

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the meeting of the Board of Graduate Studies held on 19 February 2004.

Present: Professor McCrae (in the Chair), Professor Ansell-Pearson, Professor Bridges, Ms Chankseliani, Professor Chetwynd, Dr Dowd, Dr Gallafent, Professor Jackson, Dr Kuhlaczak, Dr Leadley, Professor Legge, Dr Luddy, Professor Miller, Ms Nazarali, Dr O'Brien, Dr Parker, Professor Peile, Professor Phizacklea, Dr Rosamond, Professor Stoneman, Mr Watson, Professor Wills, Professor Wilson, Dr Withnall.

In Attendance: Professor Griffin, Dr O'Hare, Dr Read (for item 41/03-04e only), Professor Scott.

Apologies: Mr Khawaja, Professor Singer.

35/03-04 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on Thursday 13 November 2003 be approved.

36/03-04 MA in Social Research specialisms (minute 18/03-04 refers)

CONSIDERED:

An oral report from Professor Phizacklea on the importance of reflecting the different specialisms of the MA Social Research in the degree titles, noting that this was an issue both for recruitment purposes and for students seeking employment.

RESOLVED:

That the different specialist titles continue to be printed on degree certificates.

37/03-04 Late Submission of Assessed Work (minute 26/03-04 refers)

REPORTED:

(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.

RESOLVED:

- (a) That the Board did not support the imposition of a 4% penalty per day at postgraduate level.
- (b) That it was the view of the Board, including the postgraduate student representative, that confusion would not necessarily result from the use of differing tariffs at undergraduate and

taught postgraduate level, noting that programmes at these two levels operated under different Regulations, examination conventions and administrative systems both centrally and at departmental level.

RECOMMENDED:

That the penalty for late submission be set to take account of the potentially greater influence of a mark for a single piece of coursework on the qualification awarded at postgraduate level and the differing pass marks at undergraduate (pass mark of 40%) and taught postgraduate (50%) levels, noting that taking this into account an appropriate penalty at postgraduate level would appear to be approximately two thirds of the undergraduate penalty.

38/03-04 Membership

REPORTED:

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 and therefore as one of the Faculty's representatives on the Board.

38/03-04 Chair's Business

CONSIDERED:

Oral reports from the Chair on the following matters:

(a) Social Facilities at Lakeside

REPORTED:

That there were ongoing discussions about provision at Lakeside.

(b) Postgraduate Application Fee

RESOLVED:

That a detailed paper on application rates and the impact of the fee be considered by the Board at its first meeting in the Summer Term.

(c) Study Space for Research Students

REPORTED:

(i) That, at a recent focus group meeting held with postgraduate students, the main issue that arose was academic study space and equity of provision across campus.

(ii) That, in light of these discussions, the Chair and Secretary would meet with Professor Jones to discuss provision.

(d) Institutional Audit

REPORTED:

That the Audit Team had asked to meet a representative group of postgraduate research students.

(e) HEFCE Framework for Improving Standards in Research Degree Programmes

REPORTED:

That the QAA were in the process of revising the section of the Code of Practice on Research Degree Provision to take account of the HEFCE's recent consultations on their proposed framework, noting that the QAA was expected to consult on the revised section of the Code during the Summer Term. published this summer.

(f) China Strategy

RESOLVED:

That members of the Board supported the Chair's proposals with regard to postgraduate recruitment as part of the development of the University's China Strategy.

(g) USA Strategy

RESOLVED:

That enquiries be made about the remit of the group currently considering the University's USA Strategy, with specific regard to postgraduate recruitment.

39/03-04 Reports from the Faculty Graduate Studies Committees

RECEIVED:

An oral report from the Chair of the Graduate Studies Committee of the Board of the Faculty of Medicine, noting that the Faculty was aiming to reduce the number of new course proposals in order to consolidate their existing provision.

40/03-04 Postgraduate Committee

RECEIVED:

An oral report from the Chair of the Postgraduate Committee on the Committee's recent activities, noting that the committee aims to raise its

profile through a new website and an email campaign. A successful Christmas social was held and there are plans for similar events at Easter and summer. An on-line questionnaire would be used to determine the priorities of the postgraduate student community.

42/03-04 New and Revised Courses of Study

(a) Division of Health in the Community

REPORTED:

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) 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.

CONSIDERED:

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

RESOLVED:

That the proposal from the Division of Health in the Community to introduce a Postgraduate Award entitled "Operational Health Services Management" with effect from May 2004 be approved as set out in paper GCFM 13/03-04, subject to the completion of part 2 of the proposal form and approval of the fees by the Finance and General Purposes Committee.

(b) Warwick Manufacturing Group

REPORTED:

- (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 introduce a course leading to

the award of the degree of MSc in Process Technology and Business Management, with effect 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.

CONSIDERED:

The proposal from the Warwick Manufacturing Group to introduce a MSc in Process Technology and Business Management with effect from June 2004 (paper SGS 26/03-04 {revised 1}), together with the course specification (paper SGS 27/03-04).

RESOLVED:

- (i) That the Chair seek further clarification over the provision in the School of Law and the Warwick Business School.
 - (ii) That, subject to satisfactory resolution of the above issues, the Chair approve the proposals on behalf of the Board, noting that this would be conditional upon the approval of financial arrangements for the course by the Finance and General Purposes Committee, including the division of fee income between the participating departments.
- (c) Department of Chemistry

CONSIDERED:

- (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), 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.

- (iii) A proposed amendment to Ordinance 14 to provide for the introduction of the Chemistry Doctorate (paper BGS 29/03-04) 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.

RESOLVED:

- (i) That the Board supported in principle the introduction of a four-year PhD with a significant educative component in Chemistry.
 - (ii) That the Chair discuss the title, assessment methods and regulations for the degree with the Department.
 - (iii) That a revised proposal be considered at the next meeting of the Board.
- (d) Institute of Education

CONSIDERED:

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).

RESOLVED:

That the proposal from the Institute of Education to introduce a new postgraduate award, 'Teaching Advanced Mathematics: A Postgraduate Award in A-level Mathematics Pedagogy' be approved as set out in paper GFSS 26/03-04, subject to the amendment of the title of the degree to remove the words "postgraduate award".

- (e) School of Health and Social Studies

REPORTED:

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).

CONSIDERED:

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).
- (ii) Statement of Commitment by The University of Warwick for granting degrees in Social Work, 19 April 2003, (paper GFSS 29/03-04).
- (iii) Department of Health, Requirements for Social Work Training, (paper GFSS 30/03-04).
- (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).
- (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).
- (vi) Proposal form for the new MA in Social Work, (paper GFSS 33/03-04).

RECOMMENDED:

That the proposal from the School of Health and Social Studies to introduce a new MA in Social Work with effect from October 2004 be approved as set out in papers GFSS 32 and GFSS 33/03-04, subject to minor amendments.

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

CONSIDERED:

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), and recommended that the proposal be approved.

RECOMMENDED:

That the proposal from CELTE to introduce a new Postgraduate Diploma in English Language Teaching (with variants) be approved as set out in papers GFSS 41 and 42/03-04.

(g) Politics and International Studies

CONSIDERED:

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.

RESOLVED:

That the 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 be approved as set out in paper GFSS 43-44/03-04.

(h) Department of Economics

REPORTED:

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."

CONSIDERED:

A proposal from the Department of Economics, (paper GFSS 47/03-04) 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
- (ii) 'Advanced Macroeconomic Analysis', paper GFSS 49/03-04
- (iii) 'Advanced Econometric Theory', paper GFSS 50/03-04

RESOLVED:

That the proposal from the Department of Economics to introduce three new taught modules for the Ph.D. in Economics 2004 be approved as set out in papers GFSS 48-50/03-04, subject to clarification from the Department as to whether these modules would be at Level M or Level D of the National Qualifications Framework.

42/03-04 Warwick Postgraduate Research Fellowship

CONSIDERED:

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

RESOLVED:

- (a) That the Scheme continue in its current form for 2004 entry.
- (b) That Professor Bridges will submit a paper on a possible alternative scheme for further discussion at the meeting of the Board in June 2004.

43/03-04 Resubmission of Work for Taught Postgraduate Courses (minute 21/03-04 refers)

REPORTED:

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.

CONSIDERED:

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

RESOLVED:

That the Chairs of the Graduate Studies Committees of the Faculty Boards discuss the possible harmonisation of resubmission procedures with departments in their faculties with a view to considering detailed proposals at the meetings of the Graduate Studies Committees of the Faculty Boards and the Board of Graduate Studies in the Summer Term.

45/03-04 Discontinued course of study

CONSIDERED:

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

RECOMMENDED:

That the request from the Department of Sociology that the MA in Sociological Research in Healthcare be discontinued be approved as set out in paper GFSS 51/03-04, noting that there were no students registered on the course.

46/03-04 Annual Reports

RESOLVED:

That the summaries of annual reports received for taught postgraduate courses and the possible introduction of Annual Review Reports for Research Degrees be considered by the Board at its first meeting in the Summer Term:

- (a) Faculty of Arts (paper BGS32/03-04)
- (b) Faculty of Science (paper BGS 33/03-04)
- (c) Faculty of Social Studies (paper BGS 34/03-04)

47/03-04 Appeals Procedures

CONSIDERED:

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

RECOMMENDED:

That the form to be completed by postgraduate and post-experience students wishing to appeal against the decision of a Board of Examiners be approved for use from 1 April 2004 as set out in paper BGS 27/03-04, subject to minor amendments agreed at the meeting.

48/03-04 ESRC Studentships

RECEIVED:

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), 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.

49/03-04 Implementation of the Roberts Report: Skills Provision for Research Students (minute 33/03-04 refers)

(a) Board of Graduate Studies Working Group

REPORTED:

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.

RECEIVED:

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

(b) Statistical support

REPORTED:

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.

50/03-04 Central funding for disabled students

REPORTED:

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.

RESOLVED:

That this item be referred to the Campus Life Committee for consideration, noting that the Board would welcome a report of the Committee's decisions on the issues raised by the Graduate Studies Committee.

51/03-04 PhDs in a language other than English

REPORTED:

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.

CONSIDERED:

Proposed guidelines for permitting PhDs in French, German and Italian to be written in a language other than English (Paper AGSC17/03-04), 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.

RESOLVED:

That the guidelines for permitting PhDs in French, German and Italian to be written in a language other than English be approved as set out in Paper AGSC17/03-04 (revised), noting that this did not constitute an amendment to the University Regulation on this matter, but was intended as guidance on future interpretation of the Regulation.

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