

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at **2.00pm** on **Monday, 16 January 2011** in **Coventry House**.

N Owen
Acting Registrar

Note: Committee papers can be accessed at <https://files.warwick.ac.uk/bgs/browse>. Questions on items on the agenda or apologies for this meeting should be directed to the Assistant Secretary to the Board, Martin Mik (m.mik@warwick.ac.uk).

2nd CIRCULATION A G E N D A

New items added since the first circulation agenda, additional papers and revised papers are highlighted in **bold**. We will work from the second circulation agenda at the meeting.

1. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 24 November 2011 (available online), 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.

2. Matters Arising on the Minutes

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

TO REPORT:

- (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 refers);

- (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 refers).

- (b) Membership of Sub-Committees (minutes 25(b)/11-12 and 5/11-12 refer)

Graduate Awards and Nominations Sub-Committee

TO REPORT:

That the Chair of the Graduate Studies Committee of the Faculty of Science, acting on its behalf, has 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(i)/10-11, 104/09-10 and 60/09-10 refer)

TO REPORT:

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 refers)

TO REPORT:

That no nominations were made by staff from the University.

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

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

TO REPORT:

That the form has 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/formslibrary/nomination_of_examiners_form_2012.pdf

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

TO REPORT:

That an automated e-mail has been set up via SITS to inform departments when examiners have been appointed for a PGR student, which will include the name of the student, supervisor(s), examiners and exam advisor (if applicable); Directors of Graduate Studies were approached on 4th January to request a point of contact for their department and once all responses have been collated, the system will be operational by end January 2012.

3. Chair's Business

(a) Directors of Graduate Studies' Lunch

TO REPORT:

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

(b) Extension requests

TO REPORT:

That guidance is 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.

TO CONSIDER:

The position of students enrolled on 4 year doctoral programmes since September 2011.

(c) Coventry House update

TO RECEIVE:

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

(d) Report from the Skills Working Group

TO CONSIDER:

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

(e) Report from the Funding Working Group

TO CONSIDER:

A paper from the Chair on behalf of the Funding Working Group, paper

BGS 56/11-12 (copy attached).

- (f) Windows on Warwick session on PGR Examinations
TO REPORT:

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

4. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 40/11-12, previously circulated).

5. Postgraduate Forum and the Students' Union

TO RECEIVE:

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

6. Postgraduate Taught Experience Survey (PTES) 2012

TO REPORT:

- (a) That the HEA confirmed shortly before Christmas that PTES 2012 will open on 15 February 2012 and run until 14 June;
- (b) That the Graduate School will 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 will be to track individual student responses and offer incentives for completion.

7. Regulation 28 Governing University Intellectual Property Rights

TO REPORT:

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 refers).

TO RECEIVE:

The proposed revision of University Regulation 28 Governing Intellectual Property Rights (paper SC 105/11-12, previously circulated), 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 (previously circulated).

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

TO CONSIDER:

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

9. 2010/11 Postgraduate Student Staff Liaison Committee Report

TO RECEIVE:

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

10. Student Engagement with the Research Student Skills Programme (RSSP)

TO CONSIDER:

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, previously circulated) and specifically on the Effective Researcher programme, the revised induction for research students, paper BGS 54/11-12 (previously circulated).

11. New courses

TO CONSIDER:

- (a) 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, previously circulated).
- (b) A request from the Institute of Education for approval to establish a new MA in the Advanced Teaching of Shakespeare from September 2012, comprising:
 - (i) A memo from the course leader, Professor Jonathan Neelands, paper BGS 47/11-12, previously circulated);
 - (ii) A course proposal form, paper BGS 48/11-12, previously circulated);
 - (iii) A course specification, paper BGS 49/11-12, previously circulated);
 - (iv) A diagrammatic representation of the course pathways, paper BGS 50/11-12, previously circulated).
- (c) **A request from the Warwick Mathematics Institute that the Master of Advanced Studies be introduced as set out in paper BGS 57/11-12 (copy attached), noting that following consideration of the original proposal as set out in papers SGS 121-123/10-11 (available online from <https://files.warwick.ac.uk/bgs/browse/2011-12/2012.01.16/MAS>), the Board resolved at its meeting on 9 June 2011 (minute BGS 97(b)(ii)/10-11 refers):**

'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.'

12. Revised courses

TO CONSIDER:

- (a) A request from the Institute of Education to make changes to the MA and PGCE Primary and Early Years to include a specialist subject from 2012, thus bringing them into line with government policy, (paper BGS 51/11-12, previously circulated).
- (b) A request from the Institute of Education to make changes to the Maths with Physics MA and PGCE courses for September 2012, (paper BGS 52/11-12, previously circulated).
- (c) A request from the Institute of Education to make changes to the Secondary MA and PGCE Courses to include Chinese (Putonghua) as a language for 2012, (paper BGS 53/11-12, previously circulated).

13. Graduate School Newsletter

TO RECEIVE:

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

14. Any Other Business

15. Next meeting

TO REPORT:

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