

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2 pm on Thursday 12 January 2006 in the Council Chamber, University House.

C E Charlton
University Secretary

Note: Questions on agenda items or apologies for this meeting should be directed to the Assistant Secretary of the Committee, Samuel Cole on extension 22755.

A G E N D A

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 10 November (copy attached).

2. Matters Arising on the Minutes

(a) External Examiners' Reports (minute 22/05-06 refers)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting of 16 November 2005, recommended (to the Senate) that the external examiner's report form for taught postgraduate courses be amended to remove question 9, noting that the revised section of the QAA Code of Practice no longer mentions resources in this context.

(b) Examination Conventions and Guidance to Boards of Examiners (minute 23/05-06 refers)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting of 16 November 2005, resolved that the system for the review and approval of taught postgraduate exam conventions be approved.

3. Chair's Business

4. Reports from the Faculty Graduate Studies Committees

TO RECEIVE:

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

5. Postgraduate Committee

TO RECEIVE:

An oral report from the Chair of the Postgraduate Committee.

6. Postgraduate Staff-Student Liaison Committee (SSLC) Reports

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting of 16 November 2005, considered a report on the operation of the postgraduate SSLC System during 2004-05 (paper AQSC 24/05-06, copy attached) prepared by the SSLC Coordinators, Mr R Cave, Mr B Duggan, Dr K Flint and Dr P Roberts and resolved:

- (a) That it be noted that issues raised in respect of the Library provision were being taken forward by the Librarian and the Education Officer of the Students' Union.
- (b) That the Chair write to departments emphasising the importance of providing detailed and constructive comments to students on their coursework, it being noted that feedback was an area where institutions had generally performed less well in the 2005 National Student Survey.
- (c) That it be noted that communication and the management of expectations were key factors in student views of the quality of feedback.
- (d) That all personal tutors should have publicised office hours during term time, regardless of where they live, and that the Chair should draw this to the attention of Heads of Department.
- (e) That an overview report on the personal tutor system be considered by the Committee in the Spring term.
- (f) That the recommendation in respect of the overcrowding of some lecture and seminar rooms be brought to the attention of the central timetabling team rather than departments.
- (g) That it be noted that, contrary to the impression given in the reports, SSLC representatives are routinely invited to departmental meetings in some of the named departments and that the SSLC Annual Report form be amended to reflect this.
- (h) That the SSLC Coordinators pass on a number of recommendations to the Campus Life Committee.
- (i) That SSLC Academic Convenors be informed about student mentoring schemes being developed across the University.

TO CONSIDER:

A report on the operation of the postgraduate SSLC System during 2004-05 (paper AQSC 24/05-06, copy attached) prepared by the SSLC Coordinators, Mr R Cave, Mr B Duggan, Dr K Flint and Dr P Roberts.

7. Education Innovation Fund

Vice-Chancellor's Education Innovation Fund (AQSC minute 22b/05-06 refers)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting of 16 November 2005, received the draft guidance for applicants and application form, (paper AQSC 20/05-06) and resolved that a representative of the Board of Graduate Studies be invited to sit on the panel scrutinising applications.

8. Outline proposals for new courses of study

(a) Centre for Translation and Comparative Cultural Studies

TO CONSIDER:

A proposal for the introduction of a MA in Translation, Media and Cultural Transfer with effect from September 2006 (paper BGS 16/06-06, copy attached), noting that, although all paperwork has been completed, this is a request for approval in principle and has not yet been considered by the Faculty of Arts.

(b) History of Art

TO CONSIDER:

An outline proposal from the Department of History of Art for a revised MA (paper BGS 18/05-06, copy attached).

(c) Warwick Business School

TO CONSIDER:

An outline proposal from the Warwick Business School for the introduction of a new MSc in Management and Business with effect from October 2006, noting that full proposals were not expected to be ready for consideration until the Summer Term (paper BGS 17/05-06, copy attached).

9. Discontinued course of study

TO CONSIDER:

A proposal from the Department of History to discontinue the MA in Local and Regional History, noting that the Board of the Faculty of Arts, at its meeting of

19 October 2005, recommended that the proposal be approved as set out in paper AGSC01/05-06, (copy attached).

10. QAA Special Review of Research Degree Programmes

TO CONSIDER:

An initial draft submission for the QAA Special Review of Research Degree Programmes (paper BGS 19/05-06, to follow).

11. PhD Submission and Qualification Rates

TO REPORT:

That the AHRC has increased its submission rate threshold requirements for departments from 50 per cent to 60 per cent in 2005 and 70 per cent in 2006 and its minimum institution threshold will be increased from the existing 30 per cent to 40 per cent in 2005, 50 per cent in 2006 and 60 per cent in 2007.

TO CONSIDER:

- (a) Summary information from the Academic Statistics showing the percentage of students submitting within 4 years for full-time study and 6 years for part-time study for the cohort with a deadline in September 2005, noting that this survey excluded students who had been granted periods of suspension, additional extension or those who had withdrawn within the first year (paper BGS21/05-06, copy attached).
- (b) A summary of data produced by the HEFCE for the QAA Special Review comparing the University's qualification rates to the sector average (paper BGS 21/05-06, copy attached).

12. EPSRC Postgraduate Training Strategy

TO CONSIDER:

The EPSRC Postgraduate Training Strategy (paper BGS 22/05-06, copy attached) and a draft response (to follow).

13. PhD Students based overseas

TO REPORT:

That the Graduate School had received a number of queries from departments considering PhD applicants who would be based overseas for the duration of their PhD.

TO CONSIDER:

The development of a set of guidelines for such cases, noting that issues raised had included minimum attendance requirements, expected means and frequency of contact with supervisor, access to adequate library and IT facilities and supervision provided by local contacts who are not members of Warwick staff.

14. Integrated (Undergraduate) Masters courses

TO CONSIDER:

- (a) A briefing note from the Europe Unit on the implications of the Bologna agreement for undergraduate Masters degrees (paper BGS 20/05-06, copy attached).
- (b) The principle of awarding both a Masters qualification and a Bachelors qualification for integrated programmes noting that students would be required to complete 120 credits at M level.

15 Any Other Business