

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the meeting of the Board of Graduate Studies held on 6 October 2005.

Present: Professor L Bridges (Chair), Professor N Charles, Dr A Dowd, Mr B Duggan, Dr M Finn, Dr D Kelly, Dr D Leadley, Professor N Mann, Dr J McEldowney, Professor E Peile, Professor C Read, Professor P Stoneman, Professor M Thorogood.

Apologies: Dr C Bilton, Professor P Elias, Dr P O'Hare, Professor R Jackson, Dr M Kooy, Professor B Lockwood, Dr N Stocks, Dr B Thomas, Professor M Wills.

1/05-06 Terms of Reference

REPORTED:

That the terms of reference of the Board are as follows:

- (a) To regulate the admission of all graduate students and, subject to the Higher Degrees Regulations, the initial conditions of registration and any change of these conditions.
- (b) To make recommendations to the Senate, after consultation with the Faculty Boards, Departments and Graduate Studies Committees, if appropriate, on all matters to do with graduate study in the University.
- (c) To make recommendations on the appropriate provision of academic resources and social facilities for graduate students in the University.
- (d) To make awards established from University funds to graduate students and to nominate students for graduate awards made by external bodies.
- (e) To advise the Senate on any general or specific strategic considerations regarding graduate study or research in the University.
- (f) To review periodically all graduate courses in the University.
- (g) To scrutinise all new postgraduate degree and course proposals and recommend approval to the Senate via the Academic Quality and Standards Committee.
- (h) To advise the Academic Quality and Standards Committee on matters relating to examinations for graduate degrees.
- (i) To advise the Academic Quality and Standards Committee on the role of internal and external examiners for graduate degrees.

- (j) To report to the Academic Quality and Standards Committee annually on the issues raised in reports by external examiners.

2/05-06 Membership of the Board 2005/06

REPORTED:

That the membership of the Board for 2005/06 is as set out in paper BGS 1/05-06.

3/05-06 Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

CONSIDERED:

The election of representatives to the Graduate Awards and Nominations Sub-Committee, noting that the membership is as follows:

- (a) The Chair of the Board as the Chair.
- (b) The Chairs of the Graduate Studies Committee of the Boards of the Faculties of Arts, Science, Medicine and Social Studies.
- (c) Four members of the Board, one from each of the Faculties:
 - Faculty of Arts
 - Faculty of Medicine
 - Faculty of Science: Dr A Dowd
 - Faculty of Social Studies

RESOLVED:

That nominations for representatives from the Faculties of Arts, Medicine and Social Studies be sought outside the meeting.

4/05-06 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 2 June 2005 (previously circulated and at www.warwick.ac.uk/institute/info/gov/atoz/bgs/minutes/).

5/05-06 Matters Arising on the Minutes

- (a) IT and library provision for students who have submitted their theses (minute 59b/04-05 refers)

RECEIVED:

An oral report from the Secretary on proposals to improve access to University facilities for students after the submission of a thesis, noting that a further report on progress would be made at the next meeting of the Board.

- (b) Mixed EPSRC 3 and 4 year Doctoral Training Accounts (minute 66/04-05 refers)

RECEIVED:

An oral report from the Chair on mixed EPSRC 3 and 4 year Doctoral Training Accounts, noting that further clarification would be sought from Research Councils UK.

6/05-06 Chair's Business

- (a) Postgraduate Student Numbers

RECEIVED:

An oral report from the Chair on postgraduate enrolments for the academic year 2005/06 to date.

- (b) Scholarships

RESOLVED:

That a working group with the following membership be established to review scholarships including overseas fee bursaries and Warwick Postgraduate Research Fellowships:

The Chair of the Board as Chair
A representative from the Department of Economics
Professor Paul Stoneman
Dr David Leadley
Professor Chris Read
Professor Margaret Thorogood
Ms K Gray, Assistant Secretary to the Academic Resourcing Committee

7/05-06 Postgraduate Application Fee Income (minute 53c/04-05 refers)

RECEIVED:

An oral report from the Chair on the use of the postgraduate application fee income generated in the financial year 04/05, noting that the Chair would raise this issue at the Steering Committee.

8/05-06 Postgraduate Committee and Students' Union

RECEIVED:

An oral report from the Education Officer on plans for the forthcoming academic year, noting that the reporting structure within the Students' Union had been revised to ensure that the Postgraduate Committee had increased input.

9/05-06

Graduate School Welcome and Induction events 2005/2006

RECEIVED:

An oral report from the Secretary on Graduate School Welcome and Induction events, noting that the Postgraduate Welcome Reception had been very well attended, but that the induction for new research students had been less well attended than in 2004 and consideration would be given to the timing of this event for 2006.

10/05-6

Periodic Review Reports

REPORTED:

That the Board of the Faculty of Social Studies at its meeting of May 2005 considered the following periodic review reports and recommended to the Board of Graduate Studies that further guidance be sought from the Centre for Academic Practice by the Board of Graduate Studies on how to equip PhD students properly for undertaking undergraduate teaching, a point that had arisen in both the Economics and CELTE Periodic Reviews.

CONSIDERED:

- (a) A report from the Periodic Review of the Department of Economics held on 14 January 2005 (papers BFSS 31(a-c)/04-05), together with an oral report from the Chair of the Department of Economics.
- (b) A report from the Periodic Review of the Centre for English Language Teacher Education held on 28 January 2005 (papers BFSS 32(a-c)/04-05)

RECOMMENDED:

- (a) That the report of the Periodic Review of the Department of Economics and the Department's response be approved as set out in papers BFSS 31(a-c)/04-05, noting that:
 - (i) The Department remained committed to the introduction of a four-year PhD but that further discussion with the ESRC would be required.
 - (ii) That the department clearly had a robust system for monitoring student and staff satisfaction with PhD students involved in teaching. The department was appreciative of the support provided by the Centre for Academic Practice with regard to training these PhD students.
 - (iii) The Department was considering means of recording information on PhD supervision.
- (b) That the report of the Periodic Review of the Centre for English Language Teacher Education and the Centre's response be approved as set out in papers BFSS 32(a-c)/04-05.

11/05-06 Graduate School Programme for Research Students

REPORTED:

That details of the Graduate School Programme for 2005/2006 are available at www.go.warwick.ac.uk/gsp and that details have been circulated to students by email.

12/05-06 Study Space for Research Students

CONSIDERED:

A paper setting out the results of a survey undertaken by the Graduate School on study space for research students (paper BGS4/05-06), together with a tables showing allocations and numbers of research students in departments provided by the Academic Office (Space Management and Timetabling Section) (paper BGS 13/05-06).

RESOLVED:

- (a) That it was the view of the Board that the current situation was unsatisfactory, noting that, according to the results of the survey student satisfaction with the allocation of study space was 50% (Medicine) or significantly below this, with the exception of the Faculty of Science where 83% of respondents were satisfied with provision.
- (b) That the issue be referred to the Steering Committee, noting that the Board recommended that a review be established to consider this policy, through liaison with the Accommodation Review Group. This should consider the benefits of open plan vs. office provision and possibly obtain information on new postgraduate research study space provision at other institutions (e.g. QMW).

13/05-06 University Regulations

CONSIDERED:

- (a) Proposed changes to University Regulation 14 on Higher Degrees (Paper BGS 5/05-06).
- (b) Proposed changes to University Regulations 16 on Examiners for Higher Degrees and 11 Governing the Procedure to be adopted in the event of suspected cheating in a University Test (included within paper BGS5/05-06).
- (c) Proposed amendments to the Guide to Examinations for Higher Degrees by Research to reflect the above changes to Regulations (paper BGS 2/05-06).

RESOLVED:

- (a) That further amendments be made to University Regulation 11 Governing the Procedure to be adopted in the event of suspected cheating in a University Test be approved as set out in paper BGS5/05-06) to provide for suspected cheating detected during the upgrading or annual review process.
- (b) That amendments be drafted to the University Regulations on Fitness to Practise to include the Medical School's postgraduate degrees for consideration at the next meeting.
- (c) That the proposed amendments to the Guide to Examinations for Higher Degrees by Research to reflect the above changes to Regulations be approved as set out in paper BGS 2/05-06, subject to the redrafting of section 2 on the role of the examination advisor.

RECOMMENDED:

- (a) That the proposed changes to University Regulation 14 on Higher Degrees be approved as set out in Paper BGS 5/05-06 subject to minor amendments agreed at the meeting.
- (b) That the proposed changes to University Regulation 16 on Examiners for Higher Degrees be approved as set out in paper BGS5/05-06.

14/05-06 Research Ethics

CONSIDERED:

The Research Governance Framework for the University as approved by the Senate and Council (paper BGS 6/05-06) noting that that amendments are proposed to the Guidelines on the Supervision and Monitoring and Annual Report Form (paper BGS10/05-06) to reflect the changes and that departments would also be asked to confirm that review and approval of research students' proposals had taken place as part of the Graduate School Annual Review process.

RESOLVED:

That the proposed amendments to the Guidelines on the Supervision and Monitoring and Annual Report Form be approved as set out in paper BGS10/05-06, subject to including mention of a model contract provided by Research Support Services on the confidentiality of commercial information, noting that the Secretariat would circulate guidance to departments on the implementation of the Framework for students.

15/05-06 Graduate School Guidelines

CONSIDERED:

Proposed amendments to the following guidelines to reflect changes to regulations approved in June 2005, proposed changes to Regulations 11,16 and 14 and the new ethical framework:

- (a) Guide to Examinations for Higher Degrees by Research
- (b) Guidelines on Supervision and Monitoring of Research Degree Students (paper BGS10/04-05)

RESOLVED:

That the proposed amendments to the following guidelines be approved as set out in paper BGS10/04-05 and BGS 2/05-06.

- (a) Guide to Examinations for Higher Degrees by Research
- (b) Guidelines on Supervision and Monitoring of Research Degree Students.

16/05-06 QAA Code of Practice

REPORTED:

That the QAA special review of research degree provision would take place in 2005/2006 noting that this was expected to be a largely paper-based exercise.

17/05-06 New Courses of Study: outline proposals

CONSIDERED:

Outline course proposals from the School of Law:

- (a) A new LLM in Legal Education as set out in paper BGS9/05-06
- (b) A new LLM in Corporate Law and Governance as set out in paper BGS 11/05-06
- (c) A new LLM in 'EU Law in the World Economy' as set out in paper BGS 12/05-06

RESOLVED:

That the outline proposals from the School of Law be approved as set out in papers BGS9/05-06, BGS 11/05-06 and BGS 12/05-06, noting that full course proposals would be considered at the next meeting of the Board.

18/05-06 Student Satisfaction Survey

CONSIDERED:

The Student Satisfaction Survey for 2004/2005 for Research Students and taught Postgraduate Students, including Medical Students (paper BGS 7/05-06).

RESOLVED:

- (a) That a question on study space for research students be included within the Satisfaction Survey next year and that concerns about induction be raised at the Graduate School's lunch for Directors of Graduate Studies.
- (b) That it be noted that the results of the survey with regard to welfare provision and support for Medical students were of concern. It was reported by the Education Officer that the Students' Union has taken some measures to address this through promoting their advice and welfare services at the Medical School.

19/05-06 Periodic Reviews for 2005/06

REPORTED:

That periodic reviews for the following departments were scheduled for 2005/2006: Warwick Medical School, PAIS, Sociology, History, Film and TV, Institute of Education and Renaissance Studies.

20/05-06 Summary report on External Examiners' Reports

RESOLVED:

That the summary report be placed on the open agenda for the next meeting of the Board.