

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at **2.00pm** on **Thursday, 7 June 2012** in the Council Chamber, University House.

K Sloan
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 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 3 May 2012 (previously circulated).

2. Changes to Board Secretariat

TO REPORT:

That Ms Kathryn Weir, Administrative Officer (Graduate School/Student Records), has been appointed the new Assistant Secretary.

3. Matters Arising on the minutes

- (a) Report from the Skills Working Group (minutes 59(c)/11-12, 46(d)/11-12, 87(c)/10-11, 35(d)/10-11, 20(f)/10-11 and 9(d)/10-11 refer)

TO RECEIVE:

An oral report from the Head of Student Development, Student Careers & Skills on practical implications of Warwick Portfolio.

- (b) Thesis Submission Requirements (minutes 60(e)/11-12 and 37/11-12 refer)

TO REPORT:

- (i) That, at its meeting on 24 November 2011, the Board reported 'that examiners for a Science doctoral thesis had recommended that all theses submitted be required to contain an explicit statement setting out who carried out the work involved, recognising that much of the research in Science was carried out in teams and many theses would, for example, involve analysis of previously collected data';
- (ii) That, at its meeting on 24 November 2011, the Board resolved 'that

Graduate Studies Committees of the Faculty of Medicine and the Faculty of Science discuss the issue at their next meeting with the view of identifying best practice and report back to the Board’;

- (iii) That the Graduate Studies Committee of the Board of the Faculty of Medicine considered this item at its meeting on 30 January 2012, noting that Warwick Medical School already advise students to add declarations (minute GSCFM 33/11-12 refers);
- (iv) That the Graduate Studies Committee of the Board of the Faculty of Science considered this item at its meeting on 15 May 2012 and resolved that ‘a standard sentence, to be drafted by the Chair of the Graduate Studies Committee, should be added to the declaration page at the front of the thesis acknowledging that any results that were the outcome of teamwork had been duly noted in the thesis itself’ (draft unconfirmed minute SGS 32(e)/11-12 refers).

TO CONSIDER:

The recommendation of examiners that all Science theses submitted for examination be required to contain an explicit statement acknowledging that ‘any results that were the outcome of teamwork had been duly noted in the thesis itself’.

- (c) Use of Extenuating Circumstances as Grounds for Postgraduate Appeals (minutes 60(d)/11-12 and 36/11-12 refer)

TO RECEIVE:

- (i) A paper from the Assistant Secretary summarising recommendations from Graduate Studies Committees of the Boards of the Faculties of Medicine, Science and Social Sciences on mechanisms for clearly articulating the expectation to all students that they are not only encouraged but expected to bring extenuating circumstances to the attention of the relevant Board of Examiners through the appropriate mechanism (paper BGS 107/11-12, previously circulated);
- (ii) An oral report from the Chair of the Graduate Studies Committee of the Board of the Faculty of Arts on the Committee’s recommendations.

TO CONSIDER:

Recommendations of Faculty Graduate Studies Committee regarding best practice encouraging students to bring extenuating circumstances to the attention of the relevant Board of Examiners.

- (d) PGR Scholarships Scoring Criteria (minute 77(a)/11-12 refers)

TO REPORT:

- (i) That, at its meeting on 3 May 2012, the Board resolved that a list of be produced for the Board to consider at its next meeting;
- (ii) That, at its meeting on 3 May 2012, the Board resolved that the

scholarships scoring criteria be reworded to reflect admission of students directly from undergraduate courses onto some doctoral courses.

TO CONSIDER:

- (iii) A list of DTCs and small centres, which it is proposed be made scholarship allocations (paper BGS 108/11-12, previously circulated);
- (iv) Reworded postgraduate scholarships scoring criteria (paper BGS 109/11-12, previously circulated), amended in line with discussions at the last meeting of the Board.

4. Chair's Business

- (a) Postgraduate Taught Experience Survey (PTES) 2012 (minute 77(e)/11-12 and 49/11-12 refer)

TO REPORT:

That the Warwick response rate was 18.8% as of 6 June 2012, noting that the survey would remain open until 14 June 2012.

TO RECEIVE:

An overview of PTES 2012 response rate breakdown by academic department as of 31 May 2012 (paper BGS 129/11-12, copy attached).

- (b) New Dedicated Postgraduate Space: Coventry House (minutes 77(d)&(l)/11-12, 46(c)/11-12, 9(c)/11-12, 87(g)/10-11, 74(f)/10-11, 56/10-11 and 36(g)/10-11 refer)

TO RECEIVE:

A paper from the Academic Support Librarian (Research) on usage of the Postgraduate Hub in Coventry House (paper BGS 128/11-12, to be tabled).

5. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 110/11-12, to be tabled).

6. PGR Annual Report Form 2012/13

TO CONSIDER:

A proposal to strengthen the ethical scrutiny of doctoral students' research projects in association with the PGR Annual Review process, to require re-submission of a student's research proposal to a Research Ethics Committee in the event of a significant re-orientation of the project or change in research methodologies proposed, the draft revised question on the Annual Report form to read;

“Please indicate whether or not this student’s research proposal has been reviewed and approved by the Department in accordance with the Ethical Scrutiny Framework or whether the proposal has been referred to a Research Ethics Committee (REC). If it has been referred to a REC, please provide the Graduate School with a copy of the approval letter by attaching it to this report if not previously submitted. Please note that any significant re-orientation of the student’s project or change in research methodologies proposed will require re-submission to the relevant REC.”

7. Institutional Teaching and Learning Review (minute 65/11-12 refers)

TO REPORT:

That the second stage of the Institutional Teaching and Learning Review, which comprised the Faculty engagements, took place 16-22 March 2012.

TO RECEIVE:

- (a) Copies of Faculty Engagement reports as follows:
 - (i) Faculty of Arts (paper TLR 96/11-12, available online);
 - (ii) Faculties of Science with Medicine (paper TLR 97/11-12, available online);
 - (iii) Faculty of Social Sciences (paper TLR 98/11-12, available online).
- (b) A paper from the Pro Vice-Chancellor (Education and Student Experience) on the outcomes of the Faculty Engagements and consideration of the Faculty Engagement reports, considered by the Steering Committee at its meeting on 14 May 2012 (paper SC 339/11-12, previously circulated);
- (c) Responses from administrative sections to the Faculty Engagement reports as follows:
 - (i) Teaching Quality (paper AQSC 93/11-12, available online);
 - (ii) Academic Office (paper AQSC 94/11-12, available online);
 - (iii) University Senior Tutor (paper AQSC 95/11-12, available online);
 - (iv) IT Services (paper AQSC 96/11-12, available online);
 - (v) Student Careers and Skills (paper AQSC 97/11-12, available online).

TO CONSIDER:

- (d) A paper from the Assistant Registrar (Institutional Review) on the Faculty Engagement outcomes (paper BGS 111/11-12, previously circulated);
- (e) Recommendations from the Faculty engagement for action made to the Board (paper BGS 123/11-12, previously circulated);
- (f) A paper from the Pro Vice-Chancellor (Education and Student Experience)

and the Assistant Registrar (Institutional Review) on the format of future reviews of departments (paper SC 340/11-12, previously circulated), with a cover note from the Assistant Registrar (Institutional Review) (paper BGS 112/11-12, previously circulated).

8. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

9. Postgraduate Forum and the Students' Union

TO RECEIVE:

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

10. Reports from External Examiners

TO CONSIDER:

A report compiled by the Assistant Secretary on issues arising from External Examiners' reports on Postgraduate Programmes for 2010-11 (paper BGS 90/11-12, copy attached).

11. PhD Employer Networking Day

TO RECEIVE:

A paper from Student Careers & Skills on the recent PhD employer networking day (paper BGS 113/11-12, previously circulated).

12. Risk Identification and Assessment

TO CONSIDER:

A paper from the Senior Assistant Registrar (Governance, Risk & Continuity) on risk identification and assessment within the scope of the Board's Terms of Reference (paper BGS 114/11-12, previously circulated).

13. Warwick Community Agreement

TO CONSIDER:

A paper from the Senior Assistant Registrar (Teaching Quality) setting out the draft Warwick Community Agreement (paper BGS 115/11-12, copy attached).

14. Learning and Teaching Strategy 2012-2017

TO CONSIDER:

A paper from the Senior Assistant Registrar (Teaching Quality) setting out the draft learning and teaching strategy (paper BGS 116/11-12, copy attached).

15. Examination Advisors

TO CONSIDER:

A paper from the Assistant Registrar (Graduate School) proposing amendments to the *Guide to Examinations for Higher Degrees by Research* (paper BGS 122/11-12, previously circulated).

16. Good Practice Guide on Providing Information to Students

TO CONSIDER:

A paper from the Senior Assistant Registrar (Teaching Quality) setting out the draft revised Good Practice Guide on Providing Information to Students (paper BGS 117/11-12, to be tabled).

17. **Evolution of the SSLC System: Reporting, Structure and Governance**

TO CONSIDER:

A paper from the SSLC coordinators regarding revisions to the SSLC system (paper AQSC 63/11-12, copy attached)

18. Interdisciplinary and Cross-Faculty Master's Modules at IATL

TO CONSIDER:

A proposal from the Institute for Advanced Teaching and Learning that the Institute host interdisciplinary and cross-faculty Master's modules (paper BGS 118/11-12, previously circulated).

19. New Course Proposals

TO RECEIVE:

A paper setting out recommendations for the approval of new courses (paper BGS 119/11-12, previously circulated).

20. Revised Course Proposals

TO RECEIVE:

A paper setting out recommendations for the approval of revised courses (paper BGS 120/11-12, previously circulated).

21. Postgraduate Awards

TO RECEIVE:

A list of approved Postgraduate Awards (paper BGS 121/11-12, previously circulated).

22. Any Other Business