

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the meeting of the Board of Graduate Studies held on Thursday 3 June 2004.

Present: Professor McCrae (in the Chair), Professor Bridges, Professor Chetwynd, Dr Dowd, Dr Gallafent, Professor Houlgate, Mr Khawaja, Dr Leadley, Dr Luddy, Professor Miller, Dr O'Hare, Mr Parker, Professor Singer, Mr Watson, Professor Wills, Professor Wilson, Dr Withnall.

In Attendance: Ms C Whittaker, Dr J Dhaliwal (for items 79/03-04 (c) (iii-iv)).

Apologies: Ms Chankseliani, Dr Griffin, Professor Jackson, Dr Kuhluczak, Professor Legge, Ms S Nazarali, Dr O'Brien, Mr Parker, Professor Peile, Professor Phizacklea, Dr Rosamond, Professor Stoneman.

64/03-04 Minutes

RESOLVED:

That the minutes of the meeting of the Board held on Monday 26 April 2004 be approved.

65/03-04 Social Facilities at Lakeside and Heronbank (minute 55/03-04 refers)

RECEIVED:

An oral report from the Chair on progress with plans for social provision for Lakeside and Heronbank.

66/03-04 ORS

RECEIVED:

An oral report from the Chair noting that 24 of the 25 applications the University was permitted to submit to the national ORS competition had been successful.

67/03-04 QAA Code of Practice for Research Degrees

REPORTED:

That the QAA was expected to publish a consultation document on the revised section of the code of practice relating to Research Degree Programmes during the summer.

68/03-04 Postgraduate Committee and Students' Union activities

RECEIVED:

An oral report from the Education Officer on current social events for postgraduates and plans for 2004/2005.

69/03-04 Penalties for late submission of assessed work (minute 62/03-04 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 13 May considered departmental views on the proposed penalties for late submission of assessed work and recommended to the Senate that differential tariffs of 5% per day for undergraduate students and 3% per day for postgraduate students be imposed for the late submission of work where no formal extension had been granted; it being noted:

- (a) That pieces of work with a credit value less than or equal to 2 CATS be exempt from this policy
- (b) That departments be advised to avoid the use of Fridays as deadlines for pieces of work
- (c) That the introduction of this policy did not preclude departments continuing to use the sanction of requiring students to sit an examination in lieu of submitting a piece of work.

70/03-04 Consideration of New Course Proposals (minute 63/03-04 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 13 May considered the recommendations of the Board with regard to new module proposals falling within the area of expertise of other departments, together with a memorandum from Professors L Bridges and J Masson and resolved:

- (a) That Part 1 of the course proposal form be amended to require departments introducing new courses intended to include teaching in areas outside their own subject expertise to liaise with departments possessing subject expertise.
- (b) That Chairs of Departments with appropriate subject expertise be requested to sign off such proposals to indicate that discussions had taken place and that appropriate measures had been put in place to safeguard the quality of the teaching undertaken.

71/03-04 Length of the Teaching Year

CONSIDERED:

A paper summarising departments' responses to a survey of delivery patterns for taught postgraduate courses (paper BGS35/03-04).

RESOLVED:

- (a) That it was the view of the Board that dissertation deadlines should be set no earlier than the end of August / early September, noting that full-time Masters courses were advertised as twelve month courses and this was the period of study set out in offer letters.
- (b) That the Chair contact those departments with an earlier dissertation deadline to discuss the reasons for current departmental practice.

72/03-04 Skills Training for Research Students

RECEIVED:

An update on proposals for the development of skills training organised by the Graduate School for research students in light of the recommendations of the Roberts Review (paper BGS36/03-04).

73/03-04 Periodic Review Reports

- (a) Warwick Business School

CONSIDERED:

The report of the Periodic Review of postgraduate provision in the Warwick Business School and the HEFCE Summary Report (paper BFSS44/03-04), together with the School's response (paper BFSS45/03-04), noting that the Board of the Faculty of Social Studies at its meeting on 26 May 2004 recommended that the report and response be approved.

RESOLVED:

- (i) That it be noted that the Board welcomed the full response from the Warwick Business School to the recommendations made in the report.
- (ii) That the School be asked to provide a follow-up report in the Spring Term 2004/2005 to the following points in the School's response (page numbers refer to response):
 - (A) Recommendation a(iii) on Placement Learning (page 3).
 - (B) Recommendation a(iv) on MBA conventions, noting that the Board was pleased to learn of the progress made to date (page 3).
 - (C) Recommendation a(v) on the MBA curriculum (page 3).
 - (D) Recommendation a(viii) on MPA admissions, noting that a formal request to the University had not yet been received (page 4).
 - (E) Recommendations (a)(ix) and (b)(v) regarding the Doctoral Programme (pages 4 and 5).

- (iii) That the Board was pleased to note the revised procedures for the administration of the external examining system and hoped that this would resolve some of the problems experienced by external examiners, noting that the Working Group on External Examiners' Reports would continue to monitor this issue during 2004/2005.

RECOMMENDED:

That the report of the Periodic Review of postgraduate provision in the Warwick Business School together with the HEFCE Summary Report and the School's response be approved as set out in papers BFSS44/03-04 and BFSS45/03-04.

(b) Institute of Education

(i) Periodic Review of Undergraduate and PGCE provision

The HEFCE Summary Periodic Review Report Form (paper BFSS46a/03-04) of the report of the Periodic Review of Undergraduate and PGCE provision in the Institute of Education and the Institute's response (paper BFSS46a /03-04) noting that the Board of the Faculty of Social Studies, at its meeting on 26 May 2004, recommended that the report and response be approved subject to amendments to the HEFCE Summary Report.

RECOMMENDED:

That the HEFCE Summary Periodic Review Report Form of the report of the Periodic Review of Undergraduate and PGCE provision in the Institute of Education and the Institute's response be approved as set out in papers BFSS46a/03-04 and BFSS46a /03-04, subject to amendments to the HEFCE Summary report to reflect corrections made to the Periodic Review report following the response from the Institute of Education.

(ii) Periodic Review of non ITT Postgraduate Provision in the Institute of Education

CONSIDERED:

A request from the Institute of Education (paper BGS37/03-04) that the Periodic Review of the Institute's non ITT postgraduate provision be delayed until the 2005/06 academic year.

RECOMMENDED:

That the request from the Institute of Education that the Periodic Review of the Institute's non ITT postgraduate

provision be delayed until the 2005/06 academic year be approved as set out in paper BGS37/03-04, in view of the changes to the Institute's provision following the recommendations of the Departmental Review.

(c) Department of Biological Sciences

CONSIDERED:

The report of the Periodic Review of postgraduate provision in the Department of Biological Sciences (paper BGS38/03-04) together with the Department's response (paper BGS39/03-04).

RESOLVED:

That it be noted that the Board welcomed the Department's full and constructive response.

RECOMMENDED:

That the report of the Periodic Review of postgraduate provision in the Department of Biological Sciences together with the Department's response be approved as set out in papers BGS38/03-04 and BGS39/03-04.

(d) Department of Philosophy

CONSIDERED:

The HEFCE Summary Periodic Review Report Form (paper BFSS48a /03-04), the report of the Periodic Review of postgraduate provision in the Department of Philosophy (paper BFSS48B/03-04), together with the Department's response (paper BFSS49 /03-04), noting that these were considered by the Board of the Faculty of Social Studies at its meeting on 26 May 2004.

RESOLVED:

- (i) That the Department be requested to ensure that students received accurate and up to date information on the location and availability of departmental IT facilities for postgraduates.
- (ii) That the Board noted the progress made by the Department in addressing the new AHRB framework and would welcome a progress report at the end of the first year of the implementation of the new framework.

RECOMMENDED:

That the HEFCE Summary Periodic Review Report Form, the report of the Periodic Review of postgraduate provision in the Department of Philosophy together with the Department's response be approved as set out in papers BFSS48a - BFSS49 /03-04.

74/03-04 Proposed amendments to University regulations

CONSIDERED:

Proposed amendments to University Regulations (paper BGS40/03-04):

- (a) Regulation 6 governing admission to courses of study
- (b) Regulation 8.1 governing the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB, 4 year)
- (c) Regulation 13 governing attendance and termination of registration.
- (d) Regulation 14 governing higher degrees
- (e) Regulation 18 governing termination of registration of candidates for higher degrees and postgraduate diplomas, postgraduate certificates, postgraduate awards, post-experience diplomas and post-experience certificates (to be deleted and incorporated elsewhere).
- (f) Regulation 19 governing the Postgraduate Certificate in Education
- (g) Proposed new Regulations governing temporary withdrawal from the University to replace the Procedure for considering applications for temporary withdrawal from the University.

RECOMMENDED:

That the proposed amendments to University Regulations be approved as set out in paper BGS40/03-04.

75/03-04 Annual Review Reports (minute 60/03-04 refers)

- (a) Annual Review of Research Degree Provision

CONSIDERED:

Draft procedures for the Annual Review of Research Degree provision (paper BGS41/03-04).

RECOMMENDED:

That the draft procedures for the Annual Review of Research Degree provision be approved as set out in paper BGS41/03-04, subject to amendments agreed at the meeting.

- (b) Faculty of Medicine

CONSIDERED:

A summary of annual reports received for taught Postgraduate courses in the Faculty of Medicine (paper BGS42/03-04).

RECOMMENDED:

That the summary of annual reports received for taught Postgraduate courses in the Faculty of Medicine be approved as set out in paper BGS42/03-04, noting that:

- (i) Changes had been made to the information given to applicants to the MSc in Implant Dentistry as there had appeared to be some confusion over the workload associated with undertaking a Master's course, noting that it was hoped this may help to reduce the number of students withdrawing from the course.
- (ii) An overarching Staff Student Liaison Committee had now been established for the School, noting that the Board would be interested to see comments on the effectiveness of this SSLC as part of the annual review reports to be considered during 2004/2005.

76/03-04 PhDs in a language other than English

REPORTED:

That the Academic Quality and Standards Committee, at its meeting of 13 May 2004, considered a response from Dr K O'Brien to the Committee's enquiries, (paper AQSC 83/03-04) and recommended to the Senate that in the light of the additional information provided, the proposal from Dr O'Brien that students reading for a PhD in a Modern Language be permitted to write their thesis in the target language be approved; it being noted that this would require some changes to Regulation 14, Regulations Governing Higher Degrees, on which Professor Whitby would take Chair's Action.

77/03-04 Resubmission Practices for Taught Postgraduate Courses

REPORTED:

- (a) That the Board at its meeting of 19 February 2003 considered the results of a survey (Paper BGS26/03-04) of all departments on resubmission practices and 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.
- (b) That the Graduate Studies Committee of the Board of the Faculty of Medicine at its meeting of 11 May 2004 noted that resubmissions were allowed in the Faculty up to three months after the initial deadline and would be awarded 50% of the total mark, there was no limit to the number of modules on which a student could resubmit and that in order to receive a distinction a student had to achieve =70% in all modules, there was no compensation.
- (c) That the Graduate Studies Committee of the Board of the Faculty of Science at its meeting of 12 May 2004 resolved that it would welcome University guidelines on the resubmission of assessed work including the following points:

- (i) That these guidelines shall not apply to a candidate's oral presentation.
 - (ii) That the Board of Examiners, or the Director of Graduate Studies acting on its behalf, shall consider a candidate's request for the resubmission of assessed work.
 - (iii) Assessed work of greater value than 50% of the overall CATS for a degree course may not normally be resubmitted.
 - (iv) The maximum mark for assessed work which has been resubmitted shall be 50%.
- (d) That the Graduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 12 May 2004, considered a Faculty convention governing the resubmission of assessed work and resolved that it defer consideration of the issue until the policy on over-length work is settled, it being noted that the Committee foresee difficulties in defining a resubmission policy for the Faculty given the differences in assessment and weighting of units across courses.
- (e) That the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 11 February 2004, resolved that the Committee Secretary circulate the results of the survey (paper BGS 26/03-04) to members of the Committee for comment with a view to the Chair reporting the opinions of committee members to the Board of Graduate Studies in the Summer Term.

RESOLVED:

That a Working Group of the Board be set up over the summer to consider resubmission practices for taught postgraduate courses, noting that the membership of the Working Group would be determined outside the meeting.

78/03-04

Marking Descriptors

REPORTED:

- (a) That the Board, at its meeting of 16 June 2003, recommended that the Graduate Studies Committees of the Boards of the Faculties be asked to consider the introduction of additional descriptors at either end of the marking scale, in view of the large number of comments in external examiners' reports on the need to use the full range of marks at either end of the scale.
- (b) That the Graduate Studies Committee of the Board of the Faculty of Science, at its meeting of 12 May 2004, resolved to encourage further granularity in the descriptors at each end of the scale and that the Secretariat would circulate copies of the marking descriptors used by each Department to the members of the Committee to enable the sharing of best practice.
- (c) That the Secretary of the Graduate Studies Committee of the Board of the Faculty of Social Studies was compiling a register

of current departmental practice for the Board to consider at its next meeting.

RESOLVED:

That the Working Group of the Board as set out in item 77/03-04 also consider marking descriptors, noting that all departments should be using the agreed marking descriptors previously drawn up at Faculty level.

79/03-04 New and Revised Courses of Study

(a) Institute of Education: Postgraduate Awards

CONSIDERED:

Proposals from the Institute of Education to introduce new Postgraduate Awards as set out below, noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 12 March 2004, recommended that the proposals be approved:

- (i) Postgraduate Award in Foreign Language Teaching Pedagogy and Methodology: re-interpreting communicative language teaching' (paper GFSS 111/03-04), and the constituent module, 'Foreign Language Teaching Pedagogy and Methodology: re-interpreting communicative language teaching', (paper GFSS 112/03-04).
- (ii) Postgraduate Award, 'Learning and Information and Communications Technology', (paper GFSS 113/03-04).

RESOLVED:

- (i) Postgraduate Award in Foreign Language Teaching Pedagogy and Methodology: re-interpreting communicative language teaching

That the proposals for the introduction of a Postgraduate Award in Foreign Language Teaching Pedagogy and Methodology: re-interpreting communicative language teaching and the constituent module, 'Foreign Language Teaching Pedagogy and Methodology: re-interpreting communicative language teaching' with effect from January 2005 be approved as set out in papers GFSS 111/03-04 and paper GFSS 112/03-04 subject to the following:

- (A) That the Institute be requested to propose a shorter title.
- (B) Clarification of the fees.
- (C) An explanation for the proposed course length of one term, noting that Postgraduate Awards usually had a period of study of one year.

(ii) Postgraduate Award in Learning and Information and Communications Technology

That the proposal for the introduction of a Postgraduate Award in Learning and Information and Communications Technology with effect from October 2004 be approved as set out in paper GFSS 113/03-04 subject to the following:

- (A) Clarification of the fees.
- (B) An explanation for the proposed course length of one term, noting that Postgraduate Awards usually had a period of study of one year.

(b) Institute of Education: other postgraduate provision

(i) Postgraduate Certificate in Innovation in Education

CONSIDERED:

A proposal for the introduction of a Postgraduate Certificate in Innovation in Education with effect from July 2004 (paper GFSS 116/03-04), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting of 12 March 2004, recommended that the proposals be approved:

RECOMMENDED:

That the proposal for the introduction of a Postgraduate Certificate in Innovation in Education with effect from July 2004 be approved as set out in paper GFSS 116/03-04, subject to clarification of the fee structure.

(ii) MA in Educational Management

CONSIDERED:

A proposal from the Institute of Education to change the name of the MA in Educational Management to MA in Educational Leadership and Innovation (paper GFSS109/03-04).

RECOMMENDED:

That the proposal to change the name of the MA in Educational Management to MA in Educational Leadership and Innovation be approved as set out in paper GFSS109/03-04.

(c) Faculty of Medicine

(i) Postgraduate Certificate in Diabetes Care for Dieticians

CONSIDERED:

A proposal from the Division of Health in the Community for the introduction of a new course entitled Postgraduate Certificate in Diabetes Care for Dieticians (Paper GCFM18/03-04) with effect from October 2004, noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004 recommended that the proposal be approved.

RECOMMENDED:

That the proposal for the Postgraduate Certificate in Diabetes Care for Dieticians be approved as set out in paper GCFM18/03-04.

(ii) Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses

CONSIDERED:

A proposal from the Division of Health in the Community for the introduction of a new course entitled Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses with effect from October 2004 (Paper GCFM19/03-04), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004, recommended that the proposal be approved.

RECOMMENDED:

That the proposal for the Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses be approved as set out in paper GCFM19/03-04.

(iii) MSc Health Services Management

CONSIDERED:

A revised proposal from the Division of Health in the Community for the introduction of a new MSc entitled Masters in Health Services Management (paper GCFM4/03-04, revised) with effect from October 2004, noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004 recommended that the proposal be approved subject to:

- (A) That the dissertation length be increased to 12-15,000 words and that its CATS tariff be increased to 40 points to reflect this.
- (B) That a 20 CATS Research Methods module should be included rather than the combined 60 CATS dissertation and Research Methods module.
- (C) That the budget for the Course should be reviewed by the School Finance Officer.
- (D) That the course leader must maintain strong links with the Business School so that the qualification can be marketed alongside the MBA/MPA to the health community and in particular the NHSU.

RECOMMENDED:

That the revised proposal for the MSc in Health Services Management be approved as set out in paper GCFM4/03-04 (revised).

(iv) Diploma in Occupational Health

CONSIDERED:

A proposal from the Division of Health in the Community for a new level 2 Diploma in Occupational Health (paper GCFM20/03-04) noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004, considered the proposal and recommended that the 120 CATS Diploma in Occupational Health be approved as set out in paper GCFM 20/03-04 and that the existing 60 CATS Diploma in Occupational Health be re-titled Certificate in Occupational Health.

RECOMMENDED:

That the proposal for a the introduction of a new level 2 Diploma in Occupational Health with effect from September 2004 be approved as set out in paper GCFM20/03-04.

(v) Postgraduate Award in Sexual Health

REPORTED:

That the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting on 11 May 2004, considered a proposal from the Division of Health in the Community to amend the postgraduate award in sexual health (paper GCFM 23/03-04) and recommended:

That, subject to the agreement of the Chair of the Partnerships and Distance Learning Sub-Committee, the proposal that the Postgraduate Award in Sexual Health should be offered as a standard University of Warwick award, taught by staff based in the Medical School, be approved as set out in paper GCFM 23/03-04. That the course should be subject to the standard School fee for a postgraduate award.

CONSIDERED:

The proposal that the Postgraduate Award in Sexual Health should be offered as a standard University of Warwick award, taught by staff based in the Medical School (paper GCFM 23/03-04, copy attached).

RESOLVED:

That the proposal for revisions to the Postgraduate Award in Sexual Health be approved as set out in paper GCFM23/03-04, subject to approval by the Partnerships and Distance Learning Sub-Committee.

(d) School of Law

CONSIDERED:

An outline proposal for the restructuring and re-titling of the LLM Law in Development with effect from October 2005, noting that full course proposals would be submitted to the Graduate Studies Committee of the Board of the Faculty of Social Studies in the Autumn Term 2004/2005 (paper BGS 44/03-04).

RECOMMENDED:

That the outline proposal for the restructuring and re-titling of the LLM Law in Development with effect from October 2005 be approved as set out in paper BGS 44/03-04 and that the School be given permission to advertise the course from Summer 2004 as requested, noting that the Board welcomed the proposed revisions.

(e) Warwick Business School

CONSIDERED:

A proposal from Warwick Business School to redesign the MSc in Management Science and Operational Research (paper GFSS93/03-04).

RESOLVED:

That the proposal to redesign the MSc in Management Science and Operational Research with effect from September 2004 be approved as set out in paper GFSS93/03-04.

80/03-04

Discontinued courses of study

CONSIDERED:

A proposal from the Division of Health in the Community to discontinue the MA/MSc in Applied Health Studies: Primary Care Practice (paper GCFM25/03-04), noting that the Graduate Studies Committee of the Board of the Faculty of Medicine, at its meeting of 11 May 2004 recommended that the proposal be approved.

RECOMMENDED:

That the proposal to discontinue the MA/MSc in Applied Health Studies: Primary Care Practice be approved as set out in paper GCFM25/03-04, noting that there was one student currently enrolled on the course who would be able to complete.

81/03-04

Warwick Postgraduate Research Fellowship Scheme

CONSIDERED:

A proposal from Professor Bridges for a possible alternative to the current operation of the Warwick Postgraduate Research Fellowship Scheme (paper BGS 45/03-04).

RESOLVED:

That the proposal from Professor Bridges for a possible alternative to the current operation of the Warwick Postgraduate Research Fellowship Scheme for departments wishing to fund studentships be approved as set out in paper BGS 45/03-04.

82/03-04

Elections

REPORTED:

That nominations have been received for membership of the Board of Graduate Studies for 2004/05 as set out in paper BGS43/03-04.

CONSIDERED:

- (a) The election of members to the Graduate Awards and Nominations Sub-Committee as follows:
 - (i) The Chair of the Board as the Chair.
 - (ii) The Chairs of the Graduate Studies Committee of the Boards of the Faculties of Arts, Science, Medicine and Social Studies.
 - (iii) Four members of the Board, one from each of the Faculties of Arts, Science, Medicine and Social Studies (*vice* Dr Luddy, Professor Phizacklea, Dr Dowd, Professor Peile).

- (b) The election of the following:
 - (i) One representative of the Board to serve on the Campus Life Committee for the academic year 2003/2004 (*vice* Professor McCrae).
 - (ii) One representative of the Board to serve on the Board of Undergraduate Studies for the academic year 2003/2004 (*vice* Professor Phizacklea).
 - (iii) One representative of the Board to serve on the Partnership and Distance Learning Committee for the academic year 2003/2004 (*vice* Dr Dowd).

RECOMMENDED:

- (a) That nominations received for membership of the Board of Graduate Studies for 2004/2005 be approved as set out in paper BGS 43/03-04, noting that the remaining nominations would be sought outside the meeting.
- (b) That members to the Graduate Awards and Nominations Sub-Committee be elected as follows:
 - (i) The Chair of the Board as the Chair.
 - (ii) The Chairs of the Graduate Studies Committee of the Boards of the Faculties of Arts, Science, Medicine and Social Studies.
 - (iii) Four members of the Board, one from each of the Faculties, to be resolved outside the meeting.
- (c) That Dr A Dowd be elected to serve as the representative of the Board on the Partnership and Distance Learning Committee for the academic year 2004/2005.
- (d) That remaining nominations be confirmed outside the meeting.

83/03-04 Learning Grid in University House

REPORTED:

That the Learning Grid would be open in mid July for postgraduates and would have its official opening at the start of the next academic year.