

UNIVERSITY OF WARWICK

Minutes of the meeting of the Board of Graduate Studies held on Tuesday 7 November 2017

Present: Professor C Sparrow (Chair), Mr C Bisping, Ms R Davis, Miss E Dunford, Dr J Garde-Hansen, Dr K Hooper, Dr J Madan, Dr D Marais, Dr G Marakas, Dr A Pinter, Professor P Roberts, Professor M Turner, Professor M Wills, Dr D Wright

Apologies: Dr O Davis, Professor N Gane, Dr M Gifford, Professor L Gracia, Mrs S Hattersley, Dr J Heron, Professor D Hewitt, Professor K Kirwan, Dr C Lyonette, Miss A Mohammed, Professor E Oborn, Dr J Pearson, Miss D Richards, Professor L Roberts, Professor A Stewart

In Attendance: Mr A Higgins, Mrs T Horton (for item 28/17-18), Mrs L Larard, Miss R Martyn, Mrs S Neophytou (for items 29-30/17-18)

21/17-18 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 9 October 2017 as set out in paper BGS 13/17-18.

RESOLVED:

That the minutes of the meeting of the Board held on 9 October 2017 be approved.

22/17-18 Matters Arising on the Minutes

(a) Membership of the Board 2017/18 (minute BGS 2/17-18 refers)

REPORTED:

- (i) That Professor Eivor Oborn the Board of Graduate Studies as one of the four co-opted members of academic staff, subject to the approval of the Senate;
- (ii) That Miss Daisy Richards 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 Awati Umar Mohammed 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 the names of the remaining postgraduate student representatives would be confirmed.

(b) Graduate Awards and Nominations Sub-Committee (minute BGS 5/17-18 refers)

REPORTED:

- (i) That following a recommendation of the Scholarships Working Group,

the number of Faculty Selectors had been increased from two to three per Faculty (minute BGS 69/16-17 refers);

- (ii) That the Faculty Education 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) Professor M Beistegui;
- (2) Dr O Davis;
- (3) Dr R Varma;

(B) Faculty of Medicine

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

(C) Faculty of Science

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

(D) Faculty of Social Sciences

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

- (c) Nomination of student member on the University Research Governance and Ethics Committee (minute BGS 6/17-18 refers)

REPORTED:

That Miss Emily Dunford would serve on the University Research Governance and Ethics Committee in the short term, pending the appointment of a postgraduate research student to serve on the Board.

- (d) Welcome Week (minute BGS 11(b)/17-18 refers)

REPORTED:

- (i) That the Head of Welcome, Arrivals and Induction had confirmed that the start date for all new first year undergraduate students in 2018-19 will be the first day of Welcome Week (24 September 2018);
- (ii) That the start date for new postgraduate students would be unchanged, noting that postgraduate students will be encouraged to attend activities and events as they wish.

23/17-18 Students' Union Update

RECEIVED:

An oral report from the Postgraduate Officer.

REPORTED (by the Postgraduate Officer):

- (a) That the interdisciplinary postgraduate conference would take place on 21 June 2018 in the Ramphal building;
- (b) That a parent and carer provision network group was being established, noting that any Board members interested in being part of the group should contact the Postgraduate Officer;
- (c) That a report on postgraduate engagement would be presented to the next meeting of the Board, but could be made available to interested parties in advance if required;
- (d) That a consultant-led Academic Transformation Project had been established to include consideration of Student-Staff Liaison Committees;
- (e) That the Students' Union continued to provide assistance to students in relation to issues with departmental implementation of Sessional Teaching Payroll.

24/17-18

Reports from the Chairs of the Faculty Education Committees

RECEIVED:

Oral reports from the Chairs of the Faculty Education Committees.

REPORTED:

- (a) That the Board was keen to ensure that postgraduate matters, specifically postgraduate research, receive appropriate consideration at Faculty Education Committee meetings, noting that there is a risk that taught issues may take precedence at the expense of research;

(by Professor P Roberts, Co-Chair of the Arts Faculty Education Committee):

- (b) That a call for expressions of interest in the position of Chair of the Arts Faculty Education Committee had been issued, with interviews due to take place in mid-November;
- (c) That it would be important for the new Chair of the Arts Faculty Education Committee to ensure that postgraduate issues receive full consideration;
- (d) That the Arts Faculty Education Committee had resolved that the Committee's membership should include the Director of CADRE to ensure that PGR issues have adequate representation;

(by Dr J Madan, on behalf of the Medicine Faculty Education Committee):

- (e) That the Faculty was developing a new academy structure, incorporating co-ordinated admissions for postgraduate research students;

(by Mr C Bisping, Chair of the Social Science Faculty Education Committee):

- (f) That the Social Science Faculty Education Committee had considered issues relating to postgraduate research first to ensure that they received appropriate consideration;

(by Professor M Wills, on behalf of the Science Faculty Education Committee):

- (g) That the Science Faculty Education Committee had raised questions about the introduction of Welcome Week, in particular around the impact on departmental induction programmes;

RESOLVED:

- (h) That the Graduate School would request further information on the impact of Welcome Week in relation to postgraduate students;
- (i) That the Board would continue to review the effectiveness of Faculty Education Committees in considering postgraduate business.

25/17-18

Chair's Business

REPORTED:

That the Chair had met with representatives from several academic departments and would continue to do so with a view to gaining a wider understanding of the postgraduate environment.

26/17-18

Graduate Priorities for 2017/18 onwards

CONSIDERED:

A paper from the Chair setting out an approach to strategic planning and prioritisation for the coming year and beyond (paper BGS 14/17-18).

REPORTED:

- (a) That clearer communication of current scholarships funding would be beneficial to showcase funding opportunities thereby securing the best students, noting that opportunities to secure additional funding would be welcomed;
- (b) That the importance of understanding the postgraduate research student lifecycle was highlighted to identify current interactions with students and areas for further consideration;
- (c) That the Board considered that additional international opportunities for postgraduate students could be offered, including exchange programmes, and that there should be further consideration of the length of time visiting students could be registered without having to pay fees;
- (d) That the importance of the role of the supervisor was highlighted, noting that further consideration should be given to communications and training opportunities;
- (e) That ongoing issues with BPM were noted

RESOLVED:

- (f) That the priorities set out in paper BGS 14/17-18 be approved;
- (g) That the Graduate School would look into instigating/tapping into an existing project to map out the PGR student lifecycle

27/17-18 Postgraduate Student Enrolment Progress

RECEIVED:

Information from Strategic Planning and Analytics on the current postgraduate enrolment figures (paper BGS 10/17-18 (revised)).

28/17-18 PGR Professional Development Update

CONSIDERED:

A paper from the PGR Professional Development Officer in relation to Warwick SkillsForge (paper BGS 15/17-18).

REPORTED: (by the PGR Professional Development Officer):

- (a) That the feedback on SkillsForge received from students and staff had been positive, and that thanks to academic departments should be noted for providing opportunities to present the system at induction events;
- (b) That developments were ongoing, with reporting functionality and Moodle integration due soon, and costings to recognise mid-year starts expected imminently;
- (c) That the Graduate School was working with training providers to encourage the creation of additional training events where demand is high;

(by Dr J Garde-Hansen):

- (d) That there were concerns about assuring that student self-reported activities were relevant and appropriate, noting that supervisors were not currently required to sign-off on activities;

(by the PGR Professional Development Officer):

- (e) That the intention had been for supervisors to approve all logged activities, but that the PGR Professional Development Project Board had resolved that this not be enabled in the system due to concerns expressed by academic departments about supervisor workload. However, it was noted that this could be reviewed if the Board felt it necessary;

RESOLVED:

- (f) That a paper would be brought to a future meeting of the Board to consider proposals for the future governance of SkillsForge.

29/17-18 Postgraduate Taught Experience Survey (PTES) - Dissertation

CONSIDERED:

A paper from the Postgraduate Student Development Officer (paper BGS 16/17-18).

REPORTED: (by the Postgraduate Student Development Officer):

- (a) That PTES results in relation to the dissertation were consistently in the lower quartiles compared to the sector average, noting that the timing of the survey in relation to the dissertation period would be an issue across the sector;
- (b) That there was a need for academic departments to effectively communicate the level of dissertation support provided, particularly over the summer vacation period, to manage student expectations;
- (c) That there is a lack of consistency across faculties and departments as to the level of dissertation support provided over the vacation period;
- (d) That it would be beneficial for academic departments to share best practice in this area;

(by Dr G Marakas):

- (e) That the Library provides dissertation support through the On Track programme during the dissertation period, although noted that as attendance was not particularly high, the Library would work with students and academic departments to identify the type and timing of support students require;

RESOLVED:

- (f) That academic departments were encouraged to consider ways of communicating clearly to students the level of dissertation support to be expected in order to manage expectations, and publicising opportunities to access additional support, such as the On Track programme.

30/17-18

Postgraduate Taught Experience Survey (PTES) – Assessment and Feedback

CONSIDERED:

A paper from the Postgraduate Student Development Officer (paper BGS 17/17-18).

REPORTED: (by the Postgraduate Student Development Officer):

- (a) That Assessment and Feedback was another area of PTES which consistently receives disappointing results;
- (b) That, as with the dissertation, there was a potential issue in relation to managing students' expectations, requiring improved communication of processes and students' understanding of these;

(by the Chair):

- (c) That due to the distribution of the PGT population, it was important that Warwick Business School and Warwick Manufacturing Group were involved in discussions going forward;
- (d) That there was an issue of disparity between assessment methods across academic departments, noting that students taking modules from

departments outside of their home department may have different experiences;

(by the Postgraduate Officer):

- (e) That SSLCs could be asked to provide feedback on student expectations around assessment and feedback;
- (f) That the University's Assessment Review will have student representation

RESOLVED:

- (g) That the Postgraduate Student Development Officer would work with the Postgraduate Officer to gain a better understanding of student expectations.

31/17-18 Any Other Business

32/17-18 Next meeting

REPORTED:

That the next meeting of the Board is on 16 January 2018 at 9.30am in CMR 1.0.

33/17-18 Chair's Action

REPORTED:

(a) Faculty of Medicine

(i) Postgraduate Certificate in Reproductive Health

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the Postgraduate Certificate in Reproductive Health, as set out in paper BGS 11/17-18, noting that discontinuation of the collaborative element was subject to the approval of the Partnerships Committee.

(ii) Postgraduate Award in Assisted Reproduction Technology

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the Postgraduate Award in Assisted Reproduction Technology, as set out in paper BGS 12/17-18, noting that discontinuation of the collaborative element was subject to the approval of the Partnerships Committee.

(b) Faculty of Science

(i) School of Engineering

(A) MSc in Tunnelling and Underground Space

- (1) That, at its meeting on 30 May 2017, the Board resolved that a proposal to revise the MSc in Tunnelling and Underground Space, as set out in papers SGS.25/16-17 and SGS.25(a-b)/16-17, be approved subject to the following conditions:

- (a) Further clarification as to the learning outcomes stated in the CA1 form as not applicable to the Postgraduate Diploma and Certificate noting that these should be consistent with the Course Specification;
 - (b) Confirmation in the Course Specification as to which Learning Outcomes comply with the Benchmark statements (as per guidance at the top of page 2).
- (2) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the MSc in Tunnelling and Underground Space as set out in papers SGS.25/16-17 and SGS.25(a-b)(revised)/16-17.

(B) MSc in Communication and Information Engineering

- (1) That, at its meeting on 30 May 2017, the Board resolved that a proposal to revise the MSc in Communication and Information Engineering, as set out in paper SGS.26/16-17, be approved subject to the following conditions:
- (a) Clarification as to the context of the request;
 - (b) Receipt of revised CA1 form, noting that the Learning Outcomes should be consistent across CA1 form and Course Specification;
 - (c) Confirmation in the Course Specification as to which Learning Outcomes comply with the Benchmark statements (as per guidance at the top of page 2);
 - (d) Correction of the name of the PRSB on the Course Specification.
- (2) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the MSc in Communication and Information Engineering as set out in papers SGS.26(revised)/16-17 and SGS.26(a)/16-17.

(C) MSc in Biomedical Engineering

- (1) That, at its meeting on 30 May 2017, the Board resolved that a proposal to revise the MSc in Biomedical Engineering, as set out in paper SGS.27/16-17, be approved subject to the following conditions:
- (a) Clarification as to the context of the request;
 - (b) Receipt of revised CA1 form, noting that the Learning Outcomes should be consistent across CA1 form and Course Specification;
 - (c) Confirmation in the Course Specification as to which Learning Outcomes comply with the Benchmark

statements (as per guidance at the top of page 2).

- (2) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the MSc in Biomedical Engineering as set out in papers SGS.27(revised)/16-17 and SGS.27(a)/16-17.

(D) MSc in Energy and Power Engineering

- (1) That, at its meeting on 30 May 2017, the Board resolved that a proposal to revise the MSc in Energy and Power Engineering, as set out in paper SGS.28/16-17, be approved subject to the following conditions:

- (a) Clarification as to why the Learning Outcomes, as stated in the CA1 form as not being required for Postgraduate Diploma and Certificate, do not appear as such in the attached Course Specification, noting that wording should match across the two documents;
- (b) Clarification as to whether, noting that the Course Specification states that ethical consideration is assessed via project only, this should be listed as a Learning Outcome not applicable to the Postgraduate Diploma and Certificate;
- (c) Clarification of the context of the change being requested as to whether this is a change in course title or merely the introduction of a new module;
- (d) Confirmation that the proposal has been considered by the SSLC;
- (e) Receipt of a signed copy of the CA1 form;
- (f) Confirmation in the Course Specification as to which Learning Outcomes comply with the Benchmark statements (as per guidance at the bottom of page 1)

- (2) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the MSc in Energy and Power Engineering as set out in papers SGS.28(revised)/16-17 and SGS.28(a)/16-17.

(E) MSc in Sustainable Energy Technologies

- (1) That, at its meeting on 30 May 2017, the Board resolved that a proposal to revise the MSc in Sustainable Energy Technologies, as set out in paper SGS.29/16-17, be approved subject to the following conditions:

- (a) Receipt of Course Specification, noting that the Learning Outcomes should be consistent across CA1 form and Course Specification and that these should comply with Benchmark statements;

(b) Confirmation that the proposal has been considered by the SSLC.

(2) That the conditions have been satisfied and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the MSc in Sustainable Energy Technologies as set out in papers SGS.29(revised)/16-17 and SGS.29(a)/16-17.

(ii) School of Life Sciences

Masters by Research in Life Sciences

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new Masters by Research in Life Sciences as set out in paper SGS.31/16-17.

(c) Faculty of Social Science

(i) Department of Philosophy

MA in Philosophy, Politics and Economics

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new MA in Philosophy, Politics and Economics as set out in paper GFSS.152(revised)/16-17.

(ii) Warwick Business School

MSc in Management

MSc in Business (Accounting and Finance, Consulting, Marketing and International Business variants)

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MSc in Management and MSc in Business (Accounting and Finance, Consulting, Marketing and International Business variants), as set out in papers GFSS.148-150(a)/16-17.

(d) Institute for Advanced Teaching and Learning

Postgraduate Award in Interdisciplinary Pedagogy

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new Postgraduate Award in Interdisciplinary Pedagogy, as set out in papers BGS 19/17-18.