

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on Thursday 12 October 2006 in the Council Chamber, University House

C E Charlton
University Secretary

A G E N D A

1. Terms of Reference

TO REPORT:

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. Membership of the Board 2006/2007

TO REPORT:

That the membership of the Board for 2006/07 is as set out in paper BGS 1/06-07 (to be tabled).

3. Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

TO CONSIDER:

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
 - Faculty of Social Studies

4. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 31 May 2006.

5. Matters Arising on the Minutes

6. Chair's Business

(a) Study Space for Research Students

TO RECEIVE:

An oral report from the Chair on progress to date with improving study space for research students.

(b) Social Facility at Lakeside

TO CONSIDER:

An oral report from the Chair on proposals for a Social Facility at Lakeside.

(c) Scholarships

TO RECEIVE:

An oral report from the Chair on the allocation of scholarships for research students.

(d) Taught postgraduate courses in the Department of Sociology

TO REPORT:

That the Steering Committee, at its meeting of 25 September 2006 considered information on postgraduate admissions to the University and resolved:

“That the Chair of the Board of Graduate Studies, with the support of the Graduate School, undertake a review of postgraduate taught provision within the Department of Sociology with a view to pursuing the issues raised in discussion at the meeting in regard to the number of postgraduate taught courses on offer within the Department.” (minute 736/05-06)

7. Postgraduate Committee and Students' Union

TO RECEIVE:

An oral report from the Education Officer on plans for the forthcoming academic year.

8. Research Student numbers and scholarship provision

TO CONSIDER:

- (a) A paper on University Funding for Postgraduate Research Students considered by the Steering Committee at its meeting on 25 September 2006 (SC.486/05-06, copy attached).
- (b) Proposed terms and conditions for research studentships to be advertised in 2006/2007 (paper BGS 2/06-07, to follow).

9. Submission Rates

TO CONSIDER:

A paper from the Chair on proposing a Review of Policy on Registration, Early Submission and Extensions for PhD Students (paper BGS 3/06-07, copy attached).

10. Appointment of supervisors

TO CONSIDER:

The current policy on the appointment of supervisors in light of the new pay and grading agreements, noting that the *Guidelines on the Supervision and Monitoring of Research Degree Students* state that:

“Academic Departments are responsible for:

The allocation of supervisors to research degree students, taking account of the subject expertise, skills and experience of staff and the provision of supervision throughout the period of registration, including any possible absences for study leave. Supervision will normally be provided by a designated main supervisor assisted by a team. The Department should check that the roles of the supervisors are clear to both supervisors and students.

Departments are advised to give particular care to arrangements involving an inexperienced supervisor. This applies to members of staff who are on probation and staff with little or no experience of supervising research students in a University environment (even if there is no period of probation). At least one of the supervisors should have experience of supervising a research student to successful completion. A member of staff who has retired from the University should not act as a main supervisor. When allocating supervisors and arranging review panels for research students, departments should bear in mind the need to nominate an internal examiner for the candidate.”

11. Policy on use of Postgraduates for Teaching

TO CONSIDER:

A proposed policy on the use of postgraduate students for teaching (paper BGS 6/06-07, copy attached).

12. Guidelines for the Supervision of Research Students based away from the University

TO CONSIDER:

Proposed Guidelines for the Supervision of Research Students based away from the University (paper BGS 7/06-07, copy attached).

13. AHRC Review of Postgraduate Funding

TO CONSIDER:

A report on the review of the AHRC's postgraduate funding mechanism (paper BGS 10/06-07, copy attached).

14. Consideration of examiners' reports for taught postgraduate courses

TO REPORT:

That, under the current arrangements, a Working Group consisting of the Chair of the Board and the Chairs of the Graduate Studies Committees meets to consider all external examiners' reports on taught courses and departments' responses and a summary report is then prepared for consideration by the Board.

TO CONSIDER:

A proposal that the Chair consider all reports and responses in the first instance and that the Working Group only be convened should there be any serious concerns that cannot be satisfactorily resolved or common themes raised by a number of examiners, noting that a summary report would continue to be prepared for the Board.

15. Amendments to University Regulations

(a) Regulation 15 Governing Higher Doctorates

TO REPORT:

That the Council, at its meeting on 5 October 2006 considered proposed amendments to the Regulations for Higher Doctorates (paper C.15/06-07 {part} attached), transferring responsibility for higher doctorates to the Board of Graduate Studies.

(c) Regulations Governing the Continuation of Registration

TO CONSIDER:

Proposed amendments to the membership of Continuation of Registration Committees as set out in Regulation 13 Governing the Continuation of Registration (paper BGS 4/06-07, copy attached).

(d) Appeal Regulations

TO CONSIDER:

- (i) Whether a candidate admitted to a Postgraduate Diploma with the possibility of upgrade to a Master's course subject to satisfactory progress should have the right of appeal against a decision not to permit an upgrade, noting that the Office of the Independent

Adjudicator had suggested that the University consider this issue following consideration of a student complaint.

- (ii) Whether a candidate admitted to a MPhil/PhD should have a right of appeal should they not successfully upgrade to a PhD.

16. Electronic theses

TO CONSIDER:

A paper on the introduction of electronic theses, noting that this would be considered by the Information Policy Strategy Committee at its meeting in November 2006 (paper BGS 5/06-07, copy attached).

17. Statement on Admissions

TO CONSIDER:

A statement on responsibility for policy and procedure relating to the admission of students to postgraduate courses (paper BGS 8/06-07, copy attached).

18. Graduate School Programme

TO RECEIVE:

An outline of the Graduate School Programme for 2006/2007 (paper BGS 9/06-07, to follow), noting that further information was available at:
<http://www2.warwick.ac.uk/study/csde/gsp/sessions/>

19. Appointment of a student to the University Research Ethics Committee

TO CONSIDER:

The appointment of a student to the University Research Ethics Committee.

20. Any Other Business