

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on Thursday 9 October 2008 in the Council Chamber, University House.

J F Baldwin
Registrar

Note: Committee papers can be accessed at <https://files.warwick.ac.uk/bgs/browse/bgs>. Questions on items on the agenda or apologies for this meeting should be directed to the Assistant Secretary to the Board, Rory McIntyre (r.j.mcintyre@warwick.ac.uk).

A G E N D A

1. Terms of Reference

TO REPORT:

That the terms of reference of the Board are as follows:

- (a) To regulate the admission of all graduate students and, subject to the Higher Degrees Regulations, the initial conditions of registration and any change of these conditions;
- (b) To make recommendations to the Senate, after consultation with the Faculty Boards, Departments and Graduate Studies Committees, if appropriate, on all matters to do with graduate study in the University;
- (c) To make recommendations on the appropriate provision of academic resources and social facilities for graduate students in the University;
- (d) To make awards established from University funds to graduate students and to nominate students for graduate awards made by external bodies;
- (e) To advise the Senate on any general or specific strategic considerations regarding graduate study or research in the University;
- (f) To review periodically all graduate courses in the University;
- (g) To scrutinise all new postgraduate degree and course proposals and recommend approval to the Senate via the Academic Quality and Standards Committee;
- (h) To advise the Academic Quality and Standards Committee on matters relating to examinations for graduate degrees;
- (i) To advise the Academic Quality and Standards Committee on the role of internal and external examiners for graduate degrees;
- (j) To report to the Academic Quality and Standards Committee annually on the issues raised in reports by external examiners.

2. Membership of the Board 2008/2009

TO REPORT:

That the membership of the Board for 2008/09 is as set out in paper BGS 1/08-09 (copy attached);

3. Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

TO CONSIDER:

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

- (a) The Chair of the Board as the Chair;
- (b) The Chairs of the Graduate Studies Committee of the Boards of the Faculties of Arts, Science, Medicine and Social Studies;
- (c) Four members of the Board, one from each of the Faculties:
Faculty of Arts
Faculty of Medicine
Faculty of Science
Faculty of Social Studies;
- (d) Eight Faculty selectors, two from each of the Faculties:
Faculty of Arts
Faculty of Medicine
Faculty of Science
Faculty of Social Studies.

4. Nomination for Membership of the Board of Undergraduate Studies

TO CONSIDER:

The nomination of a representative of the Board to serve on the Board of Undergraduate Studies.

5. Nomination for Membership of the Campus Life Committee

TO REPORT:

That the Chair will continue to serve as representative of the Board on the Campus Life Committee.

6. Nomination of Student Member on the University Research Ethics Committee

TO REPORT:

That the Chair had approved for recommendation to the Council that Ms E Suckle, a PhD student in the Department of Politics and International Studies, will continue to serve as the student member on the University Research Ethics Committee.

7. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 5 June 2008 (copy attached).

8. Matters arising on the minutes

- (a) New variant of Secondary PGCE – 14-19 Diplomas (minutes 88(b)/07-08 and 105(c)(ii)(l) refer)

TO REPORT:

- (i) That the Board, at its last meeting, resolved that the proposal for the new variant of Secondary PGCE – 14-19 Diplomas, as set out in papers BGS 71-73/07-08, be approved, subject to approval by the Chair of the Faculty Graduate Studies Committee;
- (ii) That the Chair of the Faculty Graduate Studies Committee, acting on its behalf, had subsequently taken Chair's action to approve the proposal for the new variant of Secondary PGCE – 14-19 Diplomas, as set out in papers BGS 71-73/07-08.

- (b) Credit weightings and dissertation word lengths on Masters programmes (minute 107/07-08 refers)

TO REPORT:

That at its meeting held on 5 June 2008, the Board recommended that a review be conducted of the comparability of credit weightings and dissertation word lengths on Masters programmes;

TO CONSIDER:

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, (copy attached).

9. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following items:

- (a) Commonwealth Scholarships;
- (b) Forthcoming Windows on Warwick information sessions on:
- (i) PRES (31st October 2008);
- (ii) Servicing Postgraduate Boards of Examiners and dealing with Student appeals (20th October 2008).
- (iii) Electronic Mark Entry (21st October)

10. Chair's Action

TO RECEIVE:

A paper setting out matters on which the Chair of the Board has taken action since the last meeting of the Board, paper BGS 3/08-09 (copy attached).

11. Freedom of Information Act: Publication Scheme

TO REPORT:

- (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.

12. University Strategy; Learning, Teaching and Assessment Enhancement Strategy (minutes 38/07-08, 44(e)/07-08 and 59(b)/07-08 and AQSC 101/07-08 refers)

TO CONSIDER:

The final version of the University's Learning, Teaching and Assessment Enhancement Strategy (paper AQSC 6/07-08(Revised 5), copy attached).

13. Institutional Audit Briefing Paper & Student Written Submission

TO CONSIDER:

The University's Institutional Briefing paper and the Student Written Submission, forwarded to the Quality Assurance Agency for the University's Institutional Audit in November, papers BGS 4/08-09 and BGS 5/08-09 respectively (copies attached).

14. Annual Postgraduate Course Review and Course and Module Approval

TO CONSIDER:

Responses from academic departments to proposals made in paper BGS 54/07-08 setting out revisions to procedures for Annual Postgraduate Course Review and Course and Module Approval, paper BGS 6/08-09 (copy attached).

15. New Course Proposals

- (a) Module and Postgraduate Award 'Mentoring and Coaching' (minute GFSS 41(g)(i)/07-08 refers)

TO REPORT:

- (i) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 13 May 2008, considered a proposal to introduce a new course entitled 'Mentoring and Coaching', as set out in papers GFSS 232/07-08 and GFSS 233/07-08, and recommended to the Board that it be approved, subject to distinguishing between the title of the course and the title of the module (for example, entitling the Award 'Postgraduate Award in Mentoring and Coaching', but leaving the module with its

current title);

- (ii) That the Chair of the Graduate Studies Committee of the Faculty of Social Studies, acting on its behalf, had subsequently taken action to approve the proposal to introduce a new course entitled 'Postgraduate Award in Mentoring and Coaching', as set out in papers GFSS 232/07-08 (revised) and GFSS 233/07-08, having received confirmation that the title of the PGA would be amended;

TO CONSIDER:

- (iii) The proposal to introduce a new course entitled 'Postgraduate Award in Mentoring and Coaching' (papers GFSS 232/07-08 (revised) and GFSS 233/07-08, available online).

(b) Master of Business Administration for the Global Energy Industry

TO CONSIDER:

The proposal, in principle, in introduce a new course entitled 'Master of Business Administration for the Global Energy Industry' (papers BGS 23/08-09, BGS 24/08-09 and BGS 25/08-09, available online).

(c) Postgraduate Award in Strategic Leadership (Network Rail). (minutes GFSS 28(b)(i)/07-08 and BGS 69(b)(i)/07-08 refer)

TO REPORT:

- (i) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 31 January 2008, resolved that the proposal to revise the module entitled 'Postgraduate Award in Strategic Leadership (Network Rail)', as set out in paper GFSS 138/07-08, be approved but that Warwick Business School be advised to suggest to the client that consideration be given as to whether the relation between the CATS points and the teaching hours and word count was appropriate for the level of the award, noting that there was a significant workload and number of contact hours, therefore a PG Certificate might be a more appropriate level of award;
- (ii) That the Board, at its meeting on 21 February 2008, resolved that the proposal to revise the module entitled 'Postgraduate Award in Strategic Leadership (Network Rail)', as set out in paper GFSS 138/07-08, be approved subject to:
 - (A) Reconsideration of the level of assessment required as required by the Graduate Studies Committee, noting that this seems excessive for the credit to be awarded;
 - (B) Clarification of what "coaching instruction and practice" entails and how this will be delivered as part of the course;
 - (C) Confirmation of whether internal coaching training provided by Network Rail is a pre-requisite for attending the course.
- (iii) That clarification of items (B) and (C) above had since been received, but that the level of credit, having been reduced by 50%, still seems excessive for the credit to be awarded.

TO CONSIDER:

- (iv) The proposal to revise the module entitled 'Postgraduate Award in Strategic Leadership (Network Rail)', as set out in paper GFSS 138/07-08 (Revised) (copy attached).

16. Revised Course Specifications

TO CONSIDER:

Revised course specifications for the following courses:

- (a) Postgraduate Diploma in Public Leadership and Management (paper BGS 8/08-09, available online);
- (b) MSc in Advanced Electronic Engineering (paper BGS 9/08-09, available online);
- (c) MSc in Advanced Biomedical Engineering (paper BGS 10/08-09, available online);
- (d) MA in Pan-Romanticisms (paper BGS 11/08-09, available online);
- (e) MA in Translation, Writing and Cultural Difference (paper BGS 12/08-09, available online);
- (f) MSc in Advanced Mechanical Engineering (paper BGS 13/08-09, available online);
- (g) MSc in Advanced Photonics and Communications (paper BGS 14/08-09, available online);
- (h) MSc in Advanced Engineering (paper BGS 15/08-09, available online);
- (i) MSc in Finance (paper BGS 16/08-09, available online);
- (j) MSc in Information Systems and Management (paper BGS 17/08-09, available online);
- (k) MSc in Management (paper BGS 18/08-09, available online);
- (l) MSc in Marketing and Strategy (paper BGS 19/08-09, available online).

17. Strategy Project Updates

TO CONSIDER:

Reports on progress made by the Graduate School Office and other contributors towards the strategic goals set out in Vision 2015 relating to the targets of doubling PGR numbers and making the Graduate School an 'effective force', papers BGS 20/08-09 & BGS 21/08-09, respectively, (copies attached) .

18. Strategic Departmental Review Reports

TO CONSIDER:

A report on Strategic Departmental Reviews conducted recently on behalf of the following departments (paper BGS 22/08-09, copy attached):

- (a) English & Comparative Literary Studies;
- (b) Film and TV;
- (c) CTCCS;
- (d) Theatre and Performance Studies;
- (e) History.

19. Electronic Submission of Theses and Plagiarism Detection

TO REPORT:

- (a) That consideration has been given by the Graduate School Office to the implications of the introduction of the electronic submission of theses from October 2008 in conjunction with the University Library and staff involved in the Institutional Repository;
- (b) That steps have been taken via student (re)enrolment for the 2008-09 academic year to enable the University to obtain student consent to run academic work submitted, including research theses, through third party software to ensure its academic integrity;
- (c) That it is the intention of the Graduate School to apply such software to a proportion of theses submitted for examination, pre-viva, and to advertise this policy to research students, any report on a thesis which gave rise to concern being referred to the Head of Department for consideration of appropriate action.

20. Discontinuation of ORSAS

TO CONSIDER:

- (a) An information circular from UUK concerning the decision taken by the HEFCE to withdraw its funding for the Overseas Research Students Award Scheme (ORSAS), paper BGS 29/08-09 (copy attached);
- (b) The University's response, paper BGS 30/08-09, (copy attached);
- (c) The response from the HEFCE, paper BGS 31/08-09 (copy attached).

21. Opening of the Wolfson Research Exchange

TO REPORT:

That work on the Wolfson Research Exchange in the University Library has been completed and that the facility opened on Monday, 29 September 2008.

22. Report on PGR Annual Report Forms

TO CONSIDER:

A report compiled by the Secretary on issues arising from the 2008 PGR Annual Report forms, including actions taken to date where appropriate, paper BGS 32/08-09 (copy attached).

23. PRES 2008

TO REPORT:

That the Board, at its last meeting held on 5 June 2008, received a summary paper on the initial headlines from the 2008 Postgraduate Research Experience Survey, paper BGS 76/07-08.

TO CONSIDER:

A paper setting out a more detailed analysis of the feedback from Warwick students,

benchmarked against the sector as a whole and the Russell Group, paper BGS 34/08-09 (copy attached).

24. IAS Early Career Fellowships

TO RECEIVE:

A paper summarising the introduction of a scheme by the IAS to award Early Career Fellowships on an annual basis from 2008-09, paper BGS 35/08-09 (available online).

25. Careers Centre Report (minute 107/06-07 refers)

TO REPORT:

- (a) That at its meeting held in January, the Board received an oral report from Ms H Stringer from the Careers Centre on issues raised in the document entitled 'Recruiting PhDs: What works?' by Charles Jackson (paper BGS 45/06-07);
- (b) That the Board resolved:
 - (i) That the Graduate School Skills Programme Officer consider opening the Warwick Poster Competition to employers to enhance the opportunities for employers to meet and find out more about the work of PhD students;
 - (ii) That departments encourage their students to develop their own web pages to showcase their research and hence provide information helpful to potential employers;
 - (iii) That at its next meeting the Board consider issues relating to the Careers Centre's provision for postgraduate taught students.

TO CONSIDER:

A paper setting out the Careers Centre's current provision for postgraduate taught students and its intentions in the light of the intended appointment of a new PGT Careers Consultant wef academic year 2009-10, paper BGS 36/08-09 (copy attached).

26. Warwick Postgraduate Research Scholarships (minute GAN 15(g)/07-08 refers)

TO REPORT:

That at its meeting on 28 April 2008, the Graduate Awards and Nominations Committee recommended that once the budget allocation for WPRS for 2008-09 is known, the Board of Graduate Studies be invited to consider possible alternative means of allocating at least a proportion of these scholarships on a Faculty basis.

TO CONSIDER:

Possible alternative means of allocating at least a proportion of these scholarships on a Faculty basis, noting existing commitments against the WPRS allocation from 2008-09.

27. Confidentiality agreements for examiners of PhD theses

TO CONSIDER:

- (a) A copy of a typical contract agreement with external funders used by RSS, including a confidentiality clause, paper BGS 37/08-09 (copy attached);

- (b) A copy of the agreement on confidentiality for internal and external examiners of, and examination advisers for, PhD theses that contain commercially sensitive information, paper BGS 38/08-09 (copy attached).

28. Any Other Business

HRWS/RM 04.09.08
BGS agenda Oct08