

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the meeting of the Board of Graduate Studies held on Thursday 11 November 2004.

Present: Professor L Bridges (Chair), Ms C Adjei, Dr C Bilton, Mr R Cave, Dr A Dowd, Professor R Jackson, Dr M Kooy, Dr D Leadley, Professor B Lockwood, Ms S Lyle, Mr K Mohaddes, Dr A Parker, Professor C Read, Dr B Rosamond, Professor P Stoneman, Mr R Watson, Professor M Wills, Dr A Withnall, Professor B Thomas (Observer)

Apologies: Professor E Peile, Professor P Elias, Dr M Luddy, Dr P O'Hare, Professor G Nudd, Professor K Ansell-Pearson, Professor D Chetwynd, Professor N Mann

In attendance: Dr J Vickery and Professor O Bennett (for item 9f), Mr N Raymond {for item 9g (iii)}

16/04-05 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on Wednesday 6 October 2004 be approved.

17/04-05 Matters Arising on the Minutes

(a) Membership (Minute 2/04-05 refers)

REPORTED:

That the remaining vacancies on the Board have been filled {paper BGS1/04-05(revised)}

(b) Membership of the Graduate Awards and Nominations Sub-Committee (Minute 3/04-05 refers)

REPORTED:

That Dr Vinod Patel will be the representative of the Faculty of Medicine on the Graduate Awards and Nominations Sub-Committee.

That Dr Ben Rosamond will be the representative of the Faculty of Social Studies on the Graduate Awards and Nominations Sub-Committee.

- (c) The appointment of a postgraduate student representative from the Faculty of Medicine

CONSIDERED:

The appointment of a postgraduate student representative from the Faculty of Medicine.

RESOLVED:

That a postgraduate student representative from the Faculty of Medicine be appointed.

- (d) Deadline for Master's Dissertation Submission (Minute 71/03-04 refers)

REPORTED:

That the English Department's deadline for dissertation submission had been moved to early or mid-September for the current cohort.

- (e) Length of PhD theses (minute 14/04-05 refers)

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal that the maximum length of PhD thesis in the Faculty of Medicine should be aligned with the limit for the Faculty of Social Studies ie. 80 000 words.

That recommendations from the Graduate Studies Committee of the Faculty of Social Studies be received at the next meeting of the Board.

- (f) Student Representation on the University Research Ethics Committee (minute 15/04-05 refers)

REPORTED:

That Council approved the appointment of Dr Gerard Garbutt to serve as the student representative on the University's Research Ethics Committee for the 2004/2005 academic year.

- (g) Resubmission and Marking Descriptors at Taught Postgraduate Level (minutes 77 and 78/03-04 refer)

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine resolved that Board members be asked to submit comments to the Chair, in order for a report to be collated for consideration at the Board of the Faculty of Medicine

That the Graduate Studies Committee of the Board of Science, at its meeting of 20 October 2004 resolved that the Chair circulate a revised proposal for marking descriptors for comment, prior to its submission to the Board of Graduate Studies

That the Secretary of the Board would contact the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Studies, to ask for comments.

That the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting of 13 October 2004, resolved that discussion of marking conventions across the Faculty be deferred to the next meeting of the Board on Jan 25 2005, noting that this would allow time to seek the opinion of external examiners.

(h) IT Facilities at Heronbank (Minute 5b/04-05 refers)

REPORTED:

That students at Heronbank could access the internet but need to use a special log on – posters advising them of this are now on display.

(i) Masters courses involving placements (Minute 5a/04-05 refers)

REPORTED:

That those departments whose Masters courses involve placements should make students aware before they sign their accommodation contracts that the dissertation deadline will be after the end of their accommodation contract.

(j) Wisconsin-Madison exchange agreement (Minute 6b/04-05 refers)

REPORTED:

That the Chair had written to the University of Wisconsin-Madison expressing his continued support for the exchange.

(k) Conduct of viva examinations (Minute 9a/04-05 refers)

REPORTED:

That the Chair would draft guidance for external examiners on the conduct of vivas for the next meeting of the Board. The Chair would also investigate the provision of training on how to conduct vivas at the Centre for Academic Practice and consider the provision of guidance for cases where the internal and external examiners disagree, including the possibility of tape-recording vivas, noting that this is already standard practice in MOAC.

(a) SRIF round three

CONSIDERED:

A report from the Chair about SRIF round three (paper BGS9/04-04) and the possibility of making a bid for extra postgraduate research facilities.

RESOLVED:

That the bid be amended to include contract research staff before submission to Professor Palmer and that the Chair produce a blue skies paper on the role of the Graduate School for the next meeting of the Board.

(b) Postgraduate recruitment and admissions issues

REPORTED:

That postgraduate recruitment and admissions issues would be a standing item on the Board's agenda at least twice a year and that the Academic Registrar and the Assistant Registrar for Postgraduate Recruitment & Admissions will be invited to attend.

(c) Exemption from application fee

REPORTED:

That holders of full scholarships would be exempt from paying the application fee.

(d) Existing modules becoming a Postgraduate Award

REPORTED:

That the Chair would consult the Pro-Vice Chancellor for Academic Quality and Standards to see whether cases where departments wish to make an already existing module into a Postgraduate Award may be exempted from consideration by the Board.

19/04-05 Reports from the Faculty Graduate Studies Committees

RECEIVED:

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

20/04-05 Postgraduate Committee

RECEIVED:

An oral report from the Chair of the Postgraduate Committee on the Committee's recent activities, noting that a regular social night for

postgraduates was being held; that the committee was planning to organise events outside term time; postgraduates who had not studied at undergraduate level at Warwick may feel isolated and that some SSLCs were trying to address this through social events.

21/04-05 Academic Satisfaction Review

RECEIVED:

A copy of the academic satisfaction review for the MBChB "The Student Experience" from June 2004 (paper BGS7/04-05)

RESOLVED:

That there were no issues that needed consideration by the Board and that the review be referred back to the Medical School for comment and to the Board of Undergraduate Studies.

22/04-05 Transfer of PhD Title

REPORTED:

That the Graduate Studies Committee of the Faculty of Social Studies, at its meeting of 19 October 2004, approved a request by the School of Health and Social Studies to create a new PhD title, 'PhD in Ethnic Relations' owing to the Centre for Research in Ethnic Relations joining the School.

23/04-05 Use of Bilingual Dictionaries in DL MBA Examinations

CONSIDERED:

A request from Warwick Business School that the restriction on the use of bilingual dictionaries by students sitting examinations overseas be lifted for DL MBA examinations (paper BGS 8/04-05).

RESOLVED:

That the matter be referred back to the Business School, noting that it is the department's responsibility to regulate the use of bilingual dictionaries.

24/04-05 New and Revised Courses of Study

New course proposals

RESOLVED:

That the following course proposals be approved in principle subject to the Chair approving part two and the course specification of all the course proposals.

- (a) Warwick Manufacturing Group

CONSIDERED:

A proposal from the Warwick Manufacturing Group for a new MSc in Engineering Enterprise Excellence (paper SGS.16/04-05) noting that the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 20 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from the Warwick Manufacturing Group for a new MSc in Engineering Enterprise Excellence be approved as set out in paper SGS.16/04-05.

(b) Institute of Education

(i) REPORTED:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Studies approved the following proposals from the Institute of Education over summer 03-04:

- (A) A proposal from the Institute of Education to rename the existing PG Award IEX3ZE, from 'Early Years Education II' to 'Early Childhood Education' (paper GFSS 4/04-05).
- (B) A proposal from the Institute of Education to change the name of the PG Award: 'Leading and Managing People in Education' to 'Creating and Sustaining Learning Cultures' (paper GFSS 4/04-05).
- (C) A proposal from the Institute of Education to change the name of the PG Award: 'Managing Finance and Resources in Education' to 'Policy, Strategy and Resources in Education' (paper GFSS 4/04-05).
- (D) A proposal from the Institute of Education to rename the existing PG Award IEX3ZA, from 'Early Years Education I' to 'Child Development in an Educational Context' (paper GFSS 4/04-05).

CONSIDERED:

The proposals from the Institute of Education to rename the above postgraduate awards.

RECOMMENDED:

That the proposals from the Institute of Education to rename the above postgraduate awards be approved as set out in paper GFSS4/04-05.

(ii) REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 19 October 2004, approved the following proposals, from the Institute of Education subject to minor amendments:

- (A) A proposal to introduce a Postgraduate Award 'Early Professional Development in Mathematics Teaching', which is based on an existing MA module (paper GFSS 10/04-05)
- (B) A proposal to introduce a module and postgraduate award, 'Assessment for Learning' (paper GFSS11/04-05)

CONSIDERED:

The proposals from the Institute of Education to introduce the above courses.

RECOMMENDED:

That the proposals from the Institute of Education to introduce the above courses be approved as set out in papers GFSS10/04-05 and GFSS11/04-05)

(iii) CONSIDERED:

A proposal from the Institute of Education to introduce an MA in Inspection and Evaluation (Adult Learning), in partnership with the Adult Learning Inspectorate (paper GFSS 13/04-05) noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 19 October 2004, approved the proposal, subject to satisfactory Curricula Vitae being forwarded to the Chair.

RECOMMENDED:

That the proposal from the Institute of Education to introduce an MA in Inspection and Evaluation (Adult Learning), in partnership with the Adult Learning Inspectorate be approved as set out in paper GFSS 13/04-05.

(c) Warwick Business School

(i) CONSIDERED:

A proposal from the Warwick Business School to introduce a new MSc in 'Marketing and Strategy' (paper GFSS 19/04-05) and a note to accompany the course proposal (paper GFSS21/04-05) noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 19 October 2004, approved the proposal and advised WBS to monitor any issues arising from the timing of examinations for the first week of the Christmas vacation (week 11).

(ii) CONSIDERED:

A proposal from Warwick Business School to introduce a new MSc in 'Information Systems and Management' (paper GFSS 33/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 19 October 2004, approved the proposal.

(iii) CONSIDERED:

A proposal from Warwick Business School to introduce a new MSc in Finance (paper GFSS 46/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

That the above three proposals, {c(i) to c(iii)} from the Warwick Business School be approved, subject to the following:

(A) the Course Leaders signing the proposals

(B) that the Business School be asked to clarify why a Postgraduate Diploma is not listed as an entry and exit point, in line with University policy.

(iv) CONSIDERED:

A proposal from Warwick Business School to introduce a new Postgraduate Diploma in 'Public Finance Leadership' (paper GFSS 63/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from Warwick Business School to introduce a new Postgraduate Diploma in 'Public Finance Leadership' be approved as set out in paper GFSS 63/04-05, subject to the Business School clarifying whether CIPFA staff are considered as externals or members of Warwick staff.

(v) CONSIDERED:

A proposal from Warwick Business School to introduce a new Postgraduate Diploma in 'Public Leadership and Management' (paper GFSS 72/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from Warwick Business School to introduce a new Postgraduate Diploma in 'Public Leadership and Management' be approved as set out in paper GFSS72/04-05, subject to the Business School clarifying whether CIPFA staff are considered as externals or members of Warwick staff.

(d) School of Law

CONSIDERED:

A proposal from the School of Law to introduce a new LLM in 'International Development Law and Human Rights' (paper GFSS 85/04-05), together with a report on the rationale for the course (paper GFSS 86/04-05) noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from the School of Law to introduce a new LLM in 'International Development Law and Human Rights' be approved as set out in paper GFSS 85/04-05.

(e) Department of Classics and Ancient History

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting of 13 October 2004, approved a proposal from the Department of Classics and Ancient History for a new MA in 'Visual and Material Culture', to be introduced in October 2005 (Paper AGSC3/04-05), subject to the following amendments and additions being made and approved by Chair's Action:

- (i) In Section Three, the Postgraduate Diploma course should be 12 months full-time, 24 months part-time. The Postgraduate Certificate should be 21 months part-time and 9 months full-time.
- (ii) That Section Four be fully completed.
- (iii) In Section Eight, the personal tutor should be defined as separate from the dissertation supervisor.
- (iv) A course structure be submitted for the part-time component of the course.
- (v) Submission of the proposal on the correct Course Proposal Form (CA1 – Version 3).

CONSIDERED:

The proposal from the Department of Classics and Ancient History for a new MA in 'Visual and Material Culture'.

RECOMMENDED:

(i) That the Department be asked to clarify the resource implications and viability of the course.

(ii) That, subject to satisfactory resolution of the above issues, the proposal be approved by Chair's action.

(f) Centre for Cultural Policy Studies

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting of 13 October 2004, approved a proposal from the Centre for Cultural Policy Studies for a new MA in 'International Design and Communication', to be introduced in October 2005 (paper AGSC4/04-05), subject to the following amendments and additions being made and approved by Chair's Action:

- (i) Submission of structures for the part-time variant.
- (ii) The amendment of Section Three so that the length of the Postgraduate Diploma reads 24 months part-time.
- (iii) The revision of Section 8 to include the provision of personal tutor arrangements.
- (iv) The revision of Section 12 to note that agreement had been given from relevant other departments for their members of staff to take part on the course.

CONSIDERED:

The proposal from the Centre for Cultural Policy Studies for a new MA in 'International Design and Communication'

RECOMMENDED:

That the proposal from the Centre for Cultural Policy Studies for a new MA in 'International Design and Communication' be approved as set out in paper AGSC4/04-05.

(g) Medical School

(i) CONSIDERED:

A proposal from the Division of Medical Education for a new Postgraduate Award entitled 'Communication Skills: Educational Methods and Effective Clinical Practice.' (paper GCFM 21/03-04 {revised}), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the revised proposal.

RECOMMENDED:

That the proposal from the Division of Medical Education for a new Postgraduate Award entitled 'Communication Skills: Educational Methods and Effective Clinical Practice.' be approved as set out in paper GCFM 21/03-04 {revised}.

(ii) CONSIDERED:

A proposal from the Division of Health in the Community for a new MSc in 'Public Health' (paper GCFM 1/04-05) noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from the Division of Health in the Community for a new MSc in 'Public Health' be approved as set out in paper GCFM 1/04-05.

(iii) REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved a proposal from the Division of Health in the Community for a new course entitled 'Masters in Diabetes' (paper GCFM 2/04-05{revised})subject to the following amendments :

- (A) That all additional modules that students may study as part of the Masters in Diabetes be clearly stated on the course proposal form.
- (B) That applicants without a previous undergraduate degree be registered for a Certificate or Postgraduate Award in the first instance, it being noted that overseas students would be required to study full time in order to obtain a visa.

CONSIDERED:

The proposal from the Division of Health in the Community for a new Masters in Diabetes.

RECOMMENDED:

That the proposal from the Division of Health in the Community for a new Masters in Diabetes be approved as set out in paper GCFM 2/04-05(revised) subject to the Course Leader signing the proposal and noting that the 8 years maximum duration may need to be reviewed once guidance on APL has been published.

(iv) CONSIDERED:

A proposal from the Division of Clinical Sciences and the Department of Biological Sciences for a new module and Postgraduate Award entitled 'Management of Chronic Renal

Failure' (paper GCFM 4/04-05{revised}), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal subject to the proposal form being fully completed using the relevant documentation.

RECOMMENDED:

That the proposal from the Division of Clinical Sciences and the Department of Biological Sciences for a new module and Postgraduate Award entitled 'Management of Chronic Renal Failure' be approved as set out in paper GCFM 4 04-05{revised}.

(v) REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved a proposal from the Division of Clinical Sciences for a new module and Postgraduate Award entitled 'Assisted Reproduction Technology', an optional module of the Masters of Clinical Sciences (paper GCFM 5/04-05{revised}) subject to the following amendments:

- (A) That the wording of "dry practical assessment" be altered to reflect a demonstration of Masters level theoretical skills.
- (B) That all sections of the proposal form be fully completed using currently attached documentation.

CONSIDERED:

The proposal from the Division of Clinical Sciences for a new module and Postgraduate Award entitled "Assisted Reproduction Technology".

RECOMMENDED:

That the proposal from the Division of Clinical Sciences for a new module and Postgraduate Award entitled "Assisted Reproduction Technology" be approved as set out in paper GCFM5/04-05 {revised}.

(vi) CONSIDERED:

A proposal from the Division of Clinical Sciences and the Department of Biological Sciences for a new module and Postgraduate Award entitled 'Clinical Oncology' (paper GCFM 6/04-05{revised}), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal subject to a clinician being appointed as joint module leader in order to provide clear clinical input.

RECOMMENDED:

That the proposal from the Division of Clinical Sciences and the Department of Biological Sciences for a new module and Postgraduate Award entitled 'Clinical Oncology' be approved as set out in paper GCFM 6/04-05{revised}, subject to clarification of the number of contact hours per week as set out in section 12 of the module proposal.

(vii) REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved a proposal from the Division of Medical Education for a new module and Postgraduate Award entitled 'Assessment and Evaluation' a core module of the Masters in Medical Education (paper GCFM 17/04-05 {revised}).

RECOMMENDED:

That the proposal from the Division of Medical Education for a new module and Postgraduate Award entitled 'Assessment and Evaluation' be approved as set out in paper GCFM 17/04-05 (revised) subject to the amendment of the title to become 'Assessment and Evaluation in Medical Education.'

(viii) CONSIDERED:

A proposal from the Division of Health in the Community to offer the module entitled 'Managing People' as a Postgraduate Award (paper GCFM 7/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal.

(ix) CONSIDERED:

A proposal from the Division of Health in the Community to offer the module entitled 'Information Systems' as a Postgraduate Award (paper GCFM 8/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal.

(x) CONSIDERED:

A proposal from the Division of Health in the Community to offer the module entitled 'Accounting and Finance' as a Postgraduate Award (Paper GCFM 9/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal.

(xi) CONSIDERED:

A proposal from the Division of Health in the Community to offer the module entitled 'Operations Management', a core module of the Masters in Health Services Management, as a Postgraduate Award (paper GCFM 10/04-05), noting that the Graduate Studies

Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

(A) That proposals g (viii) to g (xi) from the from the Division of Health in the Community be approved subject to the proposals being signed by Course Leaders and the courses being given more specific titles to indicate the medical nature of the course.

(B) That subject to satisfactory resolution of the above issues, the proposals be approved by Chairs' action.

(xii) **CONSIDERED:**

A proposal from the Division of Health in the Community to offer the module entitled 'Organisational Behaviour and Health Service Policy' (paper GCFM 11/04-05) a core module of the Masters in Health Services Management, as a Postgraduate Award, noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from the Division of Health in the Community to offer the module entitled 'Organisational Behaviour and Health Service Policy' as a Postgraduate Award be approved as set out in paper GCFM 11/04-05.

(xiii) **CONSIDERED:**

A proposal from the Division of Clinical Sciences for a new Postgraduate Diploma in 'HIV and STI' (paper GCFM 3/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from the Division of Clinical Sciences for a new Postgraduate Diploma in 'HIV and STI' be approved as set out in paper GCFM 3/04-05 subject to the course being given a more specific title, such as 'The study of HIV and STI' and clarification of whether teaching staff are honorary or part-time?

(xiv) **CONSIDERED:**

A proposal from the Division of Clinical Sciences for a new Postgraduate Award in 'The Natural History and Pharmacological Management of HIV Infection' (paper GCFM 3a/04-05), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 19 October 2004, approved the proposal.

RECOMMENDED:

That the proposal from the Division of Clinical Sciences for a new Postgraduate Award in 'The Natural History and Pharmacological Management of HIV Infection' be approved as set out in paper GCFM 3a/04-05 subject to the course being given a more specific title and clarification of whether teaching staff are honorary or part-time.

(h) RESOLVED:

That the Chair contact the Pro-Vice Chancellor for Academic Quality and Standards to discuss amending section 12 of the proposal form for new or revised modules (MA1-version 2) so that this section includes information on the number of hours of self-directed learning expected.

(i) RESOLVED:

That leaders of proposed new courses be invited to attend the relevant meeting of the Board, should they wish to do so.

25/04-05 Academic Satisfaction Survey

RESOLVED:

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