

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of Graduate Studies held on Thursday 17 November 2016

- Present: Dr P McTernan (Deputy Chair), Dr J Burns, Miss E Dunford, Dr J Garde-Hansen, Professor K Glaister, Professor D Hewitt, Dr J Heron, Miss A Jotautyte, Professor K Kirwan, Dr C Lyonette, Dr G Marakas, Dr J Pearson, Dr L Pettinger, Dr A Pinter, Professor G Riello, Dr A Realo, Professor L Roberts, Professor P Roberts, Dr H Schaefer, Dr N Shiers, Professor O Westwood, Professor M Wills
- Apologies: Ms R Davis, Professor A Dowd, Professor N Gane, Professor L Gracia, Dr L Gramaglia, Miss V Kushchak, Professor A McAinsh, Professor P Scott, Dr D Wright
- In Attendance: Mr T Britten, Ms N Ellis-Thomas (for items 30-31/16-17), Ms L Larard, Dr E Melia (for item 32/16-17), Ms C O'Leary (for item 25(f)/16-17), Mr D Pearson, Mr M Scott (for item 25(d)/16-17), Ms D White (for item 34/16-17)

24/16-17 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 6 October 2016 as set out in paper BGS 9/16-17.

RESOLVED:

That the minutes be approved.

25/16-17 Matters Arising on the Minutes

(a) Membership of the Board 2016/17 (minute BGS 2/16-17 refers)

REPORTED:

- (i) That Dr J Heron had replaced Dr N Monk on the Board as one of the four co-opted members of academic staff, subject to the approval of the Senate;
- (ii) That Miss E Dunford 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;
- (iii) That Miss A Jotautyte 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;
- (iv) That Miss V Kushchak would sit on the Board of Graduate Studies as the second co-opted student member, subject to the approval of the Senate;
- (v) That the postgraduate students appointed by the Boards of the Faculties of Science and Medicine to sit on the Board of Graduate Studies are to be confirmed.

- (b) Graduate Awards and Nominations Sub-Committee (minute BGS 5/16-17 refers)

REPORTED:

- (i) That the Faculty Graduate Studies 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) Dr J Burns;
- (2) Professor M Hatt;

(B) Faculty of Medicine

- (1) Professor C Hutchinson;
- (2) Professor D Grammatopoulos;

(C) Faculty of Science

- (1) TBC;
- (2) TBC;

(D) Faculty of Social Sciences

- (1) Dr J Thornby;
- (2) Professor P Poellner

- (c) Nomination of student member on the University Research and Ethics Committee (minute BGS 7/16-17 refers)

REPORTED:

That Mr N Parsons would replace Dr N Shiers as the postgraduate student representative on the University Research and Ethics Committee for the remainder of the 2016-17 academic year.

- (d) Accommodation for Postgraduate Students (minute BGS 14/16-17 refers)

RECEIVED:

A paper from the Accommodation Manager, Warwick Accommodation providing an update on the accommodation situation for postgraduate students (BGS 22/16-17 tabled).

REPORTED:

- (i) That issues affecting students at the start of their registration can have a negative impact on their experience at the University, with a resultant impact on student survey responses;
- (ii) That students had been advised to contact their academic departments in the event that issues with obtaining accommodation had affected their ability to engage with studies;

- (iii) That Faculty Senior Tutors could play an important role in ensuring that academic departments are aware of the issues faced by students;

(by Mr D Hewitt):

- (iv) That the University had a duty of care to those students arriving on campus, particularly international students for whom this may be their first time in the UK, noting that these students could be particularly vulnerable e.g. navigating public transport late at night;

(by the Postgraduate Officer):

- (v) That the University needs to consider accommodation issues when setting student number targets and undertake effective modelling;

RESOLVED:

That the Chair of the Board of Graduate Studies would meet with Faculty Senior Tutors and representatives from Warwick Accommodation and the Students' Union to consider strategy regarding student support and communications in advance of the next academic year.

- (e) Proofreading (minute BGS 16/16-17 refers)

CONSIDERED:

A paper from the Senior Assistant Registrar, Graduate School in relation to a revised proposal for a policy on the use of proofreading services (paper BGS 5 (revised)/16-17).

REPORTED:

- (i) That the proposed policy, which had been amended in response to feedback, had been considered by the Plagiarism Working Group and the Quality Assurance Working Group and would also be considered by the Board of Undergraduate Studies;

RESOLVED:

- (ii) That students should be advised to retain previous versions of work prior to having been proofread in the event of an investigation;
- (iii) That markers should not be provided with a copy of the student declaration of involvement of proofreading as a matter of course, noting that this would be available should the marker(s) have suspicions as to the authenticity of the work.

- (f) Maternity/Parental Leave for Tier 4 Students (minute BGS 9(c)/16-17)

REPORTED:

- (i) That the Office for Global Engagement had consulted with other institutions in relation to concerns as to the situation for Tier 4 students requiring periods of leave due to exceptional circumstances, in excess of that permitted under the Home Office's current rules;

- (ii) That the Immigration Compliance Network, Universities UK and the UK Council for International Student Affairs would lobby the Home Office to allow greater flexibility in exceptional circumstances;
- (iii) That, noting the issues faced by Tier 4 sponsored students in applying for visa extensions, the Office for Global Engagement suggested that the University may wish to re-consider the length of sponsorship granted for PhD students;
- (iv) That the Office for Global Engagement would bring detailed recommendations regarding changes to Authorised Absence to the next meeting of the Board.

26/16-17 Students' Union Update

RECEIVED:

An oral report from the Postgraduate Officer.

REPORTED:

- (a) That the majority of the Postgraduate Executive members had been appointed;
- (b) That the Postgraduate Executive's priorities for the coming year would be:
  - (i) Postgraduate community;
  - (ii) Fair pay for postgraduates who teach;
  - (iii) Fitness to practice;
  - (iv) Accommodation.

CONSIDERED:

- (c) A report from the Postgraduate Officer on the review of Student-Staff Liaison Committees annual reports 2015-16 (paper BGS 10/16-17).

REPORTED:

- (d) That the Board of Graduate Studies would receive information from the Capital Space and Amenities Group as to office space for PGR students at its February 2017 meeting;
- (e) That the most common issue raised in SSLC annual reports was the Sessional Teaching Project;
- (f) That concerns had been raised as to the level of support and information provided to students in relation to academic writing, English language support and plagiarism;

RESOLVED:

- (g) That discussions regarding a review of English language support be progressed amongst relevant departments, noting that provision is currently spread across several departments;

- (h) That the review should reflect the Board's concern as to the University's current capacity to provide appropriate support to students for whom English is not a first language.

27/16-17 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees.

REPORTED:

(by Professor M Wills, Chair of the Graduate Studies Committee of the Board of the Faculty of Science)

- (a) That the Committee had discussed the Warwick Collaborative Postgraduate Research Scholarships scheme, potential academic governance changes, the Institutional Teaching and Learning Review and week 0 proposals;

(by Professor P Roberts, Chair of the Graduate Studies Committee of the Board of the Faculty of Arts)

- (b) That the Committee had raised concerns as to the requirements for annual reviews of student progress, noting difficulties in identifying appropriate panel members, particularly in smaller departments.

28/16-17 Chair's Business

RECEIVED:

An oral report from the Chair

REPORTED:

- (a) That data on PhD submission rates for use in the Institutional Teaching and Learning Review (ITLR) would be available from the ITLR team;
- (b) That the University would be submitting a response to the Government's consultation on postgraduate doctoral loans.

29/16-17 PhD by Published Work

CONSIDERED:

A paper from the Senior Assistant Registrar (Graduate School) in relation to the proposed establishment of a task and finish group to consider issues in relation to the PhD by Published Work (paper BGS 11/16-17).

REPORTED:

- (a) That there was a lack of clarity in regard to the PhD by Published Work in relation to the scrutiny required at the admissions stage, the support provided to candidates throughout their registration and requirements for examination;
- (b) That, noting that the Board had considered admissions criteria in 2015-16, this would not be included in the proposed group's remit;

RESOLVED:

- (c) That a task and finish group be established to consider issues relating to the PhD by Published Work, as set out in paper BGS 11/16-17, to report back to the Board in April 2017;
- (d) That Dr P McTernan would chair the task and finish group;
- (e) That Dr D Wright was nominated as the Faculty of Arts' representative on the group;
- (f) That the Graduate Studies Committees of the Boards of the Faculties of Science, Social Sciences and Medicine each nominate one representative to sit on the group.

30/16-17 Warwick Taught Master's Scholarships Update

CONSIDERED:

A paper from the Project Officer (Postgraduate Scholarships) in relation to the Warwick Taught Masters Scholarship Scheme (WTMSS) (paper BGS 12/16-17).

REPORTED:

- (a) That the Warwick Taught Master's Scholarships Scheme for 2016/17 had received more applications than the previous year, despite the scheme's delayed launch;
- (b) That 107 funding offers were made, resulting in 91 enrolled students in 2016/17;
- (c) That applications for 2017/18 entry are due to open in November, at which point departments will be notified;
- (d) That the eligibility criteria for 2017/18 entry would be amended to remove the criteria requiring applicants to have paid the higher fee level for their undergraduate studies;
- (e) That the University had considered including first generation scholars in the eligibility criteria, but further discussions were required in order to establish how this could be verified.

31/16-17 Scholarships Competition Update

CONSIDERED:

A paper from the Project Officer (Postgraduate Scholarships) in relation to the Chancellor's International Scholarships competition (paper BGS 13/16-17).

REPORTED:

- (a) That the Scholarships Working Group had considered short and long term recommendations for the Chancellor's International Scholarships scheme;

- (b) That the Working Group noted that, as the PGR scoring criteria had been published in August, it would not be appropriate to propose amendments at this stage, but these would be presented to the Board for consideration in Spring 2017;
- (c) That, noting the introduction of faculty-level moderation committees, the Working Group did not support the introduction of faculty-level quotas for studentships;
- (d) That, noting the reduction in the number of awards available via the Chancellors International Scheme, the time spent considering applications had become disproportionate;
- (e) That any amendments to the Warwick Collaborative Postgraduate Research Scholarships (WCPRS) criteria which have an impact on the University's financial income would need to be considered by the Academic Resourcing Committee;

RESOLVED:

- (f) That the proposals as set out in paper BGS 13/16-17 be approved, specifically:
  - (i) To reduce the departmental scholarships quota for Chancellor's International Scholarships nominations;
  - (ii) That the Faculty of Arts and Warwick Medical School set their own nomination quota for Home/EU allocations;
  - (iii) That faculty level moderation be introduced;
  - (iv) To introduce guidance for recruiting faculty scorers and compulsory training for new faculty scorers;
  - (v) That the Scholarship Working Group would consider the implementation of faculty-level model of Warwick Collaborative Postgraduate Research Scholarships (WCPRS) allocation for 2017-18 entry;

32/16-17 Student Personalised Information and Communications

RECEIVED:

An oral report from the Senior Assistant Registrar (Strategic Programme Delivery).

REPORTED:

- (a) That the programme was intending to create integrated, consistent and clear information for students and staff to establish common structures and protocols for the use of student information;
- (b) That the driver for the project was the need to rationalise our approaches to student administration through IT solutions, noting that this would, in turn, enhance the student experience;
- (c) That the project was currently in the scoping phase and consultation was being undertaken with various departments;

- (d) That examinations and assessment would be the first strand to be completed, with a view to being piloted later this year.

33/16-17 Completion of Minor Corrections to a Research Thesis

CONSIDERED:

A paper from Senior Assistant Registrar (Graduate School) in relation to failure to complete minor corrections on time or to the requisite quality (paper BGS 14/16-17).

REPORTED:

- (a) That there was currently a lack of clarity in relation to the procedure for dealing with cases where students failed to complete minor corrections either within the period of time allowed or to a satisfactory standard;
- (b) That the Board was keen to explore the option to allow examiners to recommend an outcome between the current definitions of minor corrections and resubmission, noting that many other institutions allow 'major corrections';

RESOLVED:

That, in line with the Board's steer on the issues contained within the Paper, the Graduate School would propose amendments to the regulations and procedures at a future meeting.

34/16-17 Postgraduate Taught Experience Survey (PTES) 2016

CONSIDERED:

A paper from the Postgraduate Student Development Officer, Graduate School providing further details on the PTES 2016 results (paper BGS 15/16-17).

REPORTED:

- (a) That there were advantages and disadvantages to launching the survey earlier in the period permitted by the Higher Education Academy, particularly in relation to the effect on student engagement and the impact on responses to particular questions, e.g. in relation to the dissertation;
- (b) That it would be beneficial to highlight areas of good practice identified by the results, such as in relation to induction, to emphasise actions taken by the University in response to student feedback;

RESOLVED:

- (c) That the PTES should be launched in March 2017, after the Easter break;
- (d) That the PRES should be launched in February 2017;
- (e) That the Graduate School would work with departments with results in the bottom quartile for dissertation related questions to identify positive enhancements that could be implemented;
- (f) That departments and central services be encouraged to utilise PTES data to identify areas of best practice or improvement;



- (g) That, noting the disparities in student satisfaction in relation to student fee status, nationality and ethnicity, the Graduate School work with the Office for Global Engagement and the Student Recruitment, Outreach and Admissions Service to investigate further;
- (h) That a review of support available to students who have been out of education for some time and those requiring additional English Language support, with reports being made to a future meeting of the Board.

35/16-17 Induction Evaluation

REPORTED:

That this item would be carried forward to the next meeting of the Board.

36/16-17 17 Point Mark Scale

REPORTED:

That the Quality Assurance Working Group, at its meeting on 27 July 2016, considered proposals to revise the 17 Point Mark Scale (paper BUGS 18/15-16);

That the Quality Assurance Working Group recommended to the Board that consideration is given to whether a marking scale for classification be developed for use at postgraduate level, noting that some descriptors already exist at Faculty level;

CONSIDERED:

Whether a marking scale for classification be developed for use at postgraduate level.

RESOLVED:

That a task and finish group would be established to consider whether the development of a marking scale for classification for use at postgraduate level is required.

37/16-17 New and Revised Course Proposals

REPORTED:

- (a) Faculty of Arts

Department of English and Comparative Literary Studies

MA in Translation and Transcultural Studies

That at its meeting on 19 October 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 Translation and Transcultural Studies, as set out in papers AGSC 4a-c/16-17, be approved.

CONSIDERED:

The proposal to revise the MA in Translation and Transcultural Studies, as set out in papers AGSC 4a-c/16-17.

RESOLVED:

That the proposal be approved subject to the following conditions:

- (i) Clarification of the learning outcomes shown in the Course Specification for the Master's degree which do not apply to the Postgraduate Diploma (section 3 of the CA1 form);
- (ii) Clarification as to why a Postgraduate Certificate will not be offered;
- (iii) Clarification of credits required for Postgraduate Diploma (and Certificate, if necessary) (section 6 of the CA1 form);
- (iv) Provision of list of all modules to be offered, including elective modules, noting that this needs to total a minimum of 180 credits (section 6 of the CA1 form);
- (v) Confirmation that the proposal complies with the Masters Degree Characteristic Statement;
- (vi) Signature of Head of the School of Modern Languages and Cultures;
- (vii) Removal of template learning outcomes from Course Specification.

(b) Faculty of Science

Warwick Manufacturing Group

MSc (and sub-qualifications) in Sustainable Materials and Manufacturing

REPORTED:

That at its meeting on 19 October 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 Sustainable Materials and Manufacturing, as set out in paper SGS.08/16-17, be approved.

CONSIDERED:

The proposal to revise the MSc (and sub-qualifications) in Sustainable Materials and Manufacturing, as set out in paper SGS.08/16-17.

RESOLVED:

That the proposal be approved.

38/16-17 Any Other Business

39/16-17 Next meeting

REPORTED:

That the next meeting of the Board is on 10 January 2017 at 9.30am in CMR 1.0.

40/16-17 Course Approval Process Update

RECEIVED:

A paper from the Assistant Registrar (Learning & Teaching) providing an update on the progress of the revision to the course approval process (paper QAWG 7a/16-17).

41/16-17 Chair's Action

REPORTED:

(a) Faculty of Arts

(i) Centre for Cultural Policy Studies

PhD in Creative Industries

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a part-time variant of the PhD in Creative Industries as set out in paper BGS 21/16-17.

(ii) School of Modern Languages and Cultures

MPhil/PhD in Hispanic Studies

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a part-time variant of the MPhil/PhD in Hispanic Studies as set out in paper BGS 20/16-17.

(b) Faculty of Social Sciences

(iii) Centre for Professional Education

PGCE (Secondary)

(A) That the Chair of the Board, acting on its behalf, had taken action to approve a proposal to introduce new routes and subject specialisms to the PGCE (Secondary), as set out in papers GFSS.57(a-e)/16-17, subject to receipt of signatures from the Head of Department and Course Leader.

(B) That the Chair of the Board, acting on its behalf, has taken action to approve a proposal to introduce additional exit routes with subject specialisms, as set out in paper GFSS.58/16-17.

(iv) Warwick Business School

(A) The Warwick MBA by Executive Study

That the Chair of the Board, acting on its behalf, has taken action to approve a proposal to revise the Warwick MBA by Executive Study, as set out in papers GFSS.46(a-h)/16-17, subject to CFDLSC approval of the partnership module arrangements.

(B) Master of Business Administration (MBA) (full-time variant)

That the Chair of the Board, acting on its behalf, has taken action to approve a proposal to revise the Master of Business Administration (MBA) (full-time variant), as set out in papers GFSS.47(a, b(revised), c-e)/16-17).

(c) Institute for Advanced Teaching and Learning

The Medical Mind in Literature and Culture

That the Chair of the Board, acting on its behalf, has taken action to approve the proposal for the addition of a 36 CAT variant of the module 'IL901 The Medical Mind in Literature and Culture', as set out in paper BGS 19/16-17.

(d) Faculty of Medicine

Discontinuation of Courses

That the Chair of the Board, acting on its behalf had taken action to approve the proposal from Warwick Medical School to discontinue the following courses, as set out in paper BGS 70/15-16:

- (i) MSc in Endodontics with Supervised Dental Clinical Training (TMDS-B92N)
- (ii) MSc in Health Sciences (TMHS-B930)
- (iii) MSc in Health Science (Sexual and Reproductive Healthcare) (TMHS-B930)
- (iv) MSc in Health Science (Child Health) (TMHS-B930)
- (v) MSc in Health Science (Diabetes) (TMHS-B930)
- (vi) MSc in Health Science (Health Services Management) (TMHS-B930)
- (vii) MSc in Health Science (Medical Education) (TMHS-B930)
- (viii) MSc in Health Science (Musculoskeletal Care) (TMHS-B930)
- (ix) MSc in Health Science (Palliative Care) (TMHS-B930)
- (x) MSc in Health Science (Retinal Screening) (TMHS-B930)
- (xi) MSc in Health Science (Public Health) (TMHS-B930)
- (xii) MSc in Health Science (Trauma and Orthopaedic Surgery) (TMHS-B930)
- (xiii) MSc in Health Services Management (TMHS-B9N2)
- (xiv) MSc in Health Services Management (Hong Kong) (TMHS-B9N3)
- (xv) MSc in Implant Dentistry (Dubai) (TPCS-B9XY)
- (xvi) MSc in Implant Dentistry (Singapore) (TPCS-B9XX)
- (xvii) MSc in Implant Dentistry with Supervised Oral Surgery Clinical Training (TMDS-B92M)
- (xviii) MSc in Lingual Orthodontics (TMDS-B91E)
- (xix) MSc in Implant Dentistry (TPCS-B9XL)
- (xx) MSc in Child Health (TMES-B9PG)
- (xxi) MSc in Health Sciences (Plastic Surgery) (TMDS-B953)
- (xxii) MSc Restorative Dentistry (TPCS-B92R)
- (xxiii) MSc in Restorative and Aesthetic Dentistry (TMDS-B93D)
- (xxiv) MSc in Orthodontics with Supervised Dental Clinical Training (TMDS-B92T)
- (xxv) MSc in Philosophy and Ethics of Mental Health (Distance Learning) (TPHS-V7P6)
- (xxvi) MSc in Philosophy and Ethics of Mental Health (TPHS-V7P5)
- (xxvii) Postgraduate Certificate in Healthcare Systems Improvement (TMDS-

- B92V)  
(xxviii) MSc in Restorative Dentistry with Supervised Dental Clinical Training  
(TMDS-B92S)  
(xxix) MSc in Trauma and Orthopaedic Surgery (TMDS-B92A)

42/16-17 OIA Annual Letter:

RECEIVED:

The OIA's Annual Letter, outlining the number of complaints and appeals considered by the OIA in the last year (paper BGS 18/16-17).

As at 28 November 2016