

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Monday 16 January 2012.

Present: Professor J Labbe (Chair), Professor R Aldrich, Ms A Chowcat, Dr C Bilton, Ms J Blackwell, Dr B Clift, Ms J Cooper, Dr A Dowd, Professor R Earle, Professor F Griffiths, Dr J Kidd, Professor D Leadley, Mr M Locane, Professor R Napier, Professor J Neelands, Dr A Phillips, Mr S Ruston, Mr D Salter, Mr T Skelhon, Dr P Taylor, Professor M Wills.

Apologies: Professor S Brammer, Professor K Butcher, Ms A Stewart, Dr J Vickery, Mr E Watts.

In attendance: Ms R Davis (for items 46(d)/11-12 and 53/11-12), Dr E Dedman (for item 54(b)(i)/11-12), Mr M Mik, Mr D Pearson, Dr N Patel (for item 54(a)/11-12), Mrs R Wooldridge Smith.

44/11-12 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 24 November 2011, noting that minute 35(b)/11-12 has been corrected since the circulation of the minutes as follows (insertions underlined, deletions ~~struck through~~):

(b) Proposal to alter minimum score IELTS requirements

CONSIDERED:

A paper from the Senior Assistant Registrar (PG Admissions), regarding the proposal from Warwick Business School, recommended for application across the University, to allow ~~departments to vary minimum English language requirements in individual IELTS component marks~~ for component IELTS score requirements assigned to bands B-D to be varied (paper BGS 38/11-12).

RESOLVED:

That the proposal be approved as per paper BGS 38/11-12, noting that the ~~permission for departments to vary minimum English language requirements in individual IELTS component marks~~ change did not apply to Band A.

RESOLVED:

That the minutes of the meeting of the Board held on 24 November 2011, amended as above, be approved.

Matters Arising on the Minutes

- (a) Membership of the Board 2011/2012 (minutes 25(a)/11-12 and 2/11-12 referred)

REPORTED:

- (i) That, at its meeting on 28 November 2011, the Steering Committee, acting on behalf of the Senate, approved Mr S Ruston, Education Officer, to serve on the Board as one of the two co-opted students (minute SC 157(a)/11-12 referred);
- (ii) That, at its meeting on 5 December 2011, the Steering Committee, acting on behalf of the Senate, approved the termination of the appointment of Professor J Swan, outgoing Director of Graduate Studies of Warwick Business School, and approved the appointment of Professor S Brammer, incoming Director of Graduate Studies of Warwick Business School, as a member of the academic staff to serve on the Board (minute SC 185/11-12 referred).
- (b) Membership of Sub-Committees (minutes 25(b)/11-12 and 5/11-12 referred).

Graduate Awards and Nominations Sub-Committee

REPORTED:

That the Chair of the Graduate Studies Committee of the Faculty of Science, acting on its behalf, had approved the nomination of Professor J Hutton to serve as the other scorer for the Faculty of Science on the Graduate Awards and Nominations Sub-Committee.

- (c) PGT Grade Descriptors and Award of Merits (minutes 25(d)/11-12, 9(a)/11-12, 87(f)/10-11, 74(d)/10-11, 54(f)/10-11, 20(j)/10-11, 104/09-10 and 60/09-10 referred)

REPORTED:

That following the last meeting of the Board, the conventions for the MSc in Marketing & Strategy and the MSc in Information Systems Management were submitted by the Warwick Business School and approved by the Chairs of the Board and the Academic Quality & Standards Committee.

- (d) Nominations to the UK Council of Graduate Education (UKCGE) Executive Committee (minute 38/11-12 referred)

REPORTED:

That no nominations were made by staff from the University.

(e) Departmental Procedures (minute 26(a)/11-12 referred)

(i) Revision of the 'Form for the Submission of a Research Thesis and the Nomination of Examiners for Research Degrees'

REPORTED:

That the form had been amended in line with the recommendations made by the Board at its last meeting *viz*: to contain a more explicit statement concerning early submission and a link to associated advice on the Graduate School website; and to delete the 'proposed date of submission' field, the revised form being located in the forms and policies library on the Graduate School website at http://www2.warwick.ac.uk/services/academicoffice/gsp/forms/library/nomination_of_examiners_form_2012.pdf

(ii) Automated e-mail to departments on appointment of examiners

REPORTED:

(A) That an automated e-mail had been set up via SITS to inform departments when examiners had been appointed for a PGR student, which would include the name of the student, supervisor(s), examiners and exam advisor (if applicable); Directors of Graduate Studies had been approached on 4 January 2012 to request a point of contact for their department;

(B) That responses were outstanding from two departments only and the system would be operational before the end of January 2012.

46/11-12 Chair's Business

(a) Directors of Graduate Studies' Lunch

REPORTED:

That the Spring term meeting for Directors of Graduate Studies would take place on Tuesday 6 March 2012 at 12.30 in Coventry House.

(b) Extension requests

REPORTED:

That guidance was now available via the Graduate School website at <http://www2.warwick.ac.uk/services/academicoffice/gsp/current/extension> relating to extension requests from postgraduate research students enrolled prior to August 2011 with the aim of clarifying the position.

CONSIDERED:

The position of students enrolled on 4-year PhD programmes since 1 August 2011.

RESOLVED:

- (i) That it was important to communicate clearly that the change did not concern all doctoral students registered on or after 1 August 2011, but (MPhil/)/PhD students only;
 - (ii) That the expectation would be for (MPhil/)/PhD students registered on or after 1 August 2011 to submit their PhD thesis after three years of full registration, noting that this expectation must be clearly communicated to the students;
 - (iii) That the Graduate School devise a name for the fourth year to distinguish it from the period of standard registration and a period of extension, noting that extensions beyond four years would not be permissible except for genuinely exceptional circumstances.
- (c) New Dedicated Postgraduate Space: Coventry House (minutes 9(c)/11-12, 87(g)/10-11, 74(f)/10-11, 56/10-11 and 36(g)/10-11 referred).

RECEIVED:

An oral report from the Chair on the developing service model for the new postgraduate space.

REPORTED:

- (i) That a peer-to-peer service model for the postgraduate space was being developed on the basis of that used for the Teaching and Learning Grids, noting that the University had committed a sum of money for this service model;
- (ii) That an interim room booking system in Outlook had been developed to allow for immediate availability of meeting rooms for booking by students and departments in the new postgraduate space;
- (iii) That the space would be formally opened by the Vice-Chancellor on Wednesday 7 March 2012, noting that a number of events would be located to the space in the coming weeks to raise awareness among staff and students.

CONSIDERED:

Names forthcoming from the student competition to name the new postgraduate space.

RESOLVED:

That the Board was broadly in favour of adopting the title 'Postgraduate Hub', noting that further opinions of senior management would be sought.

- (d) Report from the Skills Working Group (minutes 87(c)/10-11, 35(d)/10-11, 20(f)/10-11 and 9(d)/10-11 referred)

CONSIDERED:

A paper from the Chair on behalf of the Skills Working Group (paper BGS 55/11-12).

RESOLVED:

That Faculty Graduate Studies Committees consider the components of the Portfolio at their Spring Term meetings to ensure their appropriateness for students across disciplines, with a view to supplying examples of activities, the successful completion of which would fulfil each component.

- (e) Report from the Funding Working Group (minutes 87(b)/10-11, 55/10-11, 36(d)/10-11 and 21(c)/10-11 referred)

CONSIDERED:

A paper from the Chair on behalf of the Funding Working Group (paper BGS 56/11-12).

RESOLVED:

- (i) That the proposals put forward by the PGR Funding Working Group, as set out in paper BGS 56/11-12, be approved with effect from 2013-14 intake;
 - (ii) That concerns were noted about requirements to fulfil duties that could lessen attractiveness of these awards, noting that these would be monitored;
 - (iii) That the total commitment be expressed as a number of hours per annum.
- (f) Windows on Warwick session on PGR Examinations

REPORTED:

That a 'Windows on Warwick' session on the PGR examinations process would be delivered by the Graduate School as part of the LDC programme at 12.30-1.30pm on Monday 30 January 2012.

Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 40/11-12) as follows:

(a) Faculty of Medicine

- (i) MSc in Research Methods in Health Sciences (minute BGS 41(a)(i)/11-12 referred)

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve a revised course proposal for the MSc in Research Methods in Health Sciences submitted following the meeting of the Board in November 2011.

- (ii) Postgraduate Certificate in Advanced Clinical Practice for Healthcare Professionals (minute BGS 40(b)/11-12 referred)

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve the above course following receipt of information submitted following the meeting of the Board in November 2011.

(b) Faculty of ScienceWarwick Manufacturing GroupMSc in Digital Healthcare (minute BGS 40(c)(iii)(A)/11-12 referred)

REPORTED:

- (i) That, at its meeting on 24 November 2011, the Board considered a proposal from Warwick Manufacturing Group to approve introduction of a new course entitled 'MSc in Digital Healthcare', as set out in papers SGS 15-16/11-12, and resolved that the proposal be approved, subject to receipt of examination conventions;
- (ii) That the Chair of the Graduate Studies Committee of the Board of the Faculty of Science confirmed at the meeting of the Board on 24 November 2011, that the examination conventions had been considered and recommended for approval by the Committee and that, following receipt of a copy of the examination conventions, the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to introduce a new course entitled 'MSc in Digital Healthcare'.

(c) Faculty of Social Sciences

(i) Centre for Applied Linguistics

MA in English Language Teaching

REPORTED:

- (A) That the Centre for Applied Linguistics requested amendment to IELTS requirements for the MA in English Language Teaching, noting that the original requirement was for IELTS overall 6.5 with at least 6.5 in Reading and Writing components for all CAL Master's courses;
- (B) That the Chair of the Board, acting on its behalf, had taken action to approve a request to change entry requirements for post experience applicants for the MA in English Language Teaching and those with the specialisms in English to Young Learners; English for Specific Purposes; Testing and Assessment and ICT & Multimedia to IELTS overall 6.5 with at least 6.5 in Writing component and no other component below 6.0.

(ii) PAIS

MA in US Foreign Policy: Examination Conventions (minute BGS 40(c)(iii)/11-12 referred)

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve revised examination conventions for the MA in US Foreign Policy.

(iii) Warwick Business School

(A) MSc in Finance and Information Technology

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve, in principle, a proposal from Warwick Business School to introduce a new course entitled 'MSc in Finance and Information Technology'.

(B) MSc in Information Systems and Management (minute BGS 25(d)/11-12 referred)

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve the examination conventions for the course entitled 'MSc in Information Systems

and Management', revised to reflect the Award of Merit at the University agreed level, noting that the Chair of the Academic Quality and Standards Committee, acting on its behalf, had also taken action to approve the revised examination conventions.

- (C) MSc in Marketing and Strategy (minute BGS 25(d)/11-12 referred)

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve the examination conventions for the course entitled 'MSc in Marketing and Strategy', revised to reflect the Award of Merit at the University agreed level, noting that the Chair of the Academic Quality and Standards Committee, acting on its behalf, had also taken action to approve the revised examination conventions.

48/11-12 Postgraduate Forum and the Students' Union

RECEIVED:

An oral report from the Education Officer and the Postgraduate Forum Coordinator.

REPORTED:

That a proposal would be going to the Union Council to establish a new postgraduate Sabbatical Officer, it being noted that the new Sabbatical Officer would chair the Postgraduate Association and assume other postgraduate related duties yet to be determined.

49/11-12 Postgraduate Taught Experience Survey (PTES) 2012

REPORTED:

- (a) That the Higher Education Academy confirmed shortly before Christmas that PTES 2012 would open on 15 February 2012 and run until 14 June;
- (b) That the Graduate School would write to departments shortly setting out a proposed marketing schedule and further information, seeking local support for encouraging students to respond to the survey, noting that on this occasion the intention would be to track individual student responses and offer incentives for completion;
- (c) That the Academic Registrar had approved a modest budget to be used by the Graduate School to drive up participation in PTES 2012.

50/11-12

Regulation 28 Governing University Intellectual Property Rights

REPORTED:

That, at its meeting on 28 November 2011, the Steering Committee considered the proposed revision of University Regulation 28 Governing Intellectual Property Rights and resolved that the proposed revision, as set out in paper SC 105/11-12, be taken to the next meeting of the Research Committee on 8 December 2011 for discussion, prior to it being considered for approval by the Senate and the Council in the Spring Term of 2012 (minute SC 156/11-12 referred).

RECEIVED:

The proposed revision of University Regulation 28 Governing Intellectual Property Rights (paper SC 105/11-12), with a view to considering the implications, in particular, for studentship agreements, typical examples of which have been collated in paper BGS 44/11-12.

RESOLVED:

- (a) That any comments on the revised Regulation 28 should be received by the Secretary by Tuesday 17 January 2012 in order for those to be forwarded before the Senate consideration of the proposal at its meeting on 25 January 2012;
- (b) It was noted that paper BGS 44/11-12 usefully summarised provisions relating to IP in current studentship agreements and that these should be reconsidered once Regulation 28 had been approved by the Senate as anticipated.

51/11-12

Procedure for the Consideration of External Examiners' Reports for PGT Courses

CONSIDERED:

The procedure for the consideration of External Examiners' reports for postgraduate taught courses at the University (paper BGS 41/11-12).

RESOLVED:

That the Board supported maintaining the status quo in relation to the compilation of the composite report.

RECOMMENDED (to the Academic Quality and Standards Committee):

That the scrutiny of External Examiners' reports for postgraduate taught courses by the Board be deferred to the Summer Term annually; it being noted that although the composite reports for undergraduate and postgraduate taught courses would not therefore be forthcoming simultaneously, it would reflect timing of the postgraduate taught Boards of Examiners.

52/11-12 2010/11 Postgraduate Student Staff Liaison Committee Report

RECEIVED:

A report from the Education Officer on 2010/11 Postgraduate Student Staff Liaison Committee (paper BGS 42/11-12).

RESOLVED:

- (a) That the Board recommended that discussions relating to conference funding in general and contact hours in the Department of Politics and International Studies specifically be had between the Education Officer and the Chair of the Board;
- (b) That the Education Officer be encouraged to speak to colleagues in Learning and Development Centre about information regarding teaching opportunities;
- (c) That Chairs of Faculty Graduate Studies Committees raise with departments in their Faculties the absence of a significant number of reports.

53/11-12 Student Engagement with the Research Student Skills Programme (RSSP)

CONSIDERED:

A report from the Head of Student Development, Student Careers & Skills, on levels of research student engagement in the re-launched RSSP during the Autumn Term 2011 (paper BGS 45/11-12) and specifically on the Effective Researcher programme, the revised induction for research students (paper BGS 54/11-12).

RESOLVED:

- (a) That Faculty Graduate Studies Committees consider papers BGS 45/11-12 and 54/11-12 at their Spring Term meetings;
- (b) That the Head of Student Development provide names of students who had thus far attended the 'How to be an Effective Researcher' programme to the Directors of Graduate Studies in individual departments to allow them to encourage attendance by students who had not yet taken up this opportunity, noting that there were six more sessions still available in 2011/12;
- (c) That the Board endorsed establishment of the new RSSP Advocate Programme.

54/11-12

New courses

(a) Faculty of Science

Warwick Mathematics Institute

Master of Advanced Study in Mathematical Sciences (minute BGS 97(b)(ii)/10-11 referred)

CONSIDERED:

A request from the Warwick Mathematics Institute that the Master of Advanced Study in Mathematical Sciences be introduced as set out in paper BGS 57/11-12, noting that following consideration of the original proposal as set out in papers SGS 121-123/10-11, the Board resolved at its meeting on 9 June 2011 (minute BGS 97(b)(ii)/10-11 referred):

‘That the proposal be not approved, owing to the proposal raising a number of questions of principle, which require full consideration by the Board, noting that the department is invited to put forward a course proposal for a diploma course and/or a rationale for the Master of Advanced Studies credit rating and the course title, noting that this would typically be a Diploma level award.’

RESOLVED:

That the proposal to establish the Master of Advanced Study in Mathematical Sciences with effect from 2013-14 be approved.

RECOMMENDED (to the Academic Quality and Standards Committee):

That a new degree title of Master of Advanced Study (MAS) be introduced into Ordinance 13 (Degrees and Diplomas).

(b) Faculty of Social Sciences

(i) Warwick Business School

MSc in Business

CONSIDERED:

A request from the Warwick Business School for in-principle approval to establish a new MSc in Business from September 2012 (paper BGS 46/11-12).

RESOLVED:

That the proposal be approved in-principle.

(ii) Warwick Institute of Education

MA in the Advanced Teaching of Shakespeare

CONSIDERED:

A request from the Institute of Education for approval to establish a new MA in the Advanced Teaching of Shakespeare from September 2012, comprising:

- (A) A memo from the course leader, Professor Jonathan Neelands (paper BGS 47/11-12);
- (B) A course proposal form (paper BGS 48/11-12);
- (C) A course specification (paper BGS 49/11-12);
- (D) A diagrammatic representation of the course pathways (paper BGS 50/11-12).

RESOLVED:

That the proposal be approved in-principle.

55/11-12

Revised courses

Faculty of Social Sciences

Warwick Institute of Education

(a) MA and PGCE Primary and Early Years

CONSIDERED:

A request from the Institute of Education to revise the MA and PGCE Primary and Early Years to include a specialist subject from 2012, thus bringing them into line with government policy as set out in paper BGS 51/11-12.

RESOLVED:

That the proposal, as set out in paper BGS 51/11-12, be approved.

(b) MA and PGCE Maths with Physics

CONSIDERED:

A request from the Institute of Education to revise the MA and PGCE Maths with Physics courses for September 2012 as set out in paper BGS 52/11-12.

RESOLVED:

That the proposal, as set out in paper BGS 52/11-12, be approved.

(c) Secondary Modern Foreign Language Initial Teacher Training MA and PGCE

CONSIDERED:

A request from the Institute of Education to make changes to the Secondary Modern Foreign Language Initial Teacher Training MA and PGCE courses to include Chinese (Putonghua) as a language for 2012, as set out in paper BGS 53/11-12.

RESOLVED:

That the proposal, as set out in paper BGS 53/11-12, be approved.

56/11-12 Graduate School Newsletter

RECEIVED:

The Winter 2011 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 43/11-12).

57/11-12 Next meeting

REPORTED:

That the next meeting of the Board would be on **Friday, 24 February 2012 at 10.30am** in the Council Chamber, University House.