

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 20 November 2014.

Present: Professor J Palmowski, Mr R Batista, Ms R Davis, Dr K Denby, Professor A Dowd, Dr J Garde-Hanson, Mr A Hammant, Professor J Hayton, Ms J Humphreys, Dr K Kirwan, Mr S Lamb, Dr P McTernan, Dr J Pearson, Dr A Pinter, Ms X Rasul, Professor L Roberts, Dr P Roberts, Professor M Saward, Professor P Scott, Dr D Steeghs, Professor M Soteriou, Dr P Taylor, Mr A Thompson, Professor M Wills.

Apologies: Mr A Brewerton, Mrs J Cooper, Dr O Goriunova, Professor D Leadley, Professor G Riello, Professor D Steinberg, Dr Z Newby.

In attendance: Mrs M De La Pisa (for item 26/14-15), Dr L Hough, Mr D Gibbons (for item 32/14-15), Mr J Kennedy (for item 26/14-15), Mrs L Larard, Mr D Pearson.

22/14-15 Minutes of the Last Meeting

CONSIDERED:

The minutes of the meeting of the Board held on 10 October 2014.

RESOLVED:

That the minutes of the meeting of the Board held on 10 October 2014 be approved.

23/14-15 Matters Arising on the Minutes

(a) Membership of the Board 2014/2015 (minute 2/14-15 refers)

REPORTED:

- (i) That Professor M Soteriou, rather than Dr Y Hutchison, would serve on the Board of Graduate Studies as one of two members of academic staff appointed by the Board of the Faculty of Arts;
- (ii) That Dr O Goriunova would serve on the Board of Graduate Studies as one of two members of academic staff appointed by the Board of the Faculty of Social Sciences;
- (iii) That Mr R Batista 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;
- (iv) That Mr L Green would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Arts from amongst the departments in the Faculty;
- (v) That Mr A Hammant 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;

- (vi) That Ms X Rasul would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Social Sciences from amongst the departments in the Faculty.

(b) Graduate Awards and Nominations Sub-Committee (minute 5/13-14 refers)

REPORTED:

- (i) That the Faculty Graduate Studies Committees, at their last meetings, nominated the following to serve as Faculty Selectors on the Graduate Awards and Nominations Sub-Committee:

(A) Faculty of Arts

- (1) Professor I de Smet;
- (2) Dr D Wright;

(B) Faculty of Medicine

- (1) Professor D Grammatopoulos
- (2) Dr S Taylor-Phillips;

(C) Faculty of Science

- (1) Dr N Wilson;
- (2) Dr B Finkelstadt;

(D) Faculty of Social Sciences

- (1) Mr P Whitehead;
- (2) TBC.

- (ii) That the four members of the Board to serve as representatives on the Graduate Awards and Nominations Sub-Committee would be:

- (A) Professor M Soteriou (Faculty of Arts);
- (B) Dr J Pearson (Faculty of Science);
- (C) Dr A Pinter (Faculty of Social Sciences);
- (D) TBC (Faculty of Medicine).

RESOLVED:

That election of the remaining positions on the Graduate Awards and

Nominations Sub-Committee would be confirmed as soon as possible after the meeting.

(c) Best Practice for PGR Training as Related to Teaching/Selecting PGR Tutors (minute 64/13-14 refers)

CONSIDERED:

- (i) A report prepared by the Chair of the Board of Undergraduate Studies (paper BGS 3/14-15);
- (ii) A copy of the NUS Postgraduate Employment Charter (paper BGS 12/14-15).

REPORTED: (by the Postgraduate Officer)

That the guidance for departments was welcomed from a student perspective, but that clarity should be provided as to the mechanisms for feedback/complaints and the implementation process;

(by Dr P Roberts)

That it would be useful to understand the rationale behind varying rates of pay across departments;

(by Professor P Scott)

That in departments where there is an expectation that students undertake teaching as part of their degree there was a strong view that these departments would not wish, or seek, to recruit from outside of the department when teaching requirements can be met internally.

RESOLVED:

- (iii) That Departments propose whom to contact in the first instance regarding any complaints or concerns be passed to the Board of Undergraduate Studies for inclusion, prior to consideration by AQSC and Senate;
- (iv) That further discussions will be required to map out clearly how the guidance will be implemented;
- (v) That even in departments where students were expected to teach as part of their scholarship, there was an expectation that teaching be allocated on a fair basis;
- (vi) That individual discussions would be held with those departments that had particular models or expectations regarding PGR teaching to ensure that the Policy could be implemented across the University.

(d) PGR Scholarships Competition

RECEIVED:

A report from the Senior Assistant Registrar (Graduate School) regarding nomination quotas for the PGR Scholarships Competition (paper BGS 13/14-15).

RESOLVED:

- (i) That the following quotas would apply to the Faculties of Science and Social Sciences:
 - (A) 6 nominations for departments with a PGR population (not including Masters-level qualifications) above 50;
 - (B) 4 nominations for departments with a PGR population (not including Masters-level qualifications) of between 15-50;
 - (C) 2 nominations for departments with a PGR population (not including Masters-level qualifications) of below 15.
- (ii) That the Faculty of Medicine would have 10 nominations;
- (iii) That the following quotas would apply to the Faculty of Arts:
 - (A) 10 nominations for departments with a PGR population (not including Masters-Level) population of above 15;
 - (B) 5 nominations for departments with a PGR population (not including Masters-Level) population of 15 or below.
- (iv) That Category 1 Research Centres would continue to receive nomination quotas in line with the size of their PGR population but that DTCs would no longer have their own nomination quotas in order to reflect funding being devolved directly to their Centres for the 2014 – 15 competition.

24/14-15 Chair's Action

RECEIVED:

- (a) A report on the PGT Provision Working Group (paper BGS 14/14-15);
- (b) An oral update on progress made by the PGR Transferrable Skills Working Group.

25/14-15 PGR Registration Periods

RECEIVED:

An update from the Chair regarding registration periods for PhD students funded by Doctoral Training Centres (paper BGS 15/14-15).

26/14-15 International Scholarships

RECEIVED:

A report from the Director of the International Office on the University's joint-funded scholarships (papers BGS 16-16a/14-15).

RESOLVED:

- (a) That the Board granted approval in principle to the proposal that the number of awards offered under the China Scholarship Council (CSC) Agreement should be increased to 12 for entry in 2015;
- (b) That the Board endorsed the proposed policy to offer fee discounts to funding bodies in Latin America, noting that the International Office should not offer discounts in excess of 20% without prior approval of the Board and that the International Office should not limit this practice to Latin American countries;
- (c) That the Board granted approval in principle to the proposal to signing a consolidated agreement in relation to the Chevening-Warwick Scholarships programme;
- (d) That the Board granted approval to the Chair to approve agreements with the LPDP (Indonesia) and the HEC (Pakistan) if and when negotiations are complete.

27/14-15 Warwick Business School Proposal for 'In Principle' Approval

(a) Doctor of Business Administration

CONSIDERED:

A proposal to introduce a new Doctor of Business Administration course as set out in paper BGS 17a-b/14-15.

RESOLVED:

That the proposal be approved in-principle.

(b) MSc in International Business

CONSIDERED:

The proposal to introduce a new MSc International Business course as set out in paper BGS 17c/14-5.

RESOLVED:

That the proposal be approved in-principle.

(c) Executive MBA (London variant)

CONSIDERED:

The proposal to introduce a London variant of the Executive MBA as set out in paper BGS 17d/14-15.

RESOLVED:

That the proposal be approved in-principle.

(d) MSc Business (with variants)

CONSIDERED:

The proposal to introduce a variation to the MSc Business (with Variants) courses as set out in papers BGS 17e/14-15.

RESOLVED:

That the proposal be approved in-principle.

28/14-15

Postgraduate Forum and the Students' Union

(a) Postgraduate Student-Staff Liaison Committee Annual Report 2014

CONSIDERED:

A copy of the Postgraduate Student-Staff Liaison Committee Annual Report 2014, prepared by the Postgraduate Officer (paper BGS 18/14-15);

REPORTED (by the Postgraduate Officer):

That the report summarised reports from individual postgraduate SSLCs highlighting cross-faculty themes which included issues relating to lack of quiet study space, timetabling concerns, requirements for additional guidance on the use of new technologies, campus provision and communication of the SSLC process.

(by the Chair):

That the response rate was fairly low and there were concerns that SSLCs may not be taking place in some areas.

(by Dr Garde-Hansen)

That the Centre for Cultural Policy Studies SSLC report had been submitted, contrary to what was noted in the Report

RESOLVED:

- (i) That the Postgraduate Officer would liaise with the Head of Client Services, Library in relation to potential extended opening times for the Library and PG Hub. The Head of Client Services would be asked to present a response to the next meeting of BGS in relation to the points raised in the reports, and at the

Board.

- (ii) That it would be useful for the Board to receive information on issues raised by SSLCs on a more regular basis, notably on particular student concerns, after the first term's meetings to ensure that resolutions can be considered in a timely manner.

(b) Postgraduate Office Space Survey Report

CONSIDERED:

The results of the survey on space and facilities for postgraduate students (paper BGS 19/14-15).

REPORTED: (by the Postgraduate Officer)

That the report identified issues of lack of office space for postgraduate students particularly in the Faculties of Arts and Social Sciences and the associated impact on other facilities such as the Library and PG Hub

RESOLVED:

- (i) That the Chair would discuss the issues highlighted in the report at the Capital Planning and Accommodation Review Group which will be considering the appropriate standards for postgraduate office space;
- (ii) That the Postgraduate Officer would provide information on the split of responses between postgraduate taught and research students, and would conduct an additional survey within Warwick Medical School, noting that no responses had been received from the Faculty of Medicine

29/14-15

Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 20/14-15) as follows:

(a) Faculty of Social Sciences

(i) Centre for Professional Education

PGCE variations

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to give 'in-principle' approval to a request from the Centre for Professional Education to introduce a number of variants to its PGCE programme, to allow these to be advertised and opened to applications.

(ii) Economics

MSc/PgD/PgC in Advanced Economics

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to approve the introduction of exit qualifications for the MRes/PhD in Economics, as set out in GFSS 77(a-f)/13-14.

(b) Faculty of Science

School of Engineering

MSc/PgD/PgC in Sustainable Energy Technologies

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to approve the introduction of a new MSc/PgD/PgC in Sustainable Energy Technologies course, as set out in SGS.51(a-d)/13-14.

(c) Faculty of Medicine

MSc Endodontics with Supervised Dental Clinical Training

MSc Implant Dentistry with Supervised Oral Surgery Clinical Training

MSc Restorative Dentistry with Supervised Dental Clinical Training

MSc Orthodontics with Supervised Dental Clinical Training

REPORTED:

That at a meeting on 30 October 2014, the Chair of the Board, acting on its behalf, and in conjunction with the Chairs of CFDLSC and AQSC, recommended that a proposal to revise the above named courses, as set out in papers CFDLSC 15 14-15 and GSCFM .6-.7/14-15, be approved.

30/14-15

New Course Proposals

RECEIVED:

A paper setting out recommendations for the approval of new courses (paper BGS 21/14-15) as follows:

(a) Faculty of Social Sciences

(i) Centre for Interdisciplinary Methodologies

MSc in Big Data and Digital Futures

REPORTED:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences had taken action to

recommend that a proposal from the Centre for Interdisciplinary Methodologies to introduce a new MSc in Big Data and Digital Futures, as set out in papers GFSS.1a-e/14-15, be approved.

CONSIDERED:

The proposal to introduce a new MSc in Big Data and Digital Futures, as set out in papers GFSS.1a-e/14-15.

RESOLVED:

That the proposal be approved, subject to the following:

- (A) The Centre undertaking further consultation with the Department of Computer Science and the Warwick Institute for the Science of Cities.
- (B) Clarification of the resource requirements for the new proposed modules.

(ii) Centre for Lifelong Learning

Postgraduate Diploma in Teaching and Learning (Further Education and Skills Sector)

REPORTED:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences had taken action to recommend that a proposal from the Centre for Lifelong Learning to introduce a new Postgraduate Diploma in Teaching and Learning (Further Education and Skills Sector), as set out in papers GFSS.2a-h/14-15, be approved.

CONSIDERED:

The proposal to introduce a new Postgraduate Diploma in Teaching and Learning (Further Education and Skills Sector), as set out in papers GFSS.2a-h/14-15.

RESOLVED:

That the proposal be approved.

(iii) Politics and International Studies

MA in Politics and International Studies: Big Data and Quantitative Methods

REPORTED:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences had taken action to recommend that a proposal from the Department of Politics and

International Studies to introduce a new MA in Politics and International Studies: Big Data and Quantitative Methods, as set out in papers GSSS .3a-f/14-15, be approved.

CONSIDERED:

The proposal to introduce a new MA in Politics and International Studies: Big Data and Quantitative Methods, as set out in papers GSSS .3a-f/14-15 (available online).

RESOLVED:

That the proposal be approved, subject to the following:

- (A) The Department undertaking further consultation with the Warwick Institute for the Science of Cities;
- (B) Clarification as to the Department's response to the External Assessor's statement that it may be desirable to introduce an examination to assess students' quantitative knowledge;
- (C) Confirmation of which aspects of the course specification do not apply to the PG Certificate and PG Diploma, noting that this is currently framed in terms of credit.

(b) Faculty of Science

(i) Warwick Manufacturing Group

MSc in Healthcare Operations Management

REPORTED:

That at its meeting on 22 October 2014, 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 in Healthcare Operations Management, as set out in papers SGS .6 (a-d)/14-15 (revised), be approved.

CONSIDERED:

The proposal to introduce a new MSc in Healthcare Operations Management, as set out in papers SGS .6 (a-d)/14-15 (revised) (available online).

RESOLVED:

That the proposal be approved, subject to clarification of the processes for quality assurance, noting that a substantial proportion of teaching staff are employed external to the Department and the University.

(c) Faculty of Arts

(i) School of Theatre, Performance and Cultural Policy Studies

MPhil/PhD in Media and Communication

REPORTED:

That at its meeting on 21 October 2014, the Graduate Studies Committee of the Board of the Faculty of Arts recommended that the proposal from the School of Theatre, Performance and Cultural Policy Studies to introduce a new MPhil/PhD in Media and Communication, as set out in paper AGSC.05.14-15, be approved.

CONSIDERED:

The proposal to introduce a new MPhil/PhD in Media and Communication, as set out in paper AGSC.05.14-15 (available online).

RESOLVED:

That this proposal be approved, subject to the School discussing with the Centre for Interdisciplinary Methodologies the possibility of students auditing modules within both departments.

31/14-15 Revised Course Proposals

RECEIVED:

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 22/14-15) as follows.

(a) Faculty of Science

School of Life Sciences

MSc in Integrative Bioscience and MSc in Integrative Bioscience and Business

REPORTED:

That at its meeting on 22 October 2014, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal to revise the MSc in Integrative Bioscience and the MSc in Integrative Bioscience and Business, as set out in paper SGS .9(a-c)/14-15, be approved.

CONSIDERED:

A proposal to revise the MSc in Integrative Bioscience and the MSc in Integrative Bioscience and Business, as set out in paper SGS .9(a-c)/14-15.

RESOLVED:

- (i) That the proposal to revise the MSc in Integrative Bioscience be approved for one year only subject to the appropriate signatures being secured;
- (ii) That the proposal to revise the MSc in Integrative Bioscience and Business be approved, subject to the appropriate signatures being secured.

(b) Faculty of Social Sciences

Centre for Lifelong Learning

MA/Postgraduate Diploma/Postgraduate Certificate in Career Development and Coaching Studies (CDCS)

REPORTED:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences had taken action to recommend that a proposal from the Centre for Lifelong Learning to revise the MA/Postgraduate Diploma/Postgraduate Certificate in Career Development and Coaching Studies (CDCS), as set out in papers GFSS.4a-f/14-15, be approved.

CONSIDERED:

A proposal to revise the MA/Postgraduate Diploma/Postgraduate Certificate in Career Development and Coaching Studies (CDCS), as set out in papers GFSS.4a-f/14-15.

RESOLVED:

That the proposal be approved, subject to the following:

- (i) The Centre noting that the International Office has responsibility for visa-checking for all full-time students;
- (ii) That full-time students be given access to their own, physical SSLC, rather than the part-time virtual form;
- (iii) The Centre justifying the 5 October start date for the full-time variant.

32/14-15 Teaching and Learning Building

RECEIVED:

An update from the Senior Project Manager (Estates) on progress on the Teaching and Learning building.

33/14-15 Postgraduate Community Working Group

RECEIVED:

An update from the Postgraduate Student Development Officer (Graduate School) on progress of the Postgraduate Community Working Group (paper BGS 23/14-15).

RESOLVED:

That this item be considered at the next meeting of the Board.

34/14-15 Any Other Business

35/14-15 Next meeting

REPORTED:

That the next meeting of the Board is on 13 January 2015 at 9.30 am in CMR 1.0.

DP/LL

Records & Finance/BGS/2014-15/2014.11.20/BGS MINUTES November 2014