

## UNIVERSITY OF WARWICK

### Minutes of the meeting of the Board of Graduate Studies held on Tuesday 9 October 2017

Present: Professor C Sparrow (Chair), Mr C Bisping, Dr O Davis, Ms R Davis, Miss E Dunford, Mrs S Hattersley, Dr J Heron, Professor D Hewitt, Dr K Hooper, Dr C Lyonette, Dr D Marais, Dr J Pearson, Professor L Roberts, Professor P Roberts, Professor A Stewart, Professor M Wills, Dr D Wright

Apologies: Dr J Garde-Hansen, Professor N Gane, Dr M Gifford, Professor L Gracia, Professor K Kirwan, Dr J Madan, Dr G Marakas, Dr A Pinter, Professor M Turner

In Attendance: Mr P Blagburn (for item 16/17-18), Ms E Hawkes (for item 14/17-18), Mrs L Larard, Mr A Malin (for item 15/17-18), Miss R Martyn, Mrs S Neophytou (for item 13/17-18), Mrs C O'Leary (for item 15/17-18), Mr D Pearson, Mr A Thompson (for item 16/17-18)

#### 1/17-18 Terms of Reference

REPORTED:

That the terms of reference of the Board were set out in paper BGS 1/17-18, noting minor amendments following the review of academic governance.

#### 2/17-18 Membership of the Board 2017/2018

REPORTED:

- (a) That the membership of the Board for 2017/18 was as set out in paper BGS 2/17-18.
- (b) That, since the paper was circulated, the following members had been nominated:
  - (i) Professor P Roberts, Chair of the Faculty Education Committee (Arts) (for the Autumn term only);
  - (ii) Dr O Davis – one of the two members of academic staff appointed by the Board of the Faculty of Arts;
  - (iii) Dr M Gifford – one of the two members of academic staff appointed by the Board of the Faculty of Science.
- (c) That student members would be appointed following Students' Union elections in Week 2.

#### 3/17-18 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs Higher Education Code of Governance;

- (b) That no conflicts of interest relating to agenda items for the meeting were reported.

4/17-18 Freedom of Information Act: Publication Scheme

REPORTED:

- (a) That the University commits to publishing the minutes, agendas and non-reserved business of University bodies and committees on the University website, as part of its Publication Scheme under the Freedom of Information Act 2000;
- (b) That members of the Board are reminded that minutes of Board meetings will be published in this way.

5/17-18 Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

CONSIDERED:

The election of representatives to the Graduate Awards and Nominations Sub-Committee, noting that the formal membership is as follows:

- (a) The Chair of the Board as the Chair;
- (b) The Chairs of the Faculty Education Committees;
- (c) Four members of the Board, one from each of the Faculties:  
Faculty of Arts;  
Faculty of Medicine;  
Faculty of Science;  
Faculty of Social Sciences.

With the additional representation of the following Faculty Selectors (not Committee members) in determining awards to be made by the University, two from each Faculty:

- (d) Faculty of Arts;  
Faculty of Medicine;  
Faculty of Science;  
Faculty of Social Sciences.

RESOLVED:

- (e) That the members of the Board acting as representatives on the Graduate Awards and Nominations Sub-Committee would be:
  - (i) Dr D Wright (Faculty of Arts)
  - (ii) Dr J Madan (Faculty of Medicine)
  - (iii) Dr J Pearson (Faculty of Science)
  - (iv) Professor D Hewitt (Faculty of Social Sciences)

- (f) That the Faculty Selectors would be elected as soon as possible and reported at the next meeting of the Board.
- 6/17-18 Nomination of student member on the University Research Governance and Ethics Committee
- CONSIDERED:
- The nomination of a student member of the Board to serve on the University Research Ethics Committee.
- RESOLVED:
- That the name of the student member would be confirmed following Students' Union elections in Week 2.
- 7/17-18 Minutes of the last meeting
- CONSIDERED:
- The minutes of the meeting of the Board held on 30 May 2017 as set out in paper BGS 3/17-18.
- RESOLVED:
- That the minutes of the meeting of the Board held on 30 May 2017 be approved.
- 8/17-18 Matters Arising on the Minutes
- Recommendations Available to Examiners of Higher Degrees by Research – Major Corrections (minute BGS 75(c)/16-17 refers)
- REPORTED:
- That the University Council, at its meeting on 12 July 2017, resolved that Regulation 38 Governing Research Degrees be amended to introduce a category of major corrections for research degree examinations for vivas undertaken on or after 2 October 2017.
- 9/17-18 Students' Union Update
- REPORTED (by Miss E Dunford, Postgraduate Officer):
- (a) That current priorities for the Students' Union in relation to postgraduate students were:
- (i) The organisation of an interdisciplinary postgraduate conference, expected to take place in Term 3, further details of which would be provided to the Board in due course;
  - (ii) Research into the implementation of the Sessional Teaching Payroll project in departments;
  - (iii) A project on postgraduate isolation and wellbeing;
  - (iv) Research into postgraduate student engagement with Students' Union facilities;

- (v) Investigating complaints from postgraduate students in relation to car parking. Particularly due to the fact that postgraduate research students are not able to use the Lynchgate car park.
- (b) That the Postgraduate Officer would report to the Board on progress of these areas as appropriate over the coming year.

10/17-18 Reports from the Chairs of the Faculty Education Committees

REPORTED:

- (a) That meetings of the Faculty Education Committees had not yet taken place;
- (b) That, in response to a query from the representative of the Faculty Education Committee (Science), it was confirmed that Faculties should consider the allocation of Warwick Collaborative Postgraduate Research Scholarships, previously undertaken by Faculty Graduate Studies Committees.

11/17-18 Chair's Business

REPORTED:

- (a) Warwick SkillsForge
  - (i) That Warwick SkillsForge, the new online platform to support postgraduate researchers with their professional development, launched on 12 September 2017;
  - (ii) That, as of 2 October 2017, there had been 444 student and 165 supervisor log-ins;
  - (iii) That the PGR Professional Development Officer had been attending departmental induction sessions to demonstrate the system;
  - (iv) That departments reported that induction sessions had been informative and well received.
- (b) Welcome to Warwick 2017
  - (i) That the Welcome to Warwick programme had received almost 2,500 bookings, approximately half of which were from postgraduate students;
  - (ii) That the postgraduate student welcome reception had been well-attended;
  - (iii) That the Students' Union had received positive feedback in relation to the programme of events;
  - (iv) That the Students' Union had noted that there were fewer accommodation issues than in previous years;
  - (v) That the University was investigating possible implications of Week Zero, which is due to be introduced for the 2018/19 academic year, being made compulsory across all levels of study;

- (vi) That the Board was concerned that with the introduction of Week Zero there was a risk that the successful postgraduate programme may be marginalised due to focus on undergraduate provision.

12/17-18 Graduate Priorities for 2016/2017

CONSIDERED:

A paper from the Chair reviewing the strategic priorities of the Board for the 2016/17 academic year (paper BGS 4/17-18).

REPORTED:

That progress had been made in most areas, noting that more work was to be done in relation to enhancing the quality of experience of distance and part-time students;

RESOLVED:

That members were invited to provide suggestions of priorities for the 2017/18 academic year to be considered at the next meeting of the Board.

13/17-18 Postgraduate Taught Experience Survey (PTES) and Postgraduate Research Experience Survey (PRES) 2017

CONSIDERED:

- (a) A report on the results of the Postgraduate Research Experience Survey (PRES) 2017 (paper BGS 5(a)/17-18);

REPORTED:

- (b) That PRES had a 46% response rate, meaning that over 1,000 PGR students had responded to the survey;
- (c) That the PRES results placed the University in the top quartile for student satisfaction, supervision, research culture and resources, noting that issues remained around space, particularly within the Faculty of Arts;
- (d) That PRES results identified research skills, professional development, progression and support for part-time students as areas for improvement;
- (e) That academic departments had received results and been asked to complete holistic action plans;

CONSIDERED:

- (f) A report on the results of the Postgraduate Taught Experience Survey (PTES) 2017 (paper BGS 5(b)/17-18).

REPORTED:

- (g) That PTES had a 34% response rate, meaning that over 2,400 PGT students had responded to the survey, representing an increase on the previous year's survey;
- (h) That the PTES results placed the University in the top quartile for overall satisfaction, engagement, teaching, organisation and skills development;

- (i) That PRES results identified dissertation, assessment, support for international students and academic writing/English language support as areas for improvement;
- (j) That academic departments had received results and been asked to consider alongside NSS results;
- (k) That HEFCE had announced that the postgraduate NSS will be piloted during 2019;

(by Prof A Stewart):

- (l) That it would be useful for academic departments to receive information on good practice in relation to dissertation support;

(by Dr D Wright):

- (m) That departments would benefit from a forum for sharing good practice;

(by Miss E Dunford):

- (n) That, noting the boycott of the undergraduate NSS, should the postgraduate NSS be linked to the Teaching Excellence Framework as anticipated, the Students' Union would not wish to engage with the pilot programme.

RESOLVED:

- (o) That papers providing further information on the issues raised by PTES respondents in relation to dissertation and assessment and feedback would be presented to the next meeting of the Board.

#### 14/17-18 PGT Professional Development Update

RECEIVED:

A paper from the Skills Development Manager, Careers and Skills in relation to a PGT professional development pilots with academic departments (paper BGS 6/17-18).

REPORTED:

- (a) That a pilot programme of bespoke development activities within departments had been launched, working with History of Art, Law, Warwick Medical School and Cultural and Media Policy Studies;
- (b) That due to staffing and programme changes, the Warwick Medical School pilot will be launched in 2017;
- (c) That each programme had a unique structure and content, ranging from online provision to traditional lectures, seminars and independent work;
- (d) That feedback from students had been generally positive, particularly in relation to the specific, contextualised nature of the programmes, noting however that some frustration was expressed by students in Law due to the difficulty in finding the appropriate level for a large cohort of students;

- (e) That academic staff had reported that students involved in the pilot were more confident and demonstrated improvements in their ability to critically engage and debate;
- (f) That the Board noted the success of the pilot, but expressed concern as to the speed and sustainability of rolling out provision to other departments based on current resourcing;

(by Ms E Hawkes, Skills Development Manager, Careers and Skills):

- (g) That the intention was for academic departments to take on responsibility for the programme following initial support in relation to design and implementation, freeing up Careers and Skills resource to work with additional departments;

(by Ms R Davis):

- (h) That the new Academic Director for Employability and Skills would take forward wider discussions around how employability and skills are incorporated into the curriculum.

#### 15/17-18 Postgraduate English Language Entry Requirements

CONSIDERED:

A paper from the Admissions Service Manager (Postgraduate) and Assistant Director, Office for Global Engagement on proposed amendments to the English Language waiver policy (paper BGS 7/17-18).

REPORTED:

- (a) That the existing English Language waiver policy was approved in 2012 but had not been updated to reflect changes in UKVI requirements;
- (b) That the UKVI allows institutions to exercise an element of discretion in applying English Language waivers, but requires evidence that institutions can demonstrate consistent application of internal processes;
- (c) That the proposed amendments seek to provide greater clarity to academic departments on the circumstances in which waivers may be considered, and the evidence required to support such decisions;
- (d) That the proposal to increase clarity was welcomed, and that it was important that this would be effectively communicated to academic departments;

RESOLVED:

That the proposed amendments to the English Language waiver policy, as set out in paper BGS 7/17-18, be approved.

#### 16/17-18 Postgraduate Widening Participation

RECEIVED:

A report from the Assistant Director (Outreach) and Progression to Postgraduate Project Officer, Student Recruitment, Outreach and Admissions Service, on the

HEFCE Catalyst Fund project on 'progression to and success in PG study for BAME and POLAR Q1&2 students' (paper BGS 8/17-18).

REPORTED:

- (a) That the University was working as part of a consortium, led by the University of Leeds and including the Universities of Sheffield, Newcastle, Manchester and York to deliver the HEFCE funded project;
- (b) That Strand 1 of the project, with the aim of addressing underrepresented students' progression to PGT study and encourage their participation, would launch on 30 October 2017;
- (c) That, noting that the project was currently at an early stage, further updates would be provided to the Board in due course.

17/17-18 Postgraduate Student Enrolment Progress

REPORTED:

That due to issues with the data, this item would be considered at the next meeting of the Board.

18/17-18 Any Other Business

REPORTED:

(by the Chair):

That the Board's thanks to Mr D Pearson, Secretary, be recorded, noting that this would be his last meeting

19/17-18 Chair's Action

REPORTED:

(a) Requirements for Taught Postgraduate Awards

That the Chair of the Board, acting on its behalf, had taken action to recommend to the Academic Quality and Standards Committee that revisions to the *Requirements for Taught Postgraduate Awards*, as set out in paper AQSC.37(revised)/16-17, be approved.

(b) Accreditation of Prior (Experiential) Learning (APEL) policy

That the Chair of the Board, acting on its behalf, had taken action to approve a proposal from the Centre for Professional Education (CPE) to include a new exemption as set out in paper GFSS.146/16-17.

(c) Faculty of Arts

Department of Theatre and Performance Studies

Postgraduate Diploma and MA in Theatre Consultancy



That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the Postgraduate Diploma and MA in Theatre Consultancy, as set out in paper BGS 63/16-17.

(d) Faculty of Medicine

(i) MSc in Diabetes

That the Chair of the Board, acting on its behalf, had taken action to approve a proposal to revise the MSc in Diabetes, as set out in papers GSCFM.62-63/16-17.

(ii) MSc in Diabetes (Paediatrics)

That the Chair of the Board, acting on its behalf, had taken action to approve a proposal to revise the MSc in Diabetes (Paediatrics), as set out in papers GSCFM.64-65/16-17.

(iii) MSc in Interdisciplinary Biomedical Research

(A) That, at its meeting on 27 April 2017, the Board resolved that a proposal to revise the MSc in Interdisciplinary Biomedical Research, as set out in papers GSCFM 71-72/16-17, be approved subject to the following conditions:

- (1) Provision of a rationale for not providing exit awards;
- (2) Signatures of Heads of Departments consulted on the proposal.

(B) 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 Interdisciplinary Biomedical Research.

(iv) Master in Medical Education

(A) That, at its meeting on 27 April 2017, the Board resolved that a proposal to revise the Master in Medical Education, as set out in papers GSCFM 60/16-17 and GSCFM 35(revised)/16-17, be approved subject to the following conditions:

- (1) Confirmation of the assessment methods for the learning outcomes of 'problem solving' and, noting that this was recorded in the Course Specification as only applicable to the project/ dissertation
- (2) Confirmation of the assessment methods for 'skills and expertise in academic writing' in the Course Specification as only applicable to the Project/ Dissertation
- (3) Clarification as to why external advisor report is not applicable.

(B) 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 Master in Medical Education.

(v) MSc in Orthodontics

That the Chair of the Board, acting on its behalf, had taken action to approve a proposal to revise the MSc in Orthodontics, as set out in papers GSCFM.36(b)/16-17 and GSCFM.59/16-17.

(vi) Master in Public Health

That the Chair of the Board, acting on its behalf, had taken action to approve a proposal to revise the Master in Public Health, as set out in paper GSCFM.37(revised)/16-17.

(vii) PGT Courses

That the Chair of the Board, acting on its behalf, had taken action to approve a proposal to introduce a new module on 'PGT Induction and Professional Enhancement (Employability)' to the courses listed on pages 3-5 of paper GSCFM.99/16-17.

(e) Faculty of Science

(i) Department of Chemistry

MSc by Research in Chemistry

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 MSc by Research in Chemistry.

(ii) Department of Physics

Joint Warwick/NTU PhD in Materials Science

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new Joint Warwick/NTU PhD in Materials Science as set out in SGS.30(revised)/16-17, noting that the collaborative element was subject to the approval of the Partnerships Committee.

(iii) School of Engineering

MSc/PgDip/PgCert/PgA in Humanitarian Engineering  
MSc in Humanitarian Engineering (with Sustainability)  
MSc in Humanitarian Engineering (with Management)

(A) That, at its meeting on 27 April 2017, the Board resolved that a proposal to introduce a new MSc in Humanitarian Engineering, as set out in papers BGS.33(a-s)/16-17, be approved subject to the following conditions:

- (1) Clarification of the length of the part time variants of the sub-qualifications, noting that these will be available as continuing professional development courses;
- (2) Clarification as to whether core modules (including specialist core) have to be passed at 50% or whether some (up to 30 credits) can be allowed to achieve marks of 40%, noting that if the latter is the case they should be classified as 'optional core';

(3) Signatures of Heads of Departments consulted on the proposal.

(B) 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 introduce a new MSc in Humanitarian Engineering.

(iv) School of Life Sciences

Warwick/NTU Joint PhD in Neuroscience

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the Warwick/NTU Joint PhD in Neuroscience, as set out in paper BGS 62/16-17, noting that discontinuation of the collaborative element was subject to the approval of the Partnerships Committee.

(v) Warwick Manufacturing Group

(A) MSc (and sub-qualifications) in Supply Chain and Logistics Management (Malaysia)

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the MSc (and sub-qualifications) in Supply Chain and Logistics Management (Malaysia), as set out in paper BGS 60/16-17, noting that discontinuation of the collaborative element was subject to the approval of the Partnerships Committee.

(B) MSc (and sub-qualifications) in Engineering Business Management (Malaysia)

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the MSc (and sub-qualifications) in Engineering Business Management (Malaysia), as set out in paper BGS 61/16-17, noting that discontinuation of the collaborative element was subject to the approval of the Partnerships Committee.

(C) MSc (and sub-qualifications) in Cyber Security and Management

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to discontinue the MSc (and sub-qualifications) in Cyber Security and Management, as set out in paper BGS 63/16-17.

(f) Faculty of Social Science

(i) ESRC Doctoral Training Partnership

MA in Social Science Research

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new MA in Social Science Research as set out in GFSS.145(revised)/16-17.

(ii) Centre for Lifelong Learning

(A) MPhil/PhD

- (1) That, at its meeting on 30 May 2017, the Board resolved that a proposal to introduce a new MPhil/PhD, as set out in paper GFSS.112/16-17, be approved subject to the following conditions:
  - (a) Confirmation that the conditions set by the Graduate Studies Committee of the Board of the Faculty of Social Sciences have been met;
  - (b) Confirmation that progression and upgrade requirements will be in line with the Guidelines on Supervision and Management, noting that students should normally have two opportunities to upgrade from MPhil/PhD to PhD and that annual progress reviews are required to take place by physical panel meeting rather than online;
  - (c) Justification as to the reason for not convening a separate PGR SSLC;
  - (d) Signature of Head of Department;
  - (e) Confirmation that Course Directors without relevant academic expertise will not be involved in supervision;
  - (f) Clarification of the title of the course, noting that this is not listed in section 1a of the CA1 form.
- (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 introduce a new MPhil/PhD.

(B) Professional PGT Framework

- (1) That, at its meeting on 30 May 2017, the Board resolved that a proposal for in-principle approval to introduce a suite of new professional PGT courses, as set out in papers GFSS.111(a-b)/16-17, be approved subject to confirmation that the conditions set by the Graduate Studies Committee of the Board of the Faculty of Social Sciences had been met;
- (2) That the condition had been satisfied and the Chair of the Board, acting on its behalf, had taken action to grant in-principle approval to introduce a suite of new professional PGT courses.

(iii) Warwick Business School

(A) Master of Research (MRes) in Central Banking and Financial Regulation

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new Master of Research (MRes) in Central Banking and Financial Regulation as set out in paper GFSS.141/16-17.

(B) MSc in Accounting and Finance

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MSc in Accounting and Finance as set out in paper GFSS.147/16-17.

(iv) School of Economics

(A) MSc in Economics  
MSc in Economics and International Finance Economics

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MSc in Economics and MSc in Economics and Finance Economics as set out in paper GFSS.142/16-17;

(B) MSc in Behavioural and Economic Science (Economics Track)

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the MSc in Behavioural and Economic Science (Economics Track) as set out in paper GFSS.151(a-b)/16-17.

(v) Department of Politics and International Studies

MA Courses

(A) That, at its meeting on 30 May 2017, the Board considered that the proposal to revise the following courses, as set out in papers GFSS.110(a-h)/16-17:

- (1) MA in Public Policy;
- (2) MA in Political and Legal Theory;
- (3) MA in International Security;
- (4) MA in International Relations;
- (5) MA in International Politics and East Asia;
- (6) MA in International Political Economy;
- (7) MA in International Development;

(B) That the Board resolved that the proposal be approved, subject to the following conditions:

- (1) Provision of explicit learning outcome to be listed as inapplicable to the Postgraduate Certificate and Diploma for all courses;
- (2) Provision of course leader signature for the MA in Public Policy.

(C) 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 listed courses.

(vi) Department of Sociology

Postgraduate Certificate in Sociology

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new Postgraduate Certificate in Sociology as set out in paper GFSS.144/16-17.

(vii) Centre for Professional Education

(A) PGCE (QTS) School Direct Salaried (Early Years)

- (1) That, at its meeting on 30 May 2017, the Board resolved that a proposal to introduce a new PGCE (QTS) School Direct Salaried (Early Years), as set out in papers GFSS.106(a-g)/16-17 be approved, subject to confirmation as to the proposed start date of the revisions, noting that this is currently listed as April 2017;
- (2) That the condition had been satisfied and the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new PGCE (QTS) School Direct Salaried (Early Years).

(B) PGCE (Primary and Early Years) Core and School Direct courses

That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to revise the PGCE (Primary and Early Years) Core and School Direct courses as set out in paper GFSS.108.16-17.

20/17-18 Schedule of Meetings of the Board

That the Board would meet subsequently as follows during the academic year 2017/18:

Tuesday 7 November 2017 at 1.00pm in CMR 1.0, University House;  
Tuesday 16 January 2018 at 9.30am in CMR 1.0, University House;  
Monday 12 February 2018 at 9.00am in CMR 1.0, University House;  
Thursday 26 April 2018 at 9.30am in CMR 1.0, University House;  
Tuesday 29 May 2018 at 2.00pm in CMR 1.0, University House.

As at 17 October 2017