

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 13 November 2008.

Present: Professor L Bridges (Chair), Professor K Butcher, Dr A Clark, Dr A Dowd, Dr F Griffiths, Professor N Johnson, Professor J Labbe, Dr D Leadley, Professor P Marshall, Professor R Napier, Professor J Neelands, Professor N Stocks, Dr A Stokes, Dr J Vickery.

Apologies: Professor A Neal, Professor A Sturdy, Mr M Surve.

In attendance: Ms S Liggins (for item 34/08-09), Dr J Gardner, Mr S Hall (for item 45/08-09), Dr R Hardy (for item 43/08-09), Professor M Luntley (for item 50/08-09), Mr R McIntyre, Mr D Wallis (for items 41/08-09 and 52/08-09), Ms R Wooldridge Smith.

29/08-09 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Board held on 9 October 2008 be approved.

30/08-09 Matters arising on the minutes

(a) Credit weightings and dissertation word lengths on Masters Programmes (minutes 107/07-08 and 8(b)/08-09 referred)

REPORTED:

That at its meeting held on 9 October 2008, the Board considered a paper summarising departmental responses to a circular requesting information on word lengths currently required for dissertations at Warwick and items from the Association of University Administrator's forum relating to assignment lengths in other UK HEIs, paper BGS 2/08-09, and resolved:

- (i) That there appeared to be some inconsistency in correlation between word-lengths and credit weightings across Departments, some of which may point to legitimate disciplinary difference;
- (ii) That any proposed guidance should be 'light touch' and should consider the maximum word count recommended for a given number of credits and the penalties prescribed for exceeding that level;
- (iii) That a paper outlining recommendations and the *modus operandi* for dealing with overshoots on published word limits be prepared by the Graduate School Office and considered at the next meeting of the Board.

CONSIDERED:

- (iv) A paper summarising proposed guidance on the recommended word limits for dissertations at Warwick and on dealing with overshoots on published word limits (paper BGS 39/08-09).

RESOLVED:

- (v) That some minor changes be made to ensure that guidance was in place continuously across the full range of marks, and that the maximum length for assessments in the range 10-19 credits should be 4000 words;
 - (vi) That, in addition to the maximum word limit recommended by the guidance, a suggested word limit be set on a case-by-case basis by departments to take account of the nature of the assessment and its intended audience;
 - (vii) That the Board was of the view that departmental practice would vary in the treatment of exceeding the stated word length and that departments may consider introducing a student "self-certification" procedure to ensure that assessed work adheres to the prescribed word-length;
 - (viii) That revised guidance be considered at a future meeting of the Board, noting that this would be circulated to departments, that departments reconsider their own courses in light of the guidelines and make revisions to word limits where necessary, and that the guidelines inform the consideration of new/revised courses by the Board in future.
- (b) IAS Early Career Fellowships (minute 24/08-09 referred)

REPORTED:

- (i) That, at its meeting held on 9 October 2008, the Board received a paper summarising the introduction of a scheme by the IAS to award Early Career Fellowships on an annual basis from 2008-2009 (paper BGS 35/08-09);
- (ii) That 5 ECF awards had been made and that all were within the Faculty of Science, noting that the IAS would, in future rounds, like to encourage more applications from the other Faculties.

31/08-09

Chair's Business

RECEIVED:

An oral report from the Chair on the following items:

- (a) Consideration of the introduction of an appeal against the failure to upgrade from Postgraduate Diploma to Masters;
- (b) Feedback on meeting with Auditors on PG students;
- (c) Definition of status of "extension" for PGR students and consequences for students and the University.

RESOLVED:

- (d) That the Senior Assistant Registrar (Deputy Registrar's Office) be asked to consider items (a) and (c) above within the ongoing review of University regulations, noting that consideration should also be given to introducing a right of appeal within regulation 18 on the PGCE, and the introduction of a policy for remedying failure in the case of students on practice placements.

32/08-09

Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 40/08-09), as follows:

(a) Faculty of Medicine

- (i) MSc Interdisciplinary Biomedical Research (minute BGS 68(b)(iii)/07-08 referred)

REPORTED:

- (A) That, at its meeting on 21 February 2008, considered a proposal for a new course entitled "MSc Interdisciplinary Biomedical Research" linked to the new MRC Doctoral Training Centre (papers GCFM 5/07-08 and GCFM 6/07-08), and resolved that the proposal be approved in principle, subject to:

- (1) Approval of the financial plans by the AASC;
- (2) Provision of full course proposals for both the MSc and the PhD;
- (3) Removal of the CATS weightings associated with the PhD programme;
- (4) Clarification that the Postgraduate Certificate in Interdisciplinary Science Transferable Skills was a separate, additional qualification, in line with practice on MSc and PhD programmes in the Faculty of Science and did not contribute to the credit required for the award of the MSc;
- (5) Corrections to the course specification in terms of the date of introduction of the MSc and removal of reference to the MOAC PhD programme in the last sentence.

- (B) That the Chair of the Board, acting on its behalf, had taken action to approve the course entitled "MSc Interdisciplinary Biomedical Research" linked to the new MRC Doctoral Training Centre in light of points (2)-(5) above being addressed, as set out in papers GCFM 5/07-08 (Revised) and GCFM 6/07-08 (Revised) and clarification that the financial plans did not need approval by AASC.

(b) Faculty of Social Studies

(i) Institute of Education

(A) New Variant of Primary PGCE – Part-time Route

REPORTED:

- (1) That the Chair of the Graduate Studies Committee of the Faculty of Social Studies had taken action, on behalf of the Committee, to approve a proposal for a new variant of the Primary PGCE – Part-time route, as set out in paper GFSS 387/07-08;
- (2) That the Chair of the Board, acting on its behalf, had taken action to approve the proposal for a new variant of the Primary PGCE – Part-time Route, as set out in paper GFSS 387/07-08.

(B) New variant of Primary PGCE – Modern Foreign Languages

REPORTED:

- (1) That, at its meeting on 13 May 2008, the Graduate Studies Committee of the Faculty of Social Studies considered a proposal to introduce a new variant of the PGCE entitled “Primary PGCE: Modern Foreign Languages” and resolved that it be not approved, as set out in papers GFSS 274/07-08 and GFSS 275/07-08, noting that there was no provision on SITS for identifying course variants separately where the coursework to which the variant relates carries no credit (as per paper 275 which carries no credits);
- (2) That the Institute of Education had subsequently proposed that all Primary, Early Years and Secondary PGCE H-level modules be allocated H-level CATS points as specified by them, and the Chair of Graduate Studies Committee of the Faculty of Social Studies, acting on its behalf, has subsequently taken action to approve the proposal;
- (3) That the Chair of the Board, acting on its behalf, had taken action to approve the proposal to introduce a new variant of the PGCE entitled “Primary PGCE: Modern Foreign Languages”, as set out in papers GFSS 274/07-08 and GFSS 275/07-08.

(C) Amendment to Regulation 18 – Governing the Postgraduate Certificate in Education

REPORTED:

That the Chair of the Board, acting on its behalf, had

taken action to approve an amendment to Regulation 18, Governing the Postgraduate Certificate in Education, to bring it into line with the revised course structure and new awards now being delivered.

(ii) Warwick Business School

(A) Understanding the Business

REPORTED:

- (1) That the Chair of the Graduate Studies Committee of the Faculty of Social Studies, acting on its behalf, had taken action to approve a new CPD course entitled "Understanding the Business", as set out in papers GFSS 384/07-08, GFSS 385/07-08 and GFSS 386/07-08;
- (2) That the Chair of the Board, acting on its behalf, had considered the proposal for a new CPD course and, upon receipt of satisfactory clarification on a number of points from WBS, had taken action to approve the new CPD course entitled "Understanding the Business", as set out in papers GFSS 384/07-08 (Revised), GFSS 385/07-08 and GFSS 386/07-08.

33/08-09 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees of the Faculties, noting that:

- (a) The Chair of the Graduate Studies Committee of the Faculty of Arts reported that an induction event for new MPhil/PhD students and their supervisors had been scheduled to take place in the new Wolfson Research Exchange;
- (b) The Chair of the Graduate Studies Committee of the Faculty of Arts reported that additional guidance may be needed over the simultaneous financial and academic approval of new courses and the timing of the two strands of the process, and that this be provided by the Secretariat;
- (c) The Chair of the Graduate Studies Committee of the Faculty of Science reported that a minor change had been made to the Terms of Reference of the Committee, to advise and recommend to both the Board of Graduate Studies and the Board of the Faculty, and that the Postgraduate Certificate in Transferable Skills was now being run across that Faculty and the Faculty of Medicine;
- (d) The Deputy Chair of the Graduate Studies Committee of the Faculty of Social Studies reported that there had been some procedural difficulties in the consideration of new courses and modules, and that the Chair of the Board of Graduate Studies would be discussing this with the Chair of the Graduate Studies Committee in due course;

- (e) The Chair of the Graduate Studies Committee of the Faculty of Medicine reported that the Committee was investigating what level of consideration to give to non-accredited programmes within the Faculty.

34/08-09 Postgraduate Committee and Students' Union

RECEIVED:

An oral report from Ms S Liggins, Postgraduate Science Faculty Representative, on issues arising from the Postgraduate SSLC annual reports, noting that these would be further considered by the Board on receipt of a written report from the Students' Union.

35/08-09 Graduate Awards and Nominations Sub-Committee (minute 3/08-09 referred)

(a) Membership

REPORTED:

- (i) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, nominated Professor J Neelands to be appointed as the representative for the Faculty of Social Studies to the Graduate Awards and Nominations Sub-Committee;

- (ii) That the Graduate Studies Committees of the Faculties, at their last meetings, nominated the following to serve as Faculty selectors on the Graduate Awards & Nominations Sub-Committee:

- (A) Arts
Dr IAR de Smet
Dr J Alexander
- (B) Medicine
Dr D Grammatopoulus
Dr A Adams
- (C) Science
Professor R Napier
Dr A Clark
- (D) Social Studies
Dr R Carter
Dr M Watson

(b) Business

REPORTED:

That, at its meeting on 5 November 2008, the Graduate Awards and Nominations Sub-Committee resolved the following:

- (i) That previous ORSAS funding be not matched from within existing WPRS funding;
- (ii) That a proposal be made to ARC to allow academic departments

to fund the difference between Home/EU and Overseas fees for WPRS award holders should they wish to do so.

(iii) That the following changes to the WPRS selection process be recommended to the Board of Graduate Studies:

(A) That Faculty groupings be abandoned and the following Research Council subject groupings be adopted for the consideration of WPRS applications with immediate effect:

Arts and Humanities
Social Studies
Medicine and Life Sciences
Engineering and Physical Science

(B) That departments continue to have a quota of applications which they can put forward for consideration, with the option of nominating a particular student to the most appropriate subject grouping, provided that no application can be put forward to more than one subject grouping;

(C) That WPRS awards continues to be made from a central pool and not be distributed for allocation amongst the subject groupings;

(D) That the selection process be amended to entail only one round of scoring, to include one departmental score for each nominated candidate and at least three scores from non-departmental selectors in the relevant subject grouping. An average score would then be reported to the Sub-Committee for allocation of the awards across all disciplines, without a further round of scoring of individual applications;

(E) That further consideration be given where appropriate to adopting the above procedures for the award of Research Council studentships (e.g. AHRC BGP doctoral awards).

(Minute GANC 3/08-09)

(iv) That further interaction between all students receiving University support and donors [through DARO] be encouraged through the use of scholarship contracts, including clauses on donor events attendance and yearly reports.

(Minute GANC 4/08-09)

REPORTED:

(v) That since the meeting of GANC the Graduate School had been advised that it would not be possible to make the necessary changes to the new electronic application and selection process in order to implement the switch from Faculty-based to Research Council-based selection panels in time for Round 1 of WPRS during 2008-9

RESOLVED:

- (vi) That we continue to use Faculty-based selection panels for Round 1 of WPRS this year and give further consideration to any changes that may be possible in Round 2
- (vii) That consideration be given to the selection criteria for the award of any new scholarships that may be awarded under the AHRC block grant bid, noting that the outcome of the bid would not be known until February.
- (viii) That the proposal not to compensate for the discontinuation of ORSAS funding from the existing Graduate School scholarship budget be approved, but noting that consideration would be given to a bid to ARC or FGPC as appropriate.

36/08-09

Boards of Examiners for Postgraduate Taught Courses

- (a) Guidelines for consideration by Boards of Examiners of examination candidates notifying mitigating circumstances (minutes 103/07-08, BUGS 9(h)/07-08, BUGS 28/07-08 and BFS35/07-08 referred)

REPORTED:

- (i) That the Board of Undergraduate Studies, at its meeting on 14 November 2007, resolved that the Chair of the Board of Undergraduate Studies Committee be asked to draft a protocol for Boards of Examiners to follow when considering special cases and mitigating evidence from students, for consideration by the Board in due course;
- (ii) That the Board of the Faculty of Science, at its meeting on 13 February 2008, considered draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, as set out in paper BFS 7/07-08, and recommended that the draft guidelines be approved subject to the following conditions:
 - (A) Amendment of paragraph 3 to make clear that external examiners do not have to attend the pre-meeting, although they will be consulted;
 - (B) Clarification of the role of the Personal Tutor;
 - (C) That the draft guidelines should also be considered by the Board of Graduate Studies, with respect to postgraduate examinations.
- (iii) That the Board of Undergraduate Studies, at its meeting on 4 June 2008, recommended to the Academic Quality and Standards Committee that the revised Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances be approved;
- (iv) That the Board, at its meeting on 7 June 2008, considered draft guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances (paper BGS 67/07-08) together with Faculty and Departmental responses to the draft Guidelines (paper BUGS 14/07-08), and resolved:

- (A) That the draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances be not approved for postgraduate taught students but that the Board reconsider the Guidelines at its next meeting;
 - (B) That it be noted that concern was expressed that mitigating circumstances should be disclosed to, or further discussed at, a meeting of the full Board of Examiners, as this might deter students from bringing forward their full mitigating circumstances in certain cases;
- (v) That the Academic Quality and Standards Committee, at its meeting on 12 June 2008, considered the Proposed Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper AQSC 87/07-08, together with the resolutions of the Board of Undergraduate Studies and the Board of Graduate Studies, and resolved that the proposed guidelines be further considered in the Autumn Term 2008 following reconsideration by the Board of Graduate Studies.

CONSIDERED:

- (vi) The University Guidelines for Consideration by Undergraduate Boards of Examiners of Examination Candidates Notifying Mitigating Circumstances (paper AQSC 87/07-08), noting that the Board is invited to consider how this may be applied to Postgraduate Taught courses.

RESOLVED:

- (vii) That the Board did not approve of the application of the guidelines to Postgraduate Taught courses;
 - (viii) That proposed guidelines for Postgraduate Taught Boards of Examiners be drafted and considered at a future meeting of the Board.
- (b) Windows on Warwick Session on "Postgraduate Taught Boards of Examiners: Policy, Procedures and Practice"

RECEIVED:

A copy of a presentation given by the Assistant Registrar (Graduate School) on 20 October 2008 covering procedures for Postgraduate Taught exam boards (paper BGS 53/08-09).

37/08-09 Revisions to the Guidelines for the Supervision and Monitoring for Research Degree Students and Guide to Examinations for Higher Degrees by Research

CONSIDERED:

- (a) A draft of guidance, to be incorporated into the "Guidelines for the Supervision and Monitoring of Research Degree Students", on the use of second supervisors, mentors and personal tutors for PGR students (paper BGS 41/08-09);
- (b) Draft guidance on the role of examination advisors for research degree examinations, noting that this would be incorporated into the Guide to

Examinations for Higher Degrees by Research as Appendix A (paper BGS 42/08-09);

- (c) Revisions to the Guide to Examinations for Higher Degrees by Research (paper BGS 55/08-09), noting that only the relevant extract of the Guide was circulated.

RECOMMENDED (to the Academic Quality and Standards Committee):

- (d) That the proposed guidance be approved.

38/08-09 Guidance on approval of courses and the use of course specifications.

RECEIVED:

Information from the Teaching Quality section of the Academic Office relating to the approval and publication of course specifications (paper BGS 43/08-09) and a paper providing guidance as to appropriate vocabulary to be used in the drafting of learning outcomes at all levels in the FHEQ (paper BGS 44/08-09).

39/08-09 Reports from External Examiners

CONSIDERED:

- (a) A report compiled by the Secretary on issues arising from External Examiners' reports on Postgraduate Programmes for 2006-07 (paper BGS 45/08-09);
- (b) A response from WMG on the question of turn-around times for marking raised in an External Examiners' report from 2006-07 (paper BGS 46/08-09).

RESOLVED:

- (c) That a small number of courses had been misattributed in the report, and that a revised version of the report would be provided online in due course;
- (d) That the Graduate Skills Programme Manager had been asked to compile a report on current provision for developing academic writing skills, and that this be considered at a future meeting of the Board;
- (e) That the introduction of a "Merit" award at Masters level had been considered recently by the Board, and that there was currently insufficient demand to merit a review of the position;
- (f) That it was the view of the Board that there was currently no need to amend the University's English language admissions requirements, but that consideration be given to supporting students affected on an ongoing basis.

40/08-09 (International) Student Barometer 2008

CONSIDERED:

A report on the headlines arising from the 2008 Student Barometer of home and international students (paper BGS 47/08-09).

RESOLVED:

That Mr. Stephen Williams, International Office, be requested to provide a brief report on the headlines arising for consideration by the Board at its next meeting.

41/08-09 Proposed changes to University Regulation 6: Admission to the University

CONSIDERED:

A paper from the Assistant Registrar (Postgraduate Admissions) setting out proposed changes to University Regulation 6 concerning Admission to the University (paper BGS 48/08-09).

RECOMMENDED (to the Academic Quality and Standards Committee):

That the proposed changes be approved, with the inclusion of an amendment permitting the Chair of the Board to take action to approve the admission of a student taking the equivalent of one full-time equivalent and up to an additional 40 credits in order to permit postgraduate students to undertake the Skills Certificate etc.

42/08-09 Consultation on the Review of University Regulations

CONSIDERED:

A paper drafted by the Senior Assistant Registrar, Deputy Registrar's Office, setting out the rationale for the proposed re-writing of University regulations (paper BGS 49/08-09).

RESOLVED:

That a complete version of the paper be made available to members of the Board online, and specific amendments relevant to the work of the Board be discussed at a future meeting.

43/08-09 Graduate School Skills Programme Report 2007-2008

RECEIVED:

- (a) A report from the Graduate School Skills Manager on the Graduate School Skills Programme in 2007-2008 (paper BGS 52/08-09);
- (b) An oral report from the Graduate School Skills Manager, Dr R Hardy, noting that:
 - (i) A new Statistics Consultancy Service had been introduced to provide support to students who may have little experience in working with data sets and statistics;
 - (ii) That student take-up at this year's induction sessions had been good at ~70%;
 - (iii) That there was some concern that the Faculty of Social Studies may be falling behind other Faculties in the provision of skills training.

RESOLVED:

- (c) That the Chair of the Board recommend to the Chair of the Faculty of Social Studies that further consideration be given to the provision of skills training within the Faculty.

44/08-09

Framework for HE Qualifications and Credit Framework for England (minute AQSC 10/08-09 referred)

REPORTED:

- (a) That the Academic Quality & Standards Committee, at its meeting held on 28 October, considered:
- (i) Revised Framework for Higher Education Qualifications (England, Wales and Northern Ireland) (FHEQ) (paper AQSC 6/08-09);
 - (ii) New Higher Education Credit Framework for England (paper AQSC 7/08-09);
 - (iii) QAA statement to outline the relationship between the credit framework and the FHEQ (paper AQSC 8/08-09);
- (b) That the Academic Quality & Standards Committee recommended to the Senate (inter alia) that Ordinance 13 on Degrees and Diplomas and the University Credit and Module Framework be amended to allow for the award of Graduate Diplomas, as set out in paper AQSC 5/08-09.

45/08-09

International Committee: Foundation Programme for Postgraduate Students (minute IC 5/08-09 referred)

REPORTED:

That the International Committee, at its meeting held on 8 October 2008, considered an oral report from the Director of the International Office on the current structure of the International Office, priorities and strategy for the academic year and recommended to the Graduate School that consideration be given to the construction of a one-year foundation programme for postgraduate students in order to tap potential markets for postgraduate students where undergraduate education provision does not provide an adequate base for postgraduate level studies in an English-speaking country.

RECEIVED:

An oral report from the Assistant Director (Student Recruitment) in the International Office, Mr S Hall.

RESOLVED:

That investigation begin into the development of a postgraduate foundation programme, noting that it was the view of the Board that any such programme should not compete with any existing provision for Masters students at Departmental level and that initiatives planned over the summer vacation take into account both the availability of staff and appropriate accommodation.

46/08-09 Student Surveys (minute AQSC 10/08-09 referred)

REPORTED:

That the Academic Quality & Standards Committee, at its meeting held on 28 October, recommended (to the Deputy Deputy Registrar and the Working Group on Student Surveys) that the Academic Satisfaction Review no longer be carried out, it being noted that, while extremely valuable over the years since it was first run in 2003, it had now been largely superseded by newer national surveys, including the National Student Survey, the Postgraduate Research Experience Survey, the imminent Postgraduate Taught Experience Survey, and Student Barometer/ International Student Barometer surveys.

47/08-09 Annual Postgraduate Course Review and Course and Module Approval (minutes 14/08-09 and AQSC 11/08-09 referred)

REPORTED:

- (a) That the Academic Quality & Standards Committee, at its meeting held on 28 October, resolved that the timing of annual course reviews be re-scheduled, with the postgraduate research review being scheduled for the end of term 1 and the taught postgraduate review for the end of term 2;
- (b) That a paper on the content of Postgraduate Taught annual course reviews will be brought forward to the next meeting of the Board.

CONSIDERED:

- (c) Current guidance on the content of Postgraduate Research annual course reviews (paper BGS 54/08-09);
- (d) A discussion paper, previously circulated, on the revision of the annual Postgraduate Course review process (paper BGS 54/07-08).

RECOMMENDED (to the Academic Quality and Standards Committee):

- (e) That the existing guidance in place for the content of postgraduate research annual course reviews be adopted this year, and that proposed revisions to the content of postgraduate taught annual course reviews be considered at a meeting of the Board in the Spring term;
- (f) That there appeared to be some conflict between the existing guidance that External Examiners reports be considered within 2 months of receipt and the proposed timing of annual review recommended by the Board which needed to be resolved, ensuring that all relevant parties were informed in this transitional year.

48/08-09 Library Carrels

REPORTED:

- (a) That student demand for access to library carrels has fallen this year for the first time in many years, with the number of applications received numbering 69 (usual number c. 90); this potentially being partially attributable to the opening of the Wolfson Research Exchange;

- (b) That since 69 applications for a total of 18 carrels (offering 36 shared opportunities) nonetheless remained high, levels of usage and future applications continue to be monitored.

49/08-09 Guidelines for joint and multi-disciplinary degrees (minute AQSC 4(g)/08-09 referred)

REPORTED:

That at its meeting held on 28 October, it was reported to the Academic Quality & Standards Committee that on 15 October 2008 the Quality Enhancement Working Group considered an oral report from the Chair on ongoing work to examine management arrangements on undergraduate courses delivered by more than one department, noting that a Working Group set up under the aegis of the Board of Undergraduate Studies and the Academic Quality and Standards Committee was due to meet on 17 October 2008, and resolved (inter alia) that in due course the Board of Graduate Studies consider the reports and recommendations from the Group, and a Good Practice Guide on the management of of joint and cross-departmental courses, with a view to considering whether similar guidance is needed for postgraduate courses which cross departmental boundaries.

50/08-09 New Course proposals

CONSIDERED:

A paper setting out recommendations for the approval of new courses (paper BGS 50/08-09), as follows:

(a) Faculty of Arts

(i) Department of French Studies

(A) MA by Research in French and Francophone Studies (minute AGSC 6(a)/08-09 referred)

REPORTED:

- (1) That the Graduate Studies Committee of the Faculty of Arts, at its meeting on 21 October 2008, considered a proposal to introduce a new course entitled “MA by Research in French and Francophone Studies” (paper AGSC 6/08-09) and resolved that the proposal be recommended for approval, subject to minor amendments outlined at the meeting;
- (2) That the Chair of the Graduate Studies Committee of the Faculty of Arts, acting on its behalf, had subsequently taken action to approve the new course entitled “MA by Research in French and Francophone Studies” (paper AGSC 6/08-09) having received the amendments;

CONSIDERED:

The proposal to introduce a new course entitled “MA by Research in French and Francophone Studies” (paper AGSC 6/08-09).

RESOLVED:

That the proposal to introduce a new course entitled “MA by Research in French and Francophone Studies” be approved, subject to:

- (3) Completion of all unanswered questions on the form;
- (4) Revision of the proposal and course specification to disaggregate those learning outcomes delivered by the Masters, Diploma and Certificate;
- (5) Revision of the course fee to the standard fee for Arts in the relevant year.

(d) Faculty of Social Studies

(i) Institute of Education

- (A) Module and Postgraduate Award “Advanced Quantitative Research Methods” (minute GFSS 11(b)(i)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, considered a proposal to introduce a new module and Postgraduate Award entitled “Advanced Quantitative Research Methods” (papers GFSS 4/08-09, GFSS 5/08-09 and GFSS 6/08-09) and recommended to the Board that it be approved.

CONSIDERED:

The proposal for a new module and Postgraduate Award “Advanced Quantitative Research Methods” (papers GFSS 4/08-09, GFSS 5/08-09 and GFSS 6/08-09).

RESOLVED:

That the proposal to introduce a new module and Postgraduate Award entitled “Advanced Quantitative Research Methods” be approved, subject to:

- (1) Confirmation of the start date;
- (2) Confirmation that existing arrangements will apply where the answers have been left blank.

- (B) Module and Postgraduate Award “Professional Studies in Learning and Teaching” (minute GFSS 11(b)(ii)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, considered a proposal to introduce a new module and Postgraduate Award entitled “Professional Studies in Learning and Teaching” (papers GFSS 11/08-09, GFSS 12/08-09, GFSS 13/08-09 and GFSS 14/08-09) and recommended to the Board that it be approved.

CONSIDERED:

The proposal for a new module and Postgraduate Award “Professional Studies in Learning and Teaching” (papers GFSS 11/08-09, GFSS 12/08-09, GFSS 13/08-09 and GFSS 14/08-09).

RESOLVED:

That the proposal to introduce a new module and Postgraduate Award entitled “Professional Studies in Learning and Teaching” be approved, subject to clarification that the high percentage of teaching by part-time and non-Warwick staff will be sustainable in the long term.

- (ii) Department of Economics

MSc in Economics with Philosophy (minute GFSS 11(c)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, considered a proposal to introduce a new course entitled “MSc in Economics with Philosophy” (papers GFSS 16/08-09 and GFSS 17/08-09) and recommended to the Board that it be approved, subject to clarification of the rationale for the high number of CATS required to complete the course and confirmation of the split of responsibility across departments involved.

CONSIDERED:

The proposal for a new course entitled “MSc in Economics with Philosophy” (papers GFSS 16/08-09 and GFSS 17/08-09).

RESOLVED:

That the proposal to introduce a new course entitled “MSc in Economics with Philosophy” not be approved, noting that the following should be addressed:

- (A) Varying credit weightings for modules, and a course total of 195 credits;
 - (B) Clarification over whether separate involvement in the Economics and Philosophy MA SSLC would be sufficient to deal with problems that may arise across the programme;
 - (C) Clarification whether there would be a 2009 ESRC recognition exercise;
 - (D) Updating of list of staff teaching on the degree and/or clarification on the role of staff listed who are no longer at Warwick;
 - (E) Clarification as to how this proposal fits in with other proposals involving new MA/MPhil programmes in Philosophy.
- (iii) Warwick Business School
- (A) Warwick MBA for the Global Energy Industry (minutes GFSS 11(d)(i)/08-09 and 15(b)/08-09 referred)

REPORTED:

- (1) That at its last meeting, the Board considered the proposal, in principle, to introduce a new course entitled “Warwick MBA for the Global Energy Industry” and resolved that the proposal, in principle, be approved as set out in papers BGS 23/08-09, BGS 24/08-09 and BGS 25/08-09);
- (2) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, considered a proposal to introduce a new course entitled “Warwick MBA for the Global Energy Industry” (papers GFSS 28/08-09 (Covering note), GFSS 29/08-09 (Calendar), GFSS 30/08-09 (Course approval form Part 1), GFSS 31/08-09 (Course approval form Part 2), GFSS 32/08-09 (Course approval form Part 5) and GFSS 33/08-09 (Course specification)) and recommended to the Board that it be approved, subject to receipt of an official answer from the School in relation to the interavailability of non-specific modules in different programmes, noting that:
 - (a) The Committee raised questions about the sustainability of the

- course, and received reassurance from Warwick Business School that potential sources of students had been identified;
- (b) The Committee questioned the use of numerous small modules within the course, and received an oral report from a Warwick Business School representative explaining the rationale for the course setup, which is that such course set ups are requested by external organisations in order to ensure courses cover a wide range of topics;
 - (c) The Committee expressed concern about the use of non-standard CATS values and recommended that Warwick Business School review its use of CATS values to come in line with the rest of the University;
 - (d) The Committee recommended that the balance between new elective and existing core modules be re-considered by WBS.

CONSIDERED:

The proposal for a new course entitled “Warwick MBA for the Global Energy Industry” (papers GFSS 28/08-09, GFSS 29/08-09, GFSS 30/08-09, GFSS 31/08-09, GFSS 32/08-09 and GFSS 33/08-09).

RESOLVED:

That the proposal to introduce a new course entitled “Warwick MBA for the Global Energy Industry” be approved, subject to clarification of which learning outcomes will not be required for the Diploma and Certificate.

- (B) MSc in Police Leadership and Management (minute GFSS 11(d)(xviii)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, considered a proposal to introduce a new course entitled “MSc in Police Leadership and Management” (papers GFSS 50/08-09 (Course approval form Part 1), GFSS 51/08-09 (Course approval form Part 2), GFSS 52/08-09 (Course specification), GFSS 53/08-09 (Module map) and GFSS 65/08-09 (Appendix 1)) and

recommended to the Board that it be approved, subject to receipt of the External Adviser report, noting that the Committee recommended that the department consider reviewing the learning outcomes for this course.

CONSIDERED:

The proposal for a new course entitled “MSc in Police Leadership and Management” (papers GFSS 50/08-09 (Course approval form Part 1), GFSS 51/08-09 (Course approval form Part 2), GFSS 52/08-09 (Course specification), GFSS 53/08-09 (Module map) and GFSS 65/08-09 (Appendix 1)).

RESOLVED:

The proposal for a new course entitled “MSc in Police Leadership and Management” be approved, subject to a framework agreement being established with the Graduate School and the Chair of the Board on admissions.

(iv) Department of Philosophy

MPhil in Philosophy

CONSIDERED:

The proposal, in principle, to introduce a new course entitled “MPhil in Philosophy” (papers BGS 56/08-09).

RESOLVED:

That the proposal, in principle, to introduce a new course entitled “MPhil in Philosophy” not be approved, noting that:

- (A) The proposal raises an important issue of principle, which may have implications for similar proposals likely to be put forward from other departments, as regards the potential overlap in work presented in a Masters dissertation/MPhil thesis with that to be submitted as part of a subsequent PhD thesis;
- (B) All the summative assessment for the proposed MPhil appeared to be clustered towards the end of the course, which might place excessive pressure on students and also provide insufficient time for the work to be examined, students to receive feedback, or to allow for possible resubmissions prior to their transfer to the PhD;
- (C) That there would be a need to specify more clearly how students would be assessed at the end of the first year in terms of their progression into the

second year of the MPhil, including the possibility of moving some of the summative assessment to take place at the end of the first year;

- (D) That there were further issues to be considered as to whether the assessment for the MPhil would be conducted under regulations relating to taught or research postgraduate degrees or some combination of both forms of examination;
- (E) As well as the new MPhil/PhD programme, the paper also proposed the establishment of a new degree (the MStud) not currently known within Warwick and there was concern about the creation of new forms of degree on an *ad hoc* basis
- (F) The Board encouraged the department to consider alternative structures for the new programme, such as that provided by the 'new route' PhD or the Professional Doctorate.

RECOMMENDED

- (G) That the Board give further consideration at its meeting in January 2009 to the issue of modes of transfer between Masters/MPhil degrees and PhD and other doctoral programmes, including the extent of permissible overlap in dissertations and theses presented for each degree and the implications for amending current University Regulations in this respect;
- (H) That the Department of Philosophy be encouraged to bring forward full documentation for the new degree(s) it might wish to offer (e.g. MPhil/PhD and MStud) to the Faculty of Social Studies Graduate Studies Committee in the Spring Term, having regard to points (B) to (F) above.

51/08-09 Revised Course Proposals

CONSIDERED:

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 51/08-09), as follows:

(a) Faculty of Medicine

- (i) Module and Postgraduate Award "Palliative Care: Clinical Management in End of Life Care" (minute GCFM 11(a)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 21 October 2008, considered a proposal to change the title of the existing module and Postgraduate Award

“Palliative Care: Important Principles and Development” to “Palliative Care: Clinical Management in End of Life Care” (paper DMAP 2/08-09 (Revised 2)), and resolved that the proposal to change the title of the module be approved as set out in paper DMAP 2/08-09 (Revised 2), and recommended that the proposal to change the title of the Postgraduate Award be approved as set out in paper DMAP 2/08-09 (Revised 2).

CONSIDERED:

The proposal to change the title of the existing module and Postgraduate Award “Palliative Care: Important Principles and Development” to “Palliative Care: Clinical Management in End of Life Care” (paper DMAP 2/08-09 (Revised 2)).

RESOLVED:

That the proposal to change the title of the existing module and Postgraduate Award “Palliative Care: Important Principles and Development” to “Palliative Care: Clinical Management in End of Life Care” be approved.

- (ii) Module and Postgraduate Award “Evidence Based Musculoskeletal Care: Managing Back Pain” (minute GCFM 11(b)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 21 October 2008, considered a proposal to change the title of the existing module and Postgraduate Award “Evidence Based Musculoskeletal Care: Managing Neck and Back Pain” to “Evidence Based Musculoskeletal Care: Managing Back Pain” (paper DMAP 11/08-09), and resolved that the proposal to change the title of the module be approved as set out in paper DMAP 11/08-09, and recommended that the proposal to change the title of the Postgraduate Award be approved as set out in paper DMAP 11/08-09.

CONSIDERED:

The proposal to change the title of the existing module and Postgraduate Award “Evidence Based Musculoskeletal Care: Managing Neck and Back Pain” to “Evidence Based Musculoskeletal Care: Managing Back Pain” (paper DMAP 11/08-09).

RESOLVED:

The proposal to change the title of the existing module and Postgraduate Award “Evidence Based Musculoskeletal Care: Managing Neck and Back Pain” to “Evidence Based Musculoskeletal Care: Managing Back Pain” be approved.

(b) Faculty of Science

Warwick Manufacturing Group

(i) MSc in E-business Management (minute SGS 7(b)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Science, at its meeting on 22 October 2008, considered a proposal to change the name of the course entitled "MSc in Electronic Business Management" to "MSc in E-business Management" (paper SGS 4/08-09) and resolved that the proposal be approved as set out in paper SGS 4/08-09.

CONSIDERED:

The proposal to change the name of the course entitled "MSc in Electronic Business Management" to "MSc in E-business Management" (paper SGS 4/08-09).

RESOLVED:

That the proposal to change the name of the course entitled "MSc in Electronic Business Management" to "MSc in E-business Management" be approved.

(ii) Proposed extension of the Thailand collaborative programme to incorporate the MSc in Supply Chain and Logistics Management and the MSc in International Technology Management (minute SGS 7(c)/08-09 referred)

REPORTED:

The the Graduate Studies Committee of the Faculty of Science, at its meeting on 22 October 2008, considered a proposal to extend the Thailand collaborative programme to incorporate MSc in Supply Chain & Logistics Management & MSc in International Technology Management (paper SGS 5/08-09) and resolved that the proposal be approved as set out in paper SGS 5/08-09 subject to approval by the CFDLSC.

CONSIDERED:

A proposal to extend the Thailand collaborative programme to incorporate MSc in Supply Chain & Logistics Management & MSc in International Technology Management (paper SGS 5/08-09).

RESOLVED:

That the proposal to extend the Thailand collaborative programme to incorporate MSc in Supply Chain & Logistics Management & MSc in International Technology Management be approved.

(c) Faculty of Social Studies

Centre for Applied Linguistics

- (i) Name change for MA programmes and related Postgraduate Certificates/Diplomas in Centre for Applied Linguistics (minute GFSS 12(b)(i)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, considered a proposal to change the names of four MA courses within the Centre for Applied Linguistics (paper GFSS 10/08-09) and resolved that the proposal to change the names of the four courses be approved as set out in paper GFSS 10/08-09.

CONSIDERED:

The proposal to change the names of four MA courses within the Centre for Applied Linguistics (paper GFSS 10/08-09).

RESOLVED:

That the proposal to change the names of four MA courses within the Centre for Applied Linguistics be approved.

- (ii) Doctorate in Education (Applied Linguistics and English Language Teaching) (minute GFSS 12(b)(iii)/08-09 referred)

REPORTED:

That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 21 October 2008, considered a proposal to change the name of the course entitled “Doctorate in Education” within the Centre for Applied Linguistics to “Doctorate in Education (Applied Linguistics and English Language Teaching)” (paper GFSS 3/08-09) and resolved that the proposal to change the names of the course to “Doctorate in Education (Applied Linguistics and English Language Teaching)” be approved as set out in paper GFSS 3/08-09.

CONSIDERED:

The proposal to change the name of the course entitled “Doctorate in Education” within the Centre for Applied Linguistics to “Doctorate in Education (Applied Linguistics and English Language Teaching)” (paper GFSS 3/08-09).

RESOLVED:

That the proposal to change the name of the course entitled “Doctorate in Education” within the Centre for Applied Linguistics to “Doctorate in Education (Applied Linguistics and English Language Teaching)” be approved.

52/08-09

Policy on Providing Feedback to Unsuccessful Applicants

CONSIDERED:

A draft proposal from the Assistant Registrar (Postgraduate Admissions) for a policy on providing feedback to unsuccessful applicants to the University (paper BGS 57/08-09).

RECOMMENDED (to the Academic Quality and Standards Committee):

That the policy be approved, noting that where feedback is requested directly from departments this may be provided directly but should be copied also to the Admissions team.