

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on Monday 16 February 2004 in room R0.14, Ramphal Building.

C E Charlton
University Secretary

A G E N D A

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on Thursday 13 November 2003 (copy attached).

2. Matters Arising on the Minutes

Late Submission of Assessed Work (minute 26/03-04 refers)

TO REPORT:

- (a) That the Board, at its meeting on 13 November 2003, considered the resolutions of the Academic Quality and Standards Committee on the imposition of penalties for the late submission of assessed work and resolved:
- (i) That, given that the mark for a single piece of work or module at postgraduate level has a much greater impact on the overall mark and the qualification achieved than at undergraduate level, it was the view of the Board that a penalty of 5% per day for taught postgraduate courses was too high, noting that:
 - (A) Some modules at postgraduate level were assessed by a single piece of assessed work and that should a student fail one piece of work as a result of late penalties this could result in the failure of the course.
 - (B) The imposition of an overly harsh penalty was likely to lead to increased numbers of extensions, including those granted retrospectively, which was not desirable.
 - (ii) That it was not essential to have the same penalty for undergraduate and taught postgraduate students, given that the vast majority of departments have different administrative systems and different literature for these two groups of students.

- (iii) That the Board appreciated there were particular issues for part-time postgraduate students who were typically in full-time employment but would encourage departments to address this through the use of differing deadlines for full-time and part-time students rather than through the use of extensions.
- (b) That the Board recommended to the Academic Quality and Standards Committee that:
- (i) A maximum penalty of 2% per day be imposed for the late submission of assessed work for all taught postgraduate courses.
 - (ii) That Chairs of Department be permitted to impose a lesser penalty in individual cases, but that if imposing a penalty of less than 2%, the reasons for doing so should be explained in writing and documented for future reference.
 - (iii) That all Departments be reminded that policies on the late submission of assessed work and extension requests should be made clear to students at the start of a course.
 - (iv) That it be made clear that Departments would retain their discretion to approve extensions in extenuating circumstances.
- (c) That the Academic Quality and Standards Committee, at its meeting on 29 January 2004 considered the above resolutions and recommendations of the Board and resolved:
- (i) That the Academic Quality and Standards Committee did not support the imposition of differential tariffs for undergraduate and postgraduate students for the following reasons:
 - (A) To ensure equality of treatment between postgraduate students and undergraduate students completing major assignments constituting a large portion of the final mark for a module, such as projects or dissertations.
 - (B) To enhance clarity in communicating the penalty to students.
 - (ii) That it be noted that the 5% penalty per day originally proposed by the Board of Undergraduate Studies had been intended to be severe in order to deter students from calculating the advantage to be derived from delaying submission of an assignment and ensure that those submitting work late did not gain an unfair advantage over those submitting work on time.
 - (iii) That Chairs of Department be not permitted to impose a lesser penalty in individual cases.
 - (iv) That all Departments be reminded that University policy on the late submission of assessed work and the granting of

extension requests in exceptional circumstances should be clearly communicated to students at the start of a course.

- (v) That Departments should retain the discretion to approve extensions in extenuating circumstances.
- (vi) That the Committee supported the resolution of the Board of Graduate Studies encouraging departments to address issues arising for part-time postgraduate students through the use of differing deadlines for full-time and part-time students where appropriate rather than through the use of extensions.
- (vii) That, to take account of the concerns of the Board of Graduate Studies while preserving the principle of significant deterrence, the Committee would now recommend to the Senate a penalty of 4% per day for all late submission.

3. Membership

TO REPORT:

That Professor Edward Peile has replaced Dr Paul O'Hare as the Chair of the Graduate Studies Committee of the Board of the Faculty of Medicine.

4. Chair's Business

5. Reports from the Faculty Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees of the Boards of the Faculties.

6. Postgraduate Committee

TO RECEIVE:

An oral report from the Chair of the Postgraduate Committee on the Committee's recent activities.

7. Warwick Postgraduate Research Fellowship

TO CONSIDER:

The future operation of the Warwick Postgraduate Research Fellowship Scheme in light of the increase in the Research Council stipend (Paper BGS28/03-04, to follow).

8. Resubmission of Work for Taught Postgraduate Courses (minute 21/03-04 refers)

TO REPORT:

That the Board, at its meeting on 13 November 2003 resolved:

That a survey be carried out of all departments with taught postgraduate courses to ascertain:

- (a) Which departments allow the resubmission of work or the resitting of examinations.
- (b) Under what criteria departments allow the resubmission of work.
- (c) The extent of any guidance available to students who are resubmitting a piece of work.
- (d) How students are informed of the procedures regarding resubmission.

TO CONSIDER:

Results of the survey on resubmission practices (Paper BGS26/03-04, copy attached).

9. New and Revised Courses of Study

- (a) Division of Health in the Community

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting on 27 January 2004, considered a proposal from the Division of Health in the Community to establish a new module and Postgraduate Award entitled "Operational Health Services Management" (paper GCFM 13/03-04 copy attached) and resolved that the proposal be approved subject to the following points:

- (i) That the Chair would write to Professor Wensley to ensure that the Business School was happy with the proposed Postgraduate Award.
- (ii) That the Learning Outcome "Demonstrate acquisition of the necessary practical skills to lead successful meetings" could not be summatively assessed in a written assignment. Either the learning outcome should be amended or an additional form of summative assessment designed to test this practical skill should be introduced.

TO CONSIDER:

The proposal from the Division of Health in the Community to establish a new module and Postgraduate Award entitled "Operational Health Services Management" (paper GCFM 13/03-04 copy attached)

- (b) Warwick Manufacturing Group

TO REPORT:

- (i) That the Graduate Studies Committee of the Board of the Faculty of Science at its meeting on 28 January 2004, considered a proposal from the Warwick Manufacturing Group

to establish a new course leading to the award of the degree of MSc in Process Technology and Business Management, to be introduced from June 2004, including the Curriculum Vitae of external lecturers (paper SGS26/03-04), noting that approval was given in principal for the course by the Chair (paper SGS3/03-04) in July 2003.

- (ii) The Committee recommended that the proposal be approved as set out in paper SGS 26/03-04 subject to amendments including:
- (A) the correction of the title of module IT and IS for Process Industry;
 - (B) approval by the Chair, acting on behalf of the committee, of the CV of Dr C Komodromos;
 - (C) submission of a separate proposal for a postgraduate award and four further module proposals (for Food Processing, Process Control, Business Development and Contract Law), to be considered at the next meeting of the Committee.

TO CONSIDER:

The proposal from the Warwick Manufacturing Group to establish a new course leading to the award of the degree of MSc in Process Technology and Business Management, to be introduced from June 2004 (paper SGS 26/03-04 {revised 1} copy attached), together with the course specification (paper SGS 27/03-04, copy attached).

(c) Department of Chemistry

TO CONSIDER:

- (i) A proposal for a new degree course leading to the award of the degree of Chemistry Doctorate (ChemD) to be introduced from October 2004 (SGS55/03-04 copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 28 January 2004, recommended that the proposal be approved as set out in paper SGS55/03-04.
- (ii) A proposed amendment to Ordinance 14 to provide for the introduction of the Chemistry Doctorate (paper BGS 29/03-04, copy attached), noting that revisions to University Regulation 14 Governing Higher Degrees to take account of any provisions specific to the Chemistry Doctorate would also be required.

(d) Institute of Education

TO CONSIDER:

A proposal from the Institute of Education to introduce a new postgraduate award, 'Teaching Advanced Mathematics: A

Postgraduate Award in A-level Mathematics Pedagogy', (paper GFSS 26/03-04), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 28 January 2004, recommended that the proposal be approved as set out in paper GFSS 26/03-04 (copy attached).

(e) School of Health and Social Studies

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 28 January 2004, considered a proposal from the School of Health and Social Studies to introduce a new MA in Social Work and recommended that the proposal be approved as set out in papers GFSS 32 and GFSS 33/03-04, the Committee being satisfied that provision for the degree meets the professional requirements of the General Social Care Council (as set out in paper GFSS 30/03-04).

TO CONSIDER:

A proposal from the School of Health and Social Studies to introduce a new MA in Social Work with effect from October 2004:

- (i) Memorandum from Dr J Read setting out the General Social Care Council (GSCC) requirements for the accreditation and approval of courses leading to a qualification in social work, and also giving an overview of the new course structure, (paper GFSS 28/03-04 copy attached).
- (ii) Statement of Commitment by The University of Warwick for granting degrees in Social Work, 19 April 2003, (paper GFSS 29/03-04 copy attached).
- (iii) Department of Health, Requirements for Social Work Training, (paper GFSS 30/03-04 copy attached).
- (iv) Report on Application for Accreditation to grant degrees in Social Work by the University of Warwick, 12 June 2003, (paper GFSS 31/03-04 copy attached).
- (v) Course specification for a Course Leading to the Award of MA in Social Work at the University of Warwick, (paper GFSS 32/03-04 copy attached).
- (vi) Proposal form for the new MA in Social Work, (paper GFSS 33/03-04 copy attached).

(f) Centre for English Language Teacher Education (CELTE)

TO CONSIDER:

A proposal from CELTE to introduce a new Postgraduate Diploma in English Language Teaching (with variants) from the existing MA in English Language Teaching, (papers GFSS 41 and 42/03-04) noting

that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 28 January 2004 considered the proposal, together with the course specification for the existing MA English Language Teaching (paper GFSS 42/03-04, copy attached), and recommended that the proposal be approved, as set out in paper 41/03-04 (copy attached).

(g) Politics and International Studies

TO CONSIDER:

A proposal from the Department of Politics and International Studies to introduce a new MA/Diploma in 'International Politics and Europe' with effect from October 2005 (paper GFSS 43-44/03-04), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 28 January 2004, recommended that the proposal be approved as set out in papers GFSS 43-44/03-04 (copies attached).

(h) Department of Economics

TO REPORT:

That the Board, at its meeting on 10 February 2003, considered an outline proposal from the Department of Economics for the restructuring of its PhD and resolved (minute 36/02-03 refers):

"That the proposal from the Department of Economics for the approval in principle of the restructuring of postgraduate courses in Economics be approved as set out in paper GFSS 56/02-03 noting that formal proposals should include:

- (i) Clarification of the number of students applying for a PhD in Economics without first having achieved a University of Warwick Master's degree and the potential impact of the proposed changes on recruitment.
- (ii) Clarification of the correlation between student hours and CATS points.
- (iii) Information on whether the inclusion of a significant taught component in the first year of the course was likely to have an impact on the length of time needed to complete the PhD."

TO CONSIDER:

A proposal from the Department of Economics, (paper GFSS 47/03-04 copy attached) to introduce three new taught modules for the Ph.D. in Economics from October 2004 as set out below, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 28 January 2004, resolved that the proposal from the Department of Economics to introduce three new taught modules for the PhD in Economics from October 2004 be approved as set out in papers GFSS 47-50/03-04.

- (i) 'Advanced Microeconomic Theory', paper GFSS 48/03-04 (copy attached).
- (ii) 'Advanced Macroeconomic Analysis', paper GFSS 49/03-04 (copy attached).
- (iii) 'Advanced Econometric Theory', paper GFSS 50/03-04 (copy attached).

Note: Copies of the module proposals are attached for information only rather than approval by the Board.

10. Discontinued course of study

TO CONSIDER:

A request from the Department of Sociology that the MA in Sociological Research in Healthcare be discontinued (paper GFSS 51/03-04, copy attached).

11. Annual Reports

TO CONSIDER:

- (a) Summaries of annual reports received for taught Postgraduate courses (to follow):
 - (i) Faculty of Arts
 - (ii) Faculty of Medicine
 - (iii) Faculty of Science
 - (iii) Faculty of Social Studies
- (b) The introduction of Departmental Annual Review reports for Research Degrees, noting that:
 - (i) While postgraduate research degrees were included in Periodic Review, there was currently no mechanism for more frequent monitoring, unlike at undergraduate and taught postgraduate level.
 - (ii) An annual review system would be helpful to the Board in the implementation of the new University Guidelines on the Supervision and Monitoring of Research Degree Students and any national quality framework resulting from the HEFCE's consultations on its proposed Framework for Improving Standards in Postgraduate Research Degree Programmes.

12. Appeals Procedures

TO CONSIDER:

A draft form to be completed by students wishing to appeal against the decision of a Board of Examiners (paper BGS 27/03-04, copy attached).

13. ESRC Studentships

TO RECEIVE:

A copy of a table setting out the outcome of the ESRC quota allocation for 1+3 awards 2004/2005 and 2005/2006 (paper BGS 25/03-04, copy attached), noting that the ESRC would continue to run an open competition offering between 40 and 50 awards to which departments holding 1+3 recognition would be permitted to submit one application each.

14. Implementation of the Roberts Report: Skills Provision for Research Students (minute 33/03-04 refers)

(a) Board of Graduate Studies Working Group

TO REPORT:

That the Board, at its meeting on 13 November 2003, considered information on funding for generic skills training from the Research Councils to be introduced as a result of the Roberts Report and resolved that a Working Group of the Board be established to consider generic skills training for research students in light of the funding made available by the Research Councils and the requirements of the new HEFCE Framework on Improving Standards in Postgraduate Research Degree Programmes.

TO CONSIDER:

The minutes of the first meeting of the Working Group (paper BGS 30/03-04, copy attached).

(b) Statistical support

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting on 27 January 2004, considered statistical support for postgraduate students and resolved that Chair of the Committee would survey senior colleagues to identify the detailed requirements for statistical support in the Medical School.

15. Central funding for disabled students

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting held on 28 January 2004, considered a paper on University provision for disabled students (paper GFSS 88/03-04, copy attached) and resolved that the matter be referred to the Board of Graduate Studies for further consideration, noting that:

- (a) Self-financing postgraduate students who are disabled are not eligible for disabled students' allowances from either local education authorities or research councils;
- (b) Discretionary funds for disabled students made available through the University Disability Coordinator (Senior Tutor's office) are not sufficient to cover the needs of self-financing postgraduate students;
- (c) Not all academic departments have a recognised contact for disabled applicants and students.

16. PhDs in a language other than English

TO REPORT:

That the Board, at its reserved meeting on 13 November 2003, considered a request from a named student to submit a thesis in a language other than English under the terms of Regulation 15 (A) (9) and resolved that criteria be drawn up for future requests of this nature.

TO CONSIDER:

Proposed guidelines for permitting PhDs in French, German and Italian to be written in a language other than English (Paper AGSC17/03-04, copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 28 January 2004, resolved that the proposed guidelines be approved subject to amendment of the statement regarding competence in the English Language, ensuring that the level of competence required is the same as that set out in the current Regulation.

17. Any Other Business

18. Reserved Agenda