

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the meeting of the Board of Graduate Studies held on Thursday 17 February 2005.

Present: Professor L Bridges (Chair), Ms C Adjei, Professor K Ansell-Pearson, Dr C Bilton, Dr A Dowd, Professor R Jackson, Dr M Kooy, Dr D Leadley, Dr M Luddy, Dr P O'Hare, Professor E Peile, Professor C Read, Professor M Thorogood, Professor M Wills

Apologies: Mr R Cave, Professor D Chetwynd, Professor P Elias, Professor B Lockwood, Ms S Lyle, Professor N Mann, Mr K Mohaddes, Dr R Napier (Observer), Professor G Nudd, Dr A Parker, Dr B Rosamond, Professor P Stoneman, Mr R Watson

35/04-05 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on Monday 10 January 2005 be approved.

36/04-05 Matters Arising on the Minutes

(a) Revised SRIF Paper (minute 27a/04-05 refers)

REPORTED:

That the SRIF application had been unsuccessful as postgraduate research students were not provided for under SRIF. However, the Chair will explore other means of putting forward the bid.

(b) Role of the Graduate School (minute 27b/04-05 refers)

REPORTED:

That a blue skies paper from the Chair on the role of the Graduate School (paper BGS10/04-05) had been considered by Steering and that the Chair would now arrange a series of meetings with Departments to discuss the paper.

(c) Reduction in fees (minute 28h/04-05 refers)

REPORTED:

That the Chair had written to Departments to explain the following: University policy is not to allow individual students a reduction in fees, although Departments may use discretionary funds if they wish to make up the difference between the home and overseas fee.

- (d) Postgraduate Recruitment and Admissions Issues (minute 32/04-05 refers)

REPORTED:

That the drop in overseas applications is not unique to Warwick, it is common to all Russell Group Universities. The reasons for the drop are not clear but the Chair has raised the issue with the International office and the Academic Registrar.

- (e) Approval of new courses

REPORTED:

That part two of the course proposal forms and course specifications have been received for the following new courses and these courses have been approved by Chair's action:

MA Inspection and Evaluation
MSc Marketing and Strategy
PG Diploma Public Finance and Leadership
PG Diploma Public Leadership and Management
LLM International Development Law and Human Rights

- (f) Resubmission Practices at Taught Postgraduate Level (minute 17g/04-05 refers)

CONSIDERED:

- (i) A paper from the Graduate Studies Committee of the Board of the Faculty of Social Studies summarising comments and possible amendments to the regulations governing resubmission practices (paper GFSS 126/04-05 revised).
- (ii) A progress report from the Graduate Studies Committee of the Board of the Faculty of Medicine on the harmonisation of assessment regulations and conventions in the Medical School (paper GCFM19/04-05).
- (iii) A paper from the Graduate Studies Committee of the Board of the Faculty of Arts on resubmission practices (paper BGS 22/04-05).

REPORTED:

- (iv) That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 20 October 2004, resolved that the Chair circulate a revised proposal for marking descriptors in Science at the taught postgraduate level to the membership of the committee for comments, prior to its submission to the Board of Graduate Studies.

RECEIVED:

- (v) An oral report from the Chair on the implications of University Regulation 11 (Cheating) on resubmission practices.

RESOLVED:

- (vi) That a working group of the Board be established to discuss resubmission practices at taught postgraduate level and the implications of University Regulation 11 (Cheating) on resubmission practices. Members of the working group will be the Chair of the Board, Professor Wills, Dr Dowd, Mr Mohaddes and Professor Read.
- (g) Academic Satisfaction Survey (minute 25/04-05 refers)

REPORTED:

That the Chair has written to departments requesting that students be allowed ten minutes at the end of core lectures to complete the Academic Satisfaction Survey.

- (h) QAA Code of Practice (minute 9/04-05 refers)

- (i) CONSIDERED:

A paper from the Chair setting out possible changes to examination arrangements for research degrees (paper BGS20/04-05)

RECOMMENDED:

- (a) That the Graduate School inform Departments when a thesis is submitted.
- (b) That clearer deadlines are needed i.e. that the viva should take place within a certain timescale after submission and that the independent report from the external examiner should be submitted before the viva.
- (c) That independent chairs be appointed for vivas.
- (d) That students be given a written record of the provisional result at the end of the viva.
- (e) That examiners' reports no longer be confidential, noting that examiners would need to be informed that this is the case and that a confidential section be included on the form for use if needed.
- (f) That the definition of 'minor corrections' be reviewed.
- (g) That Chairs of Faculty Graduate Studies Committees have the option to refer cases to a third examiner when the recommendation is either to award a lower degree or not to award a degree at all.

(h) That a proposal outlining the above changes be brought to the next meeting of the Board.

(ii) RECEIVED:

An oral report from the Secretary of the Board on other steps to be taken to implement the QAA Code of Practice: the Graduate School would draft guidance for Departments in the summer term and would undertake a survey of induction programmes, supervision and skills provision within Departments, noting that the University would be audited on these issues in the next academic year.

(i) Course approval forms (minute 28d/04-05 refers)

CONSIDERED:

A proposal to amend the course approval form (paper CA1 – version 43 / 04-05) so that it includes guidance on non-standard admissions and an estimate of full-time equivalent staff working on a programme.

RECOMMENDED:

- (i) That the proposal be approved.
- (ii) That CATS weightings of 10/20/30 be added on p.8 of the form
- (iii) That the web based form should use table boxes
- (iv) That the name of the Department be added on p.1 of the form.

37/04-05 Chair's Business

(a) WPRF Selection Criteria

CONSIDERED:

The WPRF marking criteria for selectors (paper BGS 16/04-05)

RESOLVED:

That the marking criteria be subject to minor amendments and the amended version be made available on the Graduate School website.

(b) WPRF and ORS Deadlines

RESOLVED:

That the Graduate School consider moving the University ORS deadline to the end of January in the next academic year.

(c) Masters in Public Health

REPORTED:

That a change to the name of the MSc in Public Health to the MPH (Masters in Public Health) has been approved by Chair's action.

(d) Merit Criteria for Masters Courses

RESOLVED:

The Board was reminded that the University has no merit criteria for Masters Courses but Departments may write to students telling them they passed with merit if they wish to do so.

(e) University Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test

CONSIDERED:

A proposal from the Chair that University Regulation 11 be amended to specify the maximum penalty "is a mark of zero...., (with or without the right to submit additional work in the event of failure in the unit of assessment)" (papers BGS 17(section 7) + BGS 18/04-05).

RESOLVED:

That the working group of the Board on resubmission practices at taught postgraduate level also consider the implications of University Regulation 11 (Cheating).

(f) Department of Philosophy: Potential Link with Columbia University

REPORTED:

That the Chair would investigate whether any funding was available for this link and report back at the next meeting.

(g) Amended module proposal form

CONSIDERED:

An amended module proposal form with an expansion of the CATS/delivery section (paper BGS21/04-05)

RECOMMENDED:

That the amended module proposal form be approved subject to:

- (i) the addition on page 5 paragraph 12 of an estimated breakdown of how time will be distributed for modules weighted at 10 and 20 CATS.
- (ii) page 7 being amended to include the signatures of all Chairs of Department where the module is run by 2 or more Departments.

(h) RECEIVED:

An oral report from the Chair on a proposal to establish an overarching Inter-Disciplinary Board of Studies noting that the Chair will keep the Board informed of developments.

38/04-05 Review of the University's Learning and Teaching Strategy

CONSIDERED:

- (a) The University's current Teaching and Learning Strategy, amended to include agreed extensions that take account of the Teaching Quality Enhancement Funding for 2005-06 and Professional Standards Funding awarded to the University (paper BGS19/04-05).
- b) Issues, priorities and initiatives to recommend for inclusion in the new strategy document for 2006-2008.

RECOMMENDED:

That members of the Board should contact the Secretariat with their comments.

39/04-05 CATS

REPORTED:

That the online module registration pilot scheme had been very successful, but problems concerning modules with variable CATS weightings had come to light as a result. Some Departments were not setting extra work as required where additional credit was to be given. The Chair would write to Departments to remind them of procedure and to ask what their policy is in such cases.

40/04-05 Reports from the Faculty Graduate Studies Committees

RECEIVED:

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

41/04-05 Postgraduate Committee

RECEIVED:

An oral report from a representative of the Postgraduate Committee on the Committee's recent activities, noting that the Committee is arranging social activities for the Easter holidays, lobbying for longer opening hours for University outlets and encouraging postgraduates to participate in sports.

42/04-05 Summary Reports of Postgraduate Annual Course Reviews

- (a) CONSIDERED:

A summary report of Postgraduate Annual Course Review reports in the Faculty of Arts (paper AGSC25/04-05), noting that Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting of 25 January 2005, approved the report noting the following:

- i) That the Committee had sympathy with the issue raised by the Centre for Translation and Comparative Cultural Studies, that students from non-traditional backgrounds are deterred by the high level of fees charged by the University and that it also be noted that Warwick University can be compared unfavourably with its competitors due to the lack of bursaries on offer to postgraduate students. The Department of German wished it to be noted that it will be providing bursaries to students in the same way that the Department of French currently does.
- ii) That the Department of Film and Television Studies would circulate its Research Training Statement, which was singled out by the AHRB as an example of good practice in its feedback document, to all departments in the Faculty.

(b) CONSIDERED:

A summary report of the Postgraduate Annual Course Review reports in the Faculty of Social Studies (paper GFSS 127/04-05) noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 25 January 2005, approved the report noting the following:

- (i) That the finalised Summary Report be forwarded to all Chairs of Departments with a view to spreading good practice and keeping communications open within the Faculty.
- (ii) That Directors of Graduate Studies whose departments had submitted poor Annual Course Review Reports, be forwarded copies of other reports which demonstrated good practice.

(c) CONSIDERED:

A summary report of the Postgraduate Annual Course Review reports in the Faculty of Medicine (paper BFM15/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 25 January 2005, approved the report.

(d) CONSIDERED:

A summary report of the Postgraduate Annual Course Review reports in the Faculty of Science (paper SGS45/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 25 January 2005, approved the report.

RECOMMENDED:

That the reports be approved.

43/04-05

New and Revised Courses of Study

- (a) Centre for Translation and Comparative Cultural Studies

CONSIDERED:

A proposal from the Centre for Translation and Comparative Cultural Studies to change the title of the PhD in 'British Comparative Cultural Studies' to 'Comparative Cultural Studies', noting that the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting of 13 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from the Centre for Translation and Comparative Cultural Studies to change the title of the PhD in 'British Comparative Cultural Studies' to 'Comparative Cultural Studies' be approved.

(b) Institute of Education

(i) REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 25 January 2005, approved a proposal from the Institute of Education to introduce a new PG Award in 'Oracy: Speaking and Listening Across the Curriculum' (papers GFSS 122-124/04-05).

(ii) CONSIDERED:

A proposal from the Institute of Education, to introduce a new Project Route for the MA in Leadership and Innovation, and the MA in Educational Studies (papers GFSS 132-136/04-05) and a memo giving the context for the proposal (paper GFSS 138/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 25 January 2005, approved the proposal.

RECOMMENDED:

That the proposal from the Institute of Education to introduce a new Project Route for the MA in Leadership and Innovation, and the MA in Educational Studies be approved.

(c) Department of Philosophy

CONSIDERED:

A proposal from the Department of Philosophy to change the name of the 'MA in Mind and Metaphysics' to become 'MA in the Philosophy of the Mind' (paper GFSS 116/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies approved the proposal by Chair's action

RECOMMENDED:

That the proposal from the Department of Philosophy to change the name of the 'MA in Mind and Metaphysics' to become 'MA in the Philosophy of the Mind' be approved.

(d) Medical School

(i) CONSIDERED:

A proposal from the Faculty of Medicine to introduce two new courses entitled 'Masters in Clinical Sciences (Trauma and Orthopaedic Surgery)' and 'Masters in Clinical Sciences (Musculoskeletal Care)' (paper GCFM 20/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 25 January 2005, approved the proposal.

RECOMMENDED:

That the proposal from the Medical School to introduce two new courses entitled 'Masters in Clinical Sciences (Trauma and Orthopaedic Surgery)' and 'Masters in Clinical Sciences (Musculoskeletal Care)' be approved subject to amendments to the wording of learning outcomes so they correspond better to Master's level.

(ii) REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 25 January 2005, approved a proposal to introduce five new PGAs in Musculoskeletal Care and Trauma and Orthopaedic Surgery (paper GCFM 20a/04-05). The PGAs are modules of the Masters courses in Clinical Sciences (Trauma and Orthopaedic Surgery) and Clinical Sciences (Musculoskeletal Care).

(iii) REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 25 January 2005, approved a proposal to introduce a new module and PGA entitled 'Continuous Subcutaneous Insulin Infusion Therapy: Principles and Practice' (paper GCFM 21/04-05 {revised}) The PGA is an optional module of the Masters courses in Applied Health Studies / Diabetes and Diabetes (Paediatric).

44/04-05 Discontinued Courses of Study

REPORTED:

- (a) That the MSc in Quality and Reliability run by Warwick Manufacturing Group will be discontinued from September 2005.
- (b) That the PG Certificate in Employment Research run by the Institute for Employment Research will be suspended from March 2005.

45/04-05 Listing New Degrees on Online Application Form

REPORTED:

That the Chair would speak to the SRAO to see if courses could be listed more quickly after being approved on the online form.