

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 9 October 2008.

Present: Professor L Bridges (Chair), Dr A Clark, Dr A Dowd, Professor L Green, Dr F Griffiths, Professor J Labbe, Dr D Leadley, Professor P Marshall, Professor R Napier, Professor A Neal, Professor N Stocks, Dr A Stokes, Mr M Surve, Dr J Vickery.

Apologies: Professor N Johnson.

In attendance: Mr N Barclay (for item 15(c)/08-09), Mrs G Frigerio (for item 25/08-09), Dr J Gardner, Mr R McIntyre, Ms R Wooldridge Smith.

1/08-09 Terms of Reference

REPORTED:

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.

2/08-09 Membership of the Board 2008-2009

REPORTED:

- (a) That the membership of the Board for 2008/09 was as set out in paper BGS 1/08-09;
- (b) That Professor H Smith had resigned her post at the University and would therefore no longer serve on the Board of Graduate Studies;
- (c) That Professor A Neal would serve as the Chair of Graduate Studies Committee of the Faculty of Social Studies and would therefore need to be replaced;
- (d) That Dr F Griffiths would serve vice Professor M Thorogood (Medicine);
- (e) That the names of student members would be known by week 4 of term.

3/08-09 Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

CONSIDERED:

The election of representatives to the Graduate Awards and Nominations Sub-Committee.

RESOLVED:

- (a) That Professor P Marshall would serve as the member from the Faculty of Arts;
- (b) That Dr F Griffiths would serve as the member from the Faculty of Medicine;
- (c) That Dr D Leadley would serve as the member from the Faculty of Science;
- (d) That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Studies would inform the Secretary which other member of the Board from their Faculty, as set out in (c) above, would serve on the Graduate Awards and Nominations Sub-Committee;
- (e) That the Chairs of the Graduate Studies Committees would nominate faculty selectors in due course.

4/08-09 Nomination for Membership of the Board of Undergraduate Studies

CONSIDERED:

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

RESOLVED:

That Professor J Labbe would serve on the Board of Undergraduate Studies.

5/08-09 Nomination for Membership of the Campus Life Committee

REPORTED:

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

6/08-09 Nomination of Student Member on the University Research Ethics Committee

REPORTED:

That Ms E Suckle, a PhD student in the Department of Politics and International Studies, was no longer able to serve as the student member on the University Research Ethics Committee.

RESOLVED:

That Mr M Surve, the Education Officer of the Student's Union, would serve as the student member on the University Research Ethics Committee.

7/08-09 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Board held on 5 June 2008 be approved.

8/08-09 Matters arising on the minutes

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

REPORTED:

- (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 referred)

REPORTED:

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.

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.

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 differences;
 - (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.
- (c) AHRC Block Grant Partnership Scheme (minute 92(e)/07-08 referred)

RECEIVED:

An oral report from the Chair, noting that the bid had been submitted in September 2008.

- (d) WCPRS and WPRS update (minute 92(f)/07-08 refers)

RECEIVED:

An oral report from the Chair, noting that additional funding had been made available from the DARO telephone campaign, following discussions, to enable a number of additional WPRS awards to be made to begin in 2008.

- (e) Widening eligibility for PhD by published work (minute 98/07-08 referred)

RECEIVED:

An oral report from the Chair, noting that the Fees Working Party had now recommended that the fee would equate to 1 year's full-time PhD study, but that this still had to be confirmed by Steering Committee.

- (f) Science Postgraduate Training Programme (Science Graduate School) (minutes SGS 31/07-08 and BGS 104/07-08 referred)

RECEIVED:

An oral report from the Chair, noting that the programme developed initially by Professor A Rodger (MOAC) was now being offered across the Faculties of Science and Medicine.

9/08-09

Chair's Business

RECEIVED:

An oral report from the Chair on the following items:

- (a) Commonwealth Scholarships, noting that under revised funding arrangements, 16-18 of these would be made available sector-wide on a 50% basis only from 2009;
- (b) Forthcoming Windows on Warwick information sessions on:
 - (i) PRES (31st October 2008);
 - (ii) Servicing Postgraduate Boards of Examiners (20th October 2008);
 - (iii) Electronic Mark Entry (21st October 2008);
 - (iv) WPRS (14th October 2008).

10/08-09 Chair's Action

RECEIVED:

A paper setting out matters on which the Chair of the Board had taken action since the last meeting of the Board, paper BGS 3/08-09, as follows:

(a) Faculty of Arts

MA in British Cultural Studies and English Language Teaching

REPORTED:

- (i) That the Chairs of the Graduate Studies Committees of the Faculty of Arts and Social Studies had taken action, on behalf of their Committees, to approve a proposal to revise the MA in British Cultural Studies and English Language Teaching, as set out in papers BGS 78/07-08 and BGS 79/07-08;
- (ii) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the MA in British Cultural Studies and English Language Teaching, as set out in papers BGS 78/07-08 and BGS 79/07-08.

(b) Faculty of Medicine

- (i) MSc Lingual Orthodontics (minutes 80(b)(i)/07-08 and 105(a)(vi)/07-08 and unconfirmed minute GCFM 26(k)/07-08 refer)

REPORTED:

- (A) That, at its last meeting, the Board considered a *revised* proposal for the new MSc Lingual Orthodontics, as set out in paper DMAP 7/07-08 (revised 3), and resolved that it be approved, subject to provision of a (revised) course specification;
- (B) That Warwick Medical School subsequently corrected a minor error on Part I of the course proposal form and that the Chair of the Board, acting on its behalf, had taken action to approve the revised proposal as set out in paper DMAP 7/07-08 (revised 4);
- (C) That on receipt of further information from Warwick Medical School, the Chair agreed that it was not necessary to revise the course specification (paper DMAP

50/07-08), which had been approved by the Board at its meeting on 17 January 2008, further.

- (ii) MSc Trauma and Orthopaedic Surgery (minute GCFM 31/05-06 refers)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 9 in May 2006, considered a proposal for the new course entitled MSc in Trauma and Orthopaedic Surgery (paper GCFM 29/05-06) and recommended that it be approved subject to...
- (B) That the course specification was subsequently revised (paper GCFM 29/05-06 (revised));
- (C) That given the lapse of time, the Chair of the Board, acting on its behalf, had taken action to approve the proposal for the new course entitled 'MSc in Trauma and Orthopaedic Surgery' (papers GCFM 29/05-06 [course proposal forms] and GCFM 29/05-06 (revised) [course specification]).

- (iii) Postgraduate Certificate and Postgraduate Diploma in Occupational Health (minutes 106(b)(i)/07-08 and unconfirmed GCFM 27(a)/07-08 refer)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 13 May 2008, considered proposed revisions to the Postgraduate Certificate and Postgraduate Diploma in Occupational Health (papers DMAP 122-130/07-08) and resolved that the proposed revisions to the Certificate/Diploma in Occupational Health be approved as set out in papers DMAP 122-130/07-08;
- (B) That the Board, at its meeting on 5 June 2008, considered the revised proposal for the Postgraduate Certificate and Postgraduate Diploma in Occupational Health (papers DMAP 122-125/07-08) and resolved that the Postgraduate Certificate and Postgraduate Diploma in Occupational Health, as set out in papers DMAP 122-125/07-08, be approved, subject to:
- (1) Confirmation of the Certificate's credit value as either 60 or 80 CATS;
 - (2) Confirmation of the level of the Certificate and Diploma since while the course specifications state that these are undergraduate awards, the Certificate course proposal makes several references to postgraduate level (e.g. SSLC and PG personal tutors), it being noted that the learning outcomes in the course specification are appropriate for a level 2 qualification.
- (C) That in light of the confirmation provided by Warwick

Medical School, the Chair of the Board, acting on its behalf, had approved the revised proposal for the Postgraduate Certificate and Postgraduate Diploma in Occupational Health (papers DMAP 122/07-08 (revised 2) and DMAP 124/07-08 (revised 2).

- (iv) Certificate in Diabetes Care (minutes BGS 106(b)(ii)/07-08 and GCFM 27(b)/07-08 refer)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 13 May 2008, considered proposed revisions to the Certificate in Diabetes Care (papers DMAP131-133/07-08) and resolved:
- (1) That the assessment method should be described as an assessed project and that a word limit should be specified;
 - (2) That subject to this amendment the revisions to the Certificate in Diabetes Care be approved as set out in papers DMAP131-133/07-08.
- (B) That the Board, at its last meeting, considered The proposed revisions to the Certificate in Diabetes Care (papers DMAP131-132/07-08) and resolved that the proposed revisions to the Certificate in Diabetes Care, as set out in papers DMAP131-132/07-08, be approved, subject to the amendment in (A)(1) above;
- (C) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposed revisions to the Certificate in Diabetes Care in light of a revised course specification (paper DMAP 132/07-08 (revised)).

- (v) Module and Postgraduate Award 'Principles and Delivery of Diabetes Care' (minutes BGS 105(a)(iv)/07-08 and GCFM 26(h)/07-08 referred)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Medicine, at its meeting on 13 May 2008, considered a proposal for a new module and postgraduate award entitled "Principles and Delivery of Diabetes Care" (papers DMAP 113-114/07-08) and resolved that a more detailed statement of the syllabus should be included in section 10 of the MA1 form and recommended to the Board that the proposal be approved, subject to the above amendment;
- (B) That the Board, at its last meeting, considered the proposal for a new module and postgraduate award entitled "Principles and Delivery of Diabetes Care" (paper DMAP 114/07-08) and resolved that the proposal for a new module and postgraduate award entitled "Principles and Delivery of Diabetes Care", as set out in paper DMAP

114/07-08, be approved subject to:

- (1) A more detailed statement of the syllabus being included in section 10 of the MA1 form, as required by the Graduate Studies Committee of the Faculty of Medicine;
- (2) Clarification that the substitution of two 20 credit modules with one 20 credit module is reflected appropriately in the learning outcomes for the new module/award.

(C) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal for a new module and postgraduate award entitled "Principles and Delivery of Diabetes Care" (paper DMAP 113/07-08 (Revised)) in light of clarification of point (B)(2) above and the submission of a revised MA1 form.

(d) Faculty of Social Studies

(i) Warwick Business School

Distance-Learning Master of Business Administration

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve the use of foreign-language dictionaries in DLMBA examinations.

(ii) Institute of Education

(A) New Route Doctorate (minutes 68(d)(i)/07-08 and GFSS 27(d)/07-08 refer)

REPORTED:

(1) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 31 January 2008, resolved that an overview paper, detailing the proposed revised EdD and the 'New Route PhD' programmes for introduction in 2008-09, as set out in paper GFSS.121/07-08, together with:

- (a) A paper regarding the revised EdD specifically, paper GFSS.122/07-08;
- (b) The paperwork for the proposed new course entitled 'New Route PhD: Researching Change in Education' course, as set out in papers GFSS.123/07-08, GFSS.124/07-08, GFSS.125/07-08 and GFSS.126/07-08;

be recommended to the Board of Graduate Studies for approval subject to confirmation that appendices will be excluded from the word count

and the submission to the Committee of a monitoring and evaluation report at the end of the first year of the courses.

- (2) That the proposal to introduce a new course entitled 'New Route PhD: Researching Change in Education', as set out in papers GFSS.123/07-08, GFSS.124/07-08, GFSS.125/07-08 and GFSS.126/07-08, be recommended to the Board of Graduate Studies for approval.
 - (3) That the Board, at its meeting on 21 February 2008, considered:
 - (a) An overview paper, detailing the proposed revised EdD and the 'New Route PhD' programmes for introduction in 2008-09 (paper GFSS.121/07-08);
 - (b) A paper regarding the revised EdD specifically (paper GFSS.122/07-08);
 - (c) The paperwork for the proposed new course entitled 'New Route PhD: Researching Change in Education' course (papers GFSS.123/07-08, GFSS.124/07-08, GFSS.125/07-08 and GFSS.126/07-08).
 - (4) That the Board resolved that the proposed revised EdD, as set out in (3)(a-c) above, be approved subject to:
 - (a) Clarification of the start date;
 - (b) Clarification of provision for early exit points;
 - (c) Clarification of minimum requirements for admission;
 - (d) Assurance from the Institute that it can cover for any teaching done on a personal basis;
 - (e) Clarification of title of eventual award.
 - (5) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposed revised EdD in light of the clarification provided by the Institute of Education in response to (4)(a-e) above.
- (B) Postgraduate Certificate in Learning and Teaching (minutes 105(c)(ii)(H)/07-08 and GFSS 41(g)(xxiv)/07-08 refer)

REPORTED:

- (1) 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 'Postgraduate Certificate in

Learning and Teaching' (papers GFSS 276/07-08, GFSS 277/07-08 and GFSS 278/07-08) and recommended to the Board that it be approved, subject to the provision of more than one learning outcome under 'Subject Knowledge and Understanding in paper GFSS 278/07-08, it also being noted that the issue as to fees was still under discussion;

(2) That the Board, at its last meeting, considered the proposal to introduce a new course entitled 'Postgraduate Certificate in Learning and Teaching' (papers GFSS 276/07-08, GFSS 277/07-08 and GFSS 278/07-08), subject to the provision of more than one learning outcome under 'Subject Knowledge and Understanding in paper GFSS 278/07-08, it also being noted that the issue as to fees was still under discussion;

(3) That the Board resolved that the proposal to introduce a new course entitled 'Postgraduate Certificate in Learning and Teaching', as set out in papers GFSS 276/07-08, GFSS 277/07-08 and GFSS 278/07-08, be approved, subject to:

(a) Input from the Institute regarding the nature of the Graduate Teacher Programme and the comments made on p.4 concerning the status of students completing the programme;

(b) Revision of the course specification as required by the Faculty Graduate Studies Committee and to ensure that all learning outcomes are demonstrably at M level.

(4) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal for a new course entitled 'Postgraduate Certificate in Learning and Teaching' in light of the clarification provided in response to (3)(1-ii) above, as well as the revised course specification (paper GFSS 278/07-08 (revised)).

(C) Postgraduate Certificate in Learning and Teaching (International) (minutes 105(c)(ii)(B)/07-08 and GFSS 41(g)(v)/07-08 refer)

REPORTED:

(1) 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 'Postgraduate Certificate in Learning and Teaching' (papers GFSS 311/07-08, GFSS 312/07-08 and GFSS 313/07-08) and recommended to the Board that it be approved, subject to the provision of a report from an external

adviser and confirmation as to whether the proposal should be seen by the Collaborative, Flexible and Distributed Learning Sub-Committee;

- (2) That the Collaborative, Flexible and Distributed Learning Sub-Committee, at its meeting on 23 May 2008, considered the proposal to introduce a new course entitled 'PG Certificate Learning and Teaching (International)' and resolved:
 - (a) That the Chair consider further information from the Institute of Education once available with a view to recommending for approval to the Academic Quality and Standards Committee the proposal from the Institute of Education to deliver a new Postgraduate Certificate in Learning and Teaching (International) in collaboration with Dipont International Education Management, China as set out in papers GFSS 311 and 313/07-08 and CFDLSC 86/07-08, noting that the Chair may convene an extra meeting of the Committee to consider such further information or circulate information by mail to members of the Committee;
 - (b) That further information concerning the proposal and the partner institution should include:
 - (i) Part 4 course approval form including Site Visit report;
 - (ii) Due diligence material normally required for new collaborative partners and set out in Part 4 of the course approval form;
 - (iii) Comments from the external peer from whom advice has been sought on the proposal, Dr E Bills, University of Oxford;
 - (iv) Curricula vitae for any other colleagues who would support students on the course, including subject mentors.
- (3) That the Board, at its last meeting, considered the proposal to introduce a new course entitled 'Postgraduate Certificate in Learning and Teaching (International)' (papers GFSS 311/07-08, GFSS 312/07-08 and GFSS 313/07-08), and resolved that it be approved subject to approval by the Collaborative, Flexible and Distributed Learning Sub-Committee;
- (4) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the

proposal for a new course entitled 'Postgraduate Certificate in Learning and Teaching (International)' in light of the approval by the Collaborative, Flexible and Distributed Learning Sub-Committee in response to (3) above.

(D) MA Business and Enterprise Education (minutes BGS 105(c)(ii)(C)/07-08 and GFSS 41(g)(vii)/07-08 refer)

REPORTED:

- (1) 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 'MA Business and Enterprise Education' (papers GFSS 261/07-08, GFSS 262/07-08 and GFSS 263/07-08) and recommended to the Board that it be approved, subject to the provision of a report from an external adviser;
- (2) That the Board, at its last meeting, considered the proposal to introduce a new course entitled 'MA Business and Enterprise Education' and resolved that it be approved, as set out in papers GFSS 261/07-08, GFSS 262/07-08 and GFSS 263/07-08, subject to:
 - (a) The provision of a report from an external adviser;
 - (b) Revision of the course specification to ensure that all learning outcomes are demonstrably at M level.
- (3) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal for a new course entitled 'MA Business and Enterprise Education' in light of the report from an external adviser provided in response to (2)(a) above, as well as the revised course specification (paper GFSS 263/07-08 (revised)).

(E) Postgraduate Certificate Multi-Agency Leadership (minutes BGS 105(c)(ii)(E)/07-08 and GFSS 41(g)(xviii)/07-08 refer)

REPORTED:

- (1) 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 'PG Certificate Multi-Agency Leadership' (papers GFSS 254/07-08, GFSS 255/07-08, and GFSS 256/07-08) and recommended to the Board that it be approved, subject to consideration of whether any of the learning outcomes in paper GFSS 255/07-08 listed

under 'Cognitive Skills' would be better located under a different section heading;

- (2) That the Board, at its last meeting, considered the proposal to introduce a new course entitled 'PG Certificate Multi-Agency Leadership' (papers GFSS 254/07-08, GFSS 255/07-08, and GFSS 256/07-08) and resolved that it be approved, as set out in papers GFSS 254/07-08, GFSS 255/07-08, and GFSS 256/07-08, subject to revision of the course specification to ensure that all learning outcomes are demonstrably at M level;
- (3) That the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal for a new course entitled 'PG Certificate Multi-Agency Leadership' in light of the revised course specification (paper GFSS 255/07-08 (revised)).

(iii) School of Health and Social Studies

(A) MA in Applied Social Research with Specialism in Social Work

REPORTED:

- (1) That following the Department of Sociology's request to revise its MA module weightings, the Chair of the Graduate Studies Committee of the Faculty of Social Studies, acting on its behalf, had taken action to approve a revised proposal for the MA in Applied Social Research with Specialism in Social Work (paper GFSS 146/06-07 (Revised));
- (2) That the Chair of the Board, acting on its behalf, had taken action to approve the revised proposal for the MA in Applied Social Research with Specialism in Social Work, as set out in paper GFSS 146/06-07 (Revised);
- (3) 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 course specification for the MA in Applied Social Research with Specialism in Social Work, paper GFSS 371/07-08;
- (4) That the Chair of the Board, acting on its behalf, had taken action to approve a new course specification for the MA in Applied Social Research with Specialism in Social Work, paper GFSS 371/07-08.

(B) MA in Applied Social Research with Specialism in Health Studies

REPORTED:

- (1) That following the Department of Sociology's request to revise its MA module weightings, the Chair of the Graduate Studies Committee of the Faculty of Social Studies, acting on its behalf, had taken action to approve a revised proposal for the MA in Applied Social Research with Specialism in Health Studies (paper GFSS 145/06-07 (Revised));
- (2) That the Chair of the Board, acting on its behalf, had taken action to approve the revised proposal for the MA in Applied Social Research with Specialism in Health Studies, as set out in paper GFSS 145/06-07 (Revised);
- (3) 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 course specification for the MA in Applied Social Research with Specialism in Health Studies, paper GFSS 372/07-08;
- (4) That the Chair of the Board, acting on its behalf, had taken action to approve a new course specification for the MA in Applied Social Research with Specialism in Health Studies, paper GFSS 372/07-08.

(C) MA in Applied Social Research with Specialism in Islam in Contemporary Societies

REPORTED:

- (1) That following the Department of Sociology's request to revise its MA module weightings, the Chair of the Graduate Studies Committee of the Faculty of Social Studies, acting on its behalf, had taken action to approve a revised proposal for the MA in Applied Social Research with Specialism in Islam in Contemporary Societies (paper GFSS 147/06-07 (Revised));
- (2) That the Chair of the Board, acting on its behalf, had taken action to approve the revised proposal for the MA in Applied Social Research with Specialism in Islam in Contemporary Societies, as set out in paper GFSS 147/06-07 (Revised);
- (3) 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 course specification for the MA in Applied Social Research with Specialism in Islam in Contemporary Societies, paper GFSS 373/07-08;
- (4) That the Chair of the Board, acting on its behalf,

had taken action to approve a course specification for the MA in Applied Social Research with Specialism in Islam in Contemporary Societies, paper GFSS 373/07-08.

(D) Postgraduate Diploma in Specialist Social Work (Adults)

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 course specification for the Postgraduate Diploma in Specialist Social Work (Adults) (paper GFSS 374/07-08);
- (2) That the Chair of the Board, acting on its behalf, had taken action to approve a new course specification for the Postgraduate Diploma in Specialist Social Work, as set out in paper GFSS 374/07-08.

(E) Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers)

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 course specification for the Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers) (paper GFSS 375/07-08);
- (2) That the Chair of the Board, acting on its behalf, had taken action to approve a new course specification for the Postgraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers), as set out in paper GFSS 375/07-08.

(iv) School of Law

LLM in Socio-Legal Studies

REPORTED:

- (A) That following the Department of Sociology's request to revise its MA module weightings, the Chair of the Graduate Studies Committee of the Faculty of Social Studies, acting on its behalf, had taken action to approve the revised proposal for the LLM in Socio-Legal Studies (paper GFSS 379/07-08);
- (B) That the Deputy Chair of the Board, acting on its behalf, had taken action to approve the revised proposal for the

LLM in Socio-Legal Studies, as set out in paper GFSS 379/07-08.

(v) Department of Sociology

MA in Postcolonialism, Racism & Global Order (minutes 68(d)(iii)/07-08, GFSS 27(e)/07-08 and GFSS 35(f)(iv) refer)

REPORTED:

- (A) That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 31 January 2008, resolved that the proposal to introduce a new course entitled 'MA in Postcolonialism, Racism & Global Order' to replace the course entitled 'MA in Race and Ethnic Studies', as set out in paper GFSS.133/07-08, be approved, subject to submission of a completed course specification form;
- (B) That the Board, at its meeting on 21 February 2008, considered the proposal to introduce a new course entitled 'MA in Postcolonialism, Racism & Global Order' to replace the course entitled 'MA in Race and Ethnic Studies' (paper GFSS.133/07-08), and resolved that it be approved, subject to:
- (1) Submission of a completed course specification form;
 - (2) Provision of the appropriate signatures;
 - (3) Submission of a Part 2 form;
 - (4) An explanation of the need for three course leaders and clarification of their roles;
 - (5) Clarification of which modules were new;
 - (6) Confirmation that the consultation with History and English had been concluded.
- (iii) That it was reported to the Graduate Studies Committee of the Faculty of Social Studies, at its meeting on 13 May 2008, that its Chair had taken action on behalf of the Committee to approve a proposal to introduce a new course entitled 'MA in Postcolonialism, Racism & Global Order' to replace the course entitled 'MA in Race and Ethnic Studies', as set out in papers GFSS 133/07-08 and GFSS 133b/07-08, it having been agreed at the last meeting of the Committee that the proposal be approved subject to submission of a completed course specification form and subject to submission of a signed copy, and it also being noted that the Board of Graduate Studies has requested further changes and clarifications prior to full approval;
- (iv) That the clarification and amendments requested by the Board in (B) (1-6) above had subsequently been provided, noting that the Part 2 form was still missing, and the Chair of the Board, acting on its behalf, had approved the proposal to introduce a new course entitled 'MA in Postcolonialism, Racism & Global Order' to replace the

course entitled 'MA in Race and Ethnic Studies', as set out in papers GFSS 133/07-08 (revised) and GFSS 133b/07-08;

- (v) That the Part 2 form had subsequently been submitted (GFSS 133c/07-08) and the Chair of the Board, acting on its behalf, had taken action to approve the form.

11/08-09 Freedom of Information Act: Publication Scheme

REPORTED:

- (a) That the University committed 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 were reminded that minutes of Board meetings would be published in this way.

RESOLVED:

That advice be requested of the Head of Governance services on the requirements at local level, particularly with respect to Departmental meetings.

12/08-09 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 referred)

CONSIDERED:

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

13/08-09 Institutional Audit Briefing Paper & Student Written Submission

CONSIDERED:

- (a) 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;
- (b) An oral report from the Chair on a meeting with the QAA auditors as part of the Briefing Visit, noting that one issue raised by the auditors was the practice of only requiring PhD students who teach for more than 20 hours to undergo training.

RESOLVED:

- (c) That it be noted that practice varied across different Departments in terms of the provision of training to PhD students who teach;
- (d) That a paper outlining different practices should be considered at a meeting of the Board to be held in the Spring term on the basis of a survey of Departmental practice.

14/08-09 Annual Postgraduate Course Review and Course and Module Approval

CONSIDERED:

- (a) 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;
- (b) A paper setting out proposed recommendations to AQSC based on the responses received from Departments, paper BGS 26/08-09 (tabled at the meeting).

RESOLVED:

- (c) That the Graduate School be asked to bring forward a proposal for the revised content and form of postgraduate research annual course reviews for consideration at the next meeting of the Board, with a view to these being put into operation this year;
- (d) That, in light of discussions with the Deputy Registrar's office about interim measures that might be implemented in respect of module approval at both undergraduate and taught postgraduate level, final consideration of the revised content and form of postgraduate taught course reviews be postponed until the first meeting of the Board in the Spring term.

RECOMMENDED (to the Academic Quality and Standards Committee):

- (e) 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;

15/08-09

New Course Proposals

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

REPORTED:

- (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;

CONSIDERED:

- (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).

RESOLVED:

- (iv) That the proposal to introduce a new course entitled 'Postgraduate Award in Mentoring and Coaching' be approved as set out in papers GFSS 232/07-08(revised) and GFSS 233/07-08.

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

CONSIDERED:

The proposal, in principle, to 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).

RESOLVED:

That the proposal, in principle, to introduce a new course entitled 'Master of Business Administration for the Global Energy Industry' be approved as set out in papers BGS 23/08-09, BGS 24/08-09 and BGS 25/08-09 be approved.

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

REPORTED:

- (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 seemed excessive for the credit to be awarded.

CONSIDERED:

- (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).

RESOLVED:

- (v) That there appeared to be some confusion as to whether the proposed changes constituted revisions to a single module or to the Postgraduate Award;
- (vi) That the module leader and Chair of the Graduate Studies Committee of the Board of the Faculty of Science would clarify the position, for consideration by Chair's Action following the meeting.

16/08-09 Revised Course Specifications

CONSIDERED:

Revised course specifications.

RESOLVED:

- (a) That the following course specifications be approved:
 - (i) MSc in Advanced Electronic Engineering (paper BGS 9/08-09);
 - (ii) MSc in Advanced Biomedical Engineering (paper BGS 10/08-09);
 - (iii) MSc in Advanced Mechanical Engineering (paper BGS 13/08-09);
 - (iv) MSc in Advanced Photonics and Communications (paper BGS 14/08-09);
 - (v) MSc in Advanced Engineering (paper BGS 15/08-09);
 - (vi) MSc in Finance (paper BGS 16/08-09);
 - (vii) MSc in Information Systems and Management (paper BGS 17/08-09);
 - (viii) MSc in Management (paper BGS 18/08-09);
 - (ix) MSc in Marketing and Strategy (paper BGS 19/08-09).
- (b) That the following course specifications be approved subject to the amendments set out below:
 - (i) Postgraduate Diploma in Public Leadership and Management (paper BGS 8/08-09);

Subject to revision of the learning outcomes to ensure they are demonstrably at M level and the use of a wider variety of assessment methods.
 - (ii) MA in Pan-Romanticisms (paper BGS 11/08-09);

Subject to revision of the learning outcomes to ensure they are demonstrably at M Level.

- (iii) MA in Translation, Writing and Cultural Difference (paper BGS 12/08-09);

Subject to completion of the Personal Development Planning section of the form.

17/08-09 Strategy Project Updates

CONSIDERED:

- (a) 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;
- (b) An oral report from the Chair, noting that the numbers of PGR students enrolling this year would be available for the next meeting of the Board.

18/08-09 Strategic Departmental Review Reports

CONSIDERED:

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

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

RESOLVED:

- (f) That the Board adhered to the view that it was unnecessary to appoint a second supervisor on a routine basis;
- (g) That the Department of English and Comparative Literary Studies be strongly encouraged to emulate the approach of the Department of Film and TV on the issue of record keeping of individual PhD sessions.

19/08-09 Electronic Submission of Theses and Plagiarism Detection

REPORTED:

- (a) That consideration had 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 had 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 was 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.

RESOLVED:

- (d) That a further reminder of the introduction of the electronic submission of theses from October 2008 be sent to Directors of Graduate Studies;
- (e) That the Graduate School consider issuing guidance to students on acceptable submission formats to ensure compatibility with third party software;
- (f) That investigations be undertaken into the means of using such software to review theses subject to confidentiality agreements, ensuring the content was not absorbed onto the database as a consequence.

20/08-09 Discontinuation of ORSAS

CONSIDERED:

- (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;
- (b) The University's response, paper BGS 30/08-09;
- (c) The response from the HEFCE, paper BGS 31/08-09.

RESOLVED:

- (d) That means of mitigating the consequences of the discontinuation of ORSAS be discussed at a future meeting of the Committee.

21/08-09 Opening of the Wolfson Research Exchange

REPORTED:

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

22/08-09 Report on PGR Annual Report Forms

CONSIDERED:

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.

23/08-09 PRES 2008

REPORTED:

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.

CONSIDERED:

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.

RESOLVED:

- (a) That results from PRES 2008 were good on their own merit and when considered against other institutions;
- (b) That a survey of Postgraduate Research and Postgraduate Taught students would take place next year but that following this, the surveys would alternate biennially.

RECOMMENDED (to the Academic Quality and Standards Committee):

That the Board was of the view that given the value of PRES feedback, it would prefer to see PG participation in the Academic Satisfaction Review cease in order not to occasion survey fatigue in PG students.

24/08-09 IAS Early Career Fellowships

RECEIVED:

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.

25/08-09 Careers Centre Report (minute BGS 107/06-07 referred

REPORTED:

- (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.

CONSIDERED:

- (c) 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;

- (d) An oral report from the Acting Director of the Careers Centre on progress towards revising the provision for PGT students as set out in item (c) above.

RESOLVED:

That a forthcoming new appointment within the Careers Centre would assist in delivering and promoting skills training and careers education amongst PGT students, whose work would be complemented by the proposed investment of some Roberts' funding in an employer engagement oriented post at PG level.

26/08-09 Warwick Postgraduate Research Scholarships (minute GAN 15(g)/07-08 referred)

REPORTED:

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.

CONSIDERED:

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 and that the matter be referred to the first meeting of GANC.

27/08-09 Confidentiality agreements for examiners of PhD theses

CONSIDERED:

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

RESOLVED:

- (c) That consideration be given by RSS to clause 5 relating to IPR;
- (d) That a typing error on the second to last line of the confidentiality agreement for internal and external examiners should be corrected, and the final bullet point be separated into two, the better to reflect its content.

28/08-09 Any Other Business

REPORTED:

An oral report from the Chair on Home Office Asylum and Immigration legislation that requires passport checking of the permission to work in the UK of all external examiners of PhD theses.

HRWS/RM 10.10.08
BGS minutes Oct08