(minute 19/06-07 refers)

REPORTED:

That the Chair, acting on behalf of the Board, had recommended to the University Council the appointment of a final year MBChB student, nominated by the Warwick Medical School, to the University Research Ethics Committee.

26/06-07 Chair's Business

- (a) Admissions to taught postgraduate courses

RECEIVED:

An oral report from the Chair on admissions to taught postgraduate courses, noting that proposals to improve turnaround times on applications were to be implemented.

- (b) AHRC review of Postgraduate Funding (minute 13/06-07 refers)

REPORTED:

That a response to the review of funding, as agreed between the Chair of BGS and the Chair of the Graduate Studies Committee of the Faculty of Arts, had been submitted to the AHRC.

- (c) QAA Institutional Audit

REPORTED:

That the QAA Institutional Audit had been scheduled for Autumn 2008 and would include a further review of the Universities compliance with the QAA Code of Practice for Postgraduate Research Students.

27/06-07 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees noting that the Chairs of the Graduate Studies Committees of the Faculties of Arts and Science reported that the amount of time spent considering module proposals had led their Committees to recommend that a sub-committee be set up for this purpose in each Faculty.

28/06-07 Postgraduate Committee and Students' Union

RECEIVED:

An oral report from the Education Officer, noting that Peter Ptashko was now Chair of the Postgraduate Committee and that Stephanie Liggins had been elected as Science Faculty representative.

29/06-07 Submission Rates (minute 9/06-07 refers)

CONSIDERED:

Proposed procedures on Early Submission and Extensions for PhD Students (paper BGS 15/06-07 (revised, tabled at the meeting).

RESOLVED:

(a) That the revised *procedures* 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* 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* 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.

30/06-07 Appointment of supervisors (minute 10/06-07 refers)

CONSIDERED:

Proposed amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students* concerning the appointment of supervisors.

RESOLVED:

That the amendments to the *Guidelines on the Supervision and Monitoring of Research Degree Students* be approved as set out below:

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.”

31/06-07 Guidelines for the Supervision of Research Students based away from the University (minute 12/06-06 refers)

CONSIDERED:

Proposed Guidelines for the Supervision of Research Students based away from the University (paper BGS 7/06-07 (revised 2)).

RECOMMENDED:

That the Guidelines be approved as set out in paper BGS 7/06-07 (revised 2), subject to amendments agreed at the meeting, noting that they should apply to all students admitted with effect from January 2007.

32/06-07 Amendments to University Regulations (minute 15/06-07 (c) refers)

(a) Regulations Governing the right of appeal

CONSIDERED:

Proposed amendments to University Regulation 14 Governing Higher Degrees to provide for the right of appeal for students admitted to a Postgraduate Diploma who are not permitted to upgrade to a Masters course and those admitted to a MPhil/PhD who are not permitted to upgrade to PhD (paper BGS 14 /06-07, revised, tabled at the meeting).

RESOLVED:

That the proposed amendments to provide for the right of appeal against the decision not to permit an upgrade to a Masters course be reviewed in light of discussions at the meeting and reconsidered in January.

RECOMMENDED:

That the proposed amendments to Regulation 14 (F) to provide for the right of appeal against the decision not to permit an upgrade to PhD from MPhil be approved as set out in paper BGS 14/06-07 (revised).

(b) Regulation 34 for the Determination of Fitness to Practise

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting on 24 October 2006, resolved:

“That it was inappropriate for students on the MSc Orthodontic Dentistry to be subject to the University’s Fitness to Practise procedures (set out in Regulation 34) since, as registered practitioners, they were subject to the Fitness to Practise procedures of the General Dental Council. This matter would be taken up by Faculty representatives on the Board of Graduate Studies and the Academic Quality and Standards Committee.”

33/06-07 Research Student Induction

CONSIDERED:

A report summarising student feedback on the Graduate School Induction for Research Students (paper BGS 13 /06-07).

RESOLVED:

That the Board supported the introduction of the Graduate Student Induction for Research Students, noting that feedback would be used to enhance the programme for 2007.

34/06-07 Award of Merit and Starred Distinction

REPORTED:

- (a) That the Board, at its meeting of 31 May 2006, resolved that the proposal by the Board of the Faculty of Arts to introduce a merit classification at taught Masters level to distinguish those who have not achieved a distinction but have obtained a high pass mark should be referred to Faculty level for consideration, along with the suggestion that the University introduce a starred distinction.
- (b) That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting held on 24 October 2006, resolved:
 - (i) That the Committee did not support the proposal for a starred distinction.
 - (ii) That the Committee supported a permissive practice for awarding informal merit classifications within departments, but did not support the proposal to impose a prescriptive regulation

across the Faculties and the Departments for the following reasons:

- (A) Providing a transcript would detail the quality of a student's performance.
 - (B) The awarding of a merit could persuade students to be cautious in their choice of modules.
 - (C) Departmental choice rather than a centrally imposed policy was preferred.
- (c) That, following requests from the Faculties of Arts and Science, the Graduate School would investigate practice at other universities and report back on this issue to the Board, noting that within the Faculty of Science there was more support for a merit classification than a starred distinction.

35/06-07 WPRS Selection process (minute 08/06-07 refers)

REPORTED:

- (a) That the Faculty Graduate Studies Committees had been consulted over their possible involvement in the selection process for the Warwick Postgraduate Research Scholarships scheme.
- (b) That the Graduate Studies Committees of the Boards of the Faculties of Arts and Medicine had expressed an interest in involvement in the selection process for 2007 entry.
- (c) That the Faculty of Science had indicated a preference for an allocation of awards to faculties in the future and had also suggested that consideration be given to a mechanism for targeting areas where demand from students is high but there is a lack of financial support.

CONSIDERED:

Faculty involvement in the WPRS Selection process for 2007/2008 entry.

RESOLVED:

- (a) That each Faculty would nominate four members, including the Chair of the Graduate Studies Committee, to consider WPRS applications on behalf of the Faculty, noting that this would contribute 50% of the applicants' scores in the selection process, and that Chairs of the Faculty Graduate Studies Committee would be responsible for nominating additional selectors from their Faculties no later than 5 January 2007.
- (b) That no member of a department would be permitted to consider an application to his/her own department or, in the case of the Medical School, no member of an institute would be permitted to consider an application to his/her own institute.

36/06-07 Annual Course Review 2004/05, Faculty of Science

REPORTED:

That the Academic Quality and Standards Committee, at its meeting of 7 June 2006, had considered a memo from the Faculty of Science that

explained the lack of a Summary Report of Postgraduate Annual Course Review reports and resolved that the Chair of the Faculty of Science contact the Heads of the departments for which no Annual Course Report had been received to inform them that the Committee had set a deadline for their receipt of Friday 16 June 2006.

CONSIDERED:

A Summary Report of Annual Reviews of Postgraduate Courses (2004/2005, paper SGS 12/06-07), noting that departments that had not submitted an Annual Report for 2004-05 had been asked by the Faculty of Science to submit a report for 2004/05 and 2005/06 by the 1 January deadline.

RECOMMENDED:

That the Summary Report of Postgraduate Annual Course Review reports be approved as set out in paper SGS 12/06-07, noting that the report from Biological Sciences had now been received and the report would therefore be amended to take account of this.

37/06-07 HEA Survey

CONSIDERED:

A letter from the HEA proposing a survey of postgraduate students (paper BGS 16/06-07).

RESOLVED:

That the Board did not support participation in the survey, noting that focussing on improving the response rate for the University's postgraduate Academic Satisfaction Review was of greater importance.

38/06-07 New Course Proposals

(a) Faculty of Arts

CONSIDERED:

A proposal from the Department of History for the introduction of a new online MA with effect from October 2007, noting that the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting held on 24 October 2006, recommended that the proposal be approved as set out in paper AGSC 04/06-07, copy attached), subject to:

- (i) The requirement that the Department of History provide a report on the progress of the course to the Graduate Studies Committee in the Summer Terms of 2008, 2009 and 2010 to include the following information:
 - (A) Staff time taken in administering and teaching the course.
 - (B) Recruitment statistics, including the quality of the student intake.
 - (C) Academic progress of students following the course.

- (D) Drop-out rates from the course.
- (ii) Professor Labbe and Dr Allan becoming members of the monitoring board for the course.

RESOLVED:

That the proposal for the introduction of a new online MA in History, as set out in paper AGSC 4/06-07, be approved subject to clarification of the fee level and approval by the Academic Activities Sub-Committee.

(b) Faculty of Science

(i) MSc in Computer Science and Applications

REPORTED:

That the Board, at its meeting of 31 May 2006, resolved that a proposal from the Department of Computer Science for the introduction of an MSc in Computer Science and Applications be reconsidered in the Autumn Term 2006, noting that the Board endorsed the recommendations of the Graduate Studies Committee of the Board of the Faculty of Science and that the proposal be referred back to the Department for clarification of:

- (A) Entry points
- (B) CATS weightings
- (C) Whether all modules are M level
- (D) Whether pass mark is only defined by passing 50% or whether there is a limit on the number of modules that can be failed.
- (E) The removal of "no research content" comments from the proposal.

CONSIDERED:

A revised proposal for the introduction of an MSc in Computer Science and Applications in Autumn 2007 as set out in paper SGS 43/05-06 (revised), copy attached, noting that the Graduate Studies Committee of the Board of the Faculty of Science at its meeting of 25 October 2006 recommended that the proposal be approved subject to the following amendments:

- (A) Clarification of whether and how the diploma and certificate would operate as entry and exit points.
- (B) Further evidence of the academic rationale, market for uptake of this degree course and, in particular, its distinctiveness from courses offered by other universities.
- (C) Submission of the Research Project module proposal form.

- (D) Clarification of whether all MOAC modules listed were current modules.

RESOLVED:

That the revised proposal for the introduction of an MSc in Computer Science and Applications be approved, subject to clarification of assessment conventions, amendments requested by the Graduate Studies Committee of the Board of the Faculty of Science and approval by the Academic Activities Sub-Committee, as set out in paper SGS 43/05-06 (revised).

(ii) Department of Statistics

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 25 October 2006, considered a proposal from the Department of Statistics for a restructuring of the MSc in Statistics and recommended that the proposal be approved subject to the following amendments:

- (A) Clarification of whether a Postgraduate Certificate would be offered in addition to a Postgraduate Diploma and whether these should be offered as entry points.
- (B) The addition of the Research Project to the module list
- (C) Clarification of whether the Seymour formula would operate for the MSc as well as for the Diploma.

CONSIDERED:

A proposal for the restructuring of the MSc in Statistics (paper SGS 22/06-07, copy attached) together with revised course regulations (paper SGS 23/06-07, copy attached).

RESOLVED:

That the proposal for restructuring the MSc in Statistics, as set out in papers SGS 22/06-07 and SGS 23/06-07, be approved, subject to amendments requested by the Graduate Studies Committee of the Board of the Faculty of Science.

(iii) Warwick HRI

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 25 October 2006, considered a proposal from Warwick HRI for the introduction of a MSc in Modelling Biological Populations and Interactions (papers SGS 25-26/06-07) and recommended that the proposal be approved subject to the following amendments:

- (A) The addition of a Postgraduate Certificate as an exit point.
- (B) The labelling of the Project module as "Core for MSc".

CONSIDERED:

A proposal from Warwick HRI for the introduction of an MSc in Modelling Biological Populations and Interactions (papers SGS 25-26/06-07, copies attached).

RESOLVED:

That the proposal for the introduction of an MSc in Modelling Biological Populations and Interactions, as set out in papers SGS 25-26/06-07, be approved, subject to amendments requested by the Graduate Studies Committee of the Board of the Faculty of Science and clarification of requirements for the award of the Postgraduate Diploma.

(iv) Department of Physics

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 25 October 2006, considered a proposal from the Department of Physics for the introduction of an integrated MSc and PhD in Complexity Science (paper SGS 35/06-07) and recommended that the proposal be approved subject to the submission to the next meeting of a Course Specification, Course Regulations and module proposals, noting that these had not been prepared due to difficulties with the online forms.

CONSIDERED:

A proposal from the Department of Physics for the introduction of an integrated MSc and PhD in Complexity Science (paper SGS 35/06-07, copy attached).

RESOLVED:

That the proposal for the introduction of an integrated MSc and PhD in Complexity Science, as set out in paper SGS 35/06-07, be approved, subject to clarification of assessment conventions and of the pass mark required at MSc level in order for a student to proceed to the PhD.

(c) Faculty of Social Studies

(i) Warwick Business School

CONSIDERED:

The following proposals from the Warwick Business School, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting held on 24 October 2006, recommended that the following proposals be approved:

(A) Revisions to the Diploma in Applied Management (papers GFSS 30-32/06-07, copies attached).

(B) Revisions to the Diploma in Service Leadership (papers GFSS 45-46/06-07, copies attached).

- (C) The introduction of a new PhD in Finance (papers GFSS 67-68/06-07, copies attached), subject to clarification of the course duration.

RESOLVED:

- (A) That the revisions to the Diploma in Applied Management, as set out in papers GFSS 30-32/06-0, be approved.
- (B) That the revisions to the Diploma in Service Leadership, as set out in papers GFSS 45-46/06-07, be approved.
- (C) That the introduction of a new MPhil/PhD in Finance as set out in papers GFSS 67-68/06-07, be approved on the understanding that this was a standard three-year PhD and clarification of arrangements should a student fail one or more of the taught modules.

(ii) Institute of Education

CONSIDERED:

The following proposals from the Institute of Education, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting held on 24 October 2006, recommended that the following proposals be approved:

- (A) Postgraduate Award in The Teaching of Shakespeare in Theory and Practice (for Actors and Artists), as set out in papers GFSS 80a and B/06-07, copies attached.
- (B) Revisions to the existing Postgraduate Award Introduction to Gifted and Talented Education (Science) as set out in papers GFSS 96-98/06-07, copies attached).
- (C) Revisions to the existing Postgraduate Award Introduction to Gifted and Talented Education (Mathematics) as set out in papers GFSS 96, 99 and 100/06-07, copies attached).
- (D) Revisions to the MA Childhood in Society (open dissertation route), papers GFSS 81 a and b/06-07, copies attached.

RESOLVED:

- (A) That the Postgraduate Award in The Teaching of Shakespeare in Theory and Practice (for Actors and Artists), as set out in papers GFSS 80a and B/06-07, be approved.
- (B) That the revisions to the Postgraduate Award Introduction to Gifted and Talented Education (Science) as set out in papers GFSS 96-98/06-07, be approved.

- (C) That the revisions to the Postgraduate Award Introduction to Gifted and Talented Education (Mathematics) as set out in papers GFSS 96, 99 and 100/06-07, be approved.
- (D) That the revisions to the MA Childhood in Society (open dissertation route), as set out in papers GFSS 81 a and b/06-07, be approved.

(iii) School of Health and Social Studies

CONSIDERED:

A proposal from the School of Health and Social Studies for the introduction of an MA in Islam in a Global Society, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting held on 24 October 2006, recommended that the proposal be approved as set out in papers GFSS 88-89/06-07, copies attached.

RESOLVED:

That the proposal for the introduction of an MA in Islam in a Global Society be referred back to the Graduate Studies Committee of the Board of the Faculty of Social Studies for clarification of its title, the language requirements, the dissertation module and the CATS weighting of each module, as well as why there is no provision for a Diploma.

(iv) School of Law

CONSIDERED:

A proposal from the School of Law for approval in principle for the introduction of an LLM in International and Comparative Criminal Justice, noting that a full course proposal would be submitted to the Graduate Studies Committee of the Faculty of Social Studies in the Spring Term.

RESOLVED:

That the introduction of the an LLM in International and Comparative Criminal Justice to begin in October 2007 be approved, subject to the submission and approval of the full course proposal in the Spring Term 2007 and to the consideration of the marketability and financial viability of the new course by the Academic Activities Sub-committee of Academic Resourcing Committee.