

# UNIVERSITY OF WARWICK

## Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at **2pm** on **Thursday, 3 May 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 the Assistant Secretary to the Board, Martin Mik ([m.mik@warwick.ac.uk](mailto:m.mik@warwick.ac.uk)).**

## **2<sup>nd</sup> 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 February 2012 (previously circulated).

### 2. Matters Arising on the Minutes

A Section of the UK Quality Code for Higher Education on Research Degrees (minute 61/11-12 refers)

#### TO REPORT:

That, following the Steering Committee's consideration by correspondence, the Vice-Chancellor, acting on the Committee's behalf, took Chair's Action to approve the University's response to the QAA consultation on the UK Quality Code: Section B11 - Research Degrees as set out in paper SC.290/11-12 (previously circulated) (minute SC.420/11-12 refers).

### 3. Chair's Business

#### (a) PGR Scholarships Scoring Criteria

#### TO RECEIVE:

- (i) An oral report from the Chair on general re-evaluation of scholarships scoring criteria and the issue of DTCs and small centres;
- (ii) Copy of current scoring criteria (paper BGS 79/11-12, previously circulated), noting that it is available to staff online from [http://go.warwick.ac.uk/graduateschool/scholarship/wprs/scoring\\_criteria.xls](http://go.warwick.ac.uk/graduateschool/scholarship/wprs/scoring_criteria.xls)

(b) Outcome of PGR Scholarship Competition

TO RECEIVE:

- (i) An oral report from the Chair on the outcome of the PGR Scholarship competition;
- (ii) A paper from the Project Officer (Postgraduate Scholarships) on detailed outcomes of the PGR scholarship competition (paper BGS 80/11-12, previously circulated).

(c) Joint PG Activities with Monash University

TO CONSIDER:

A draft document on collaborative postgraduate degree programmes Monash/Warwick (paper BGS 81/11-12, previously circulated).

(d) New Dedicated Postgraduate Space: Coventry House (minutes 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:

An oral report from the Chair on the early use of the Postgraduate Hub in Coventry House.

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

TO REPORT:

- (i) **That the Warwick response rate was 10.6% as of 2 May 2012, noting that the survey will remain open until 14 June 2012;**
- (ii) That the following activities are taking place to encourage completion of the survey among postgraduate taught students:
  - (A) An email reminder to all PGT students who have not yet completed the survey sent by the Graduate School (25 April 2012), followed by an email update from the Graduate School to all academic departments (8 May 2012);
  - (B) Circulating of promotional posters, leaflets, plasma screen slides and website banners;
  - (C) Promotion of PTES 2012 on the University, PG Hub and PGR Facebook and Twitter accounts;
  - (D) An Insite story (w/c 23 April 2012);
  - (E) **Engagement of Student Ambassadors in the PG Hub on 2, 9 and 16 May 2012 to encourage completion of PTES 2012 in the facility.**

- (f) WCPRS Workshops (minute BGS 60(c)/11-12 refers)

TO REPORT:

That a WCPRS briefing session was held on Wednesday 21 March 2012, noting that slides are available online from [http://www2.warwick.ac.uk/services/academicoffice/gsp/warwick\\_staff/scholarshipsinfo/wcprs/](http://www2.warwick.ac.uk/services/academicoffice/gsp/warwick_staff/scholarshipsinfo/wcprs/)

- (g) PGR Lunch

TO REPORT:

- (i) That the inaugural PGR lunch was held on 8 March 2012 in the Postgraduate Hub, noting that Mr D Lees, Department of French Studies, presented his research on Vichy France and Internationalisation;
- (ii) That the next PGR lunch will take place on 15 May 2012 and that the intention is to hold PGR lunches every other month.

- (h) Graduate School PGR Newsletter

TO REPORT:

That on 2 March 2012, the inaugural Graduate School PGR Newsletter was circulated to all PGR students, noting that copies of all issues are be available online from [go.warwick.ac.uk/graduateschool/current/newsletter](http://go.warwick.ac.uk/graduateschool/current/newsletter)

- (i) Directors of Graduate Studies' Lunch

TO REPORT:

That the Summer term meeting for Directors of Graduate Studies will take place on Tuesday 12 June 2012 at 12.30 in the Council Chamber, University House.

- (j) EPSRC DTC Call

TO RECEIVE:

An oral report from the Chair on the EPSRC Doctoral Training Centre call.

- (k) Disbursement of PGR Hardship Funding

TO RECEIVE:

A paper from the Head of Student Finance and the Secretary on disbursement of PGR hardship funding and arrangements put in place in academic departments to facilitate submission according to adjusted timetables (paper BGS 82/11-12, previously circulated).

(I) Postgraduate Hub Steering Group

TO REPORT:

That a meeting will be held on 17 May 2012 of a Postgraduate Hub Steering Group to oversee the strategic development of the facility.

4. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 83/11-12, to be tabled).

5. Amendments to University Regulations

TO CONSIDER:

(i) A paper from the Assistant Registrar (Graduate School) on amendments to University Regulation 11 Governing Procedure to be Adopted in the Event of Suspected Cheating in a University Test (paper BGS 84/11-12, previously circulated);

(ii) A paper from the Assistant Registrar (Graduate School) on amendments to University Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees (paper BGS 85/11-12, previously circulated).

6. Departmental PGR Student Number Planning Meetings

TO RECEIVE:

A paper from the Secretary on themes arising from departmental PGR student number planning meetings (paper BGS 86/11-12, previously circulated).

7. UK Quality Code for Higher Education: Record Keeping of PGR Supervision

TO CONSIDER:

A paper from the Secretary on the UK Quality Code for Higher Education focussing on departmental record keeping of PGR supervision and link to student casework, including appeals and complaints (paper BGS 87/11-12, previously circulated).

8. Careers in Academia

TO CONSIDER:

A report from the Secretary on feedback received from doctoral students attending the three, faculty-specific Careers in Academia workshops held during March 2012 (paper BGS 88/11-12, previously circulated).

9. Higher Education Commission on the Postgraduate Education Inquiry

TO RECEIVE:

A paper from the Chair on the response submitted on behalf of the University to the Higher Education Commission on the Postgraduate Education Inquiry (paper BGS 89/11-12, previously circulated), noting that the draft response was considered and approved, subject to amendments discussed at the meeting, by the Steering Committee at its meeting on 2 April 2012 (minute SC.428/11-12 refers).

10. Australian Qualifications for Postgraduate Admissions

TO CONSIDER:

A paper from the Assistant Director (International Student Recruitment), International Office, on Australian qualification requirements for postgraduate admissions (paper BGS 91/11-12, previously circulated).

11. Introduction of PGT Application Deadline, Deposit for International Students and Centralised Selection of PGT Courses

TO CONSIDER:

A paper from the Senior Assistant Registrar (PG Admissions) on the possible introduction of a PGT application deadline, introduction of a deposit for international students and centralised selection for PGT courses (paper BGS 92/11-12, previously circulated).

12. Thesis Submission Arrangements

TO RECEIVE:

An oral report from the Assistant Registrar (Graduate School) on consultations with the Library concerning electronic submission of research theses to ProQuest/WRAP and Turnitin.

TO CONSIDER:

A paper from the Acting Librarian to the Steering Committee, considered at its meeting on 5 March 2012 (minute SC 378/11-12 refers), setting out the proposal received from ProQuest (paper SC.266/11-12, previously circulated).

13. Postgraduate Forum and the Students' Union

TO REPORT:

That Ms A Chowcat, member of the Board, has been elected to the newly-established Students' Union Postgraduate Officer post for the academic year 2012-13.

TO RECEIVE:

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

14. Postgraduate Recruitment (minute 11/11-12 refers)

TO REPORT:

That, at its meeting on 11 October 2011, the Board considered a report from the Director of Student Admissions and Recruitment Office on postgraduate student recruitment numbers for the 2011-12 academic year (paper BGS 16/11-12) and a paper from the Secretary and the Project Officer (PGR Recruitment) on the outcomes of the PGR Strategic Branding Workshop (paper BGS 17/11-12) and resolved, *inter alia* (minute 11/11-12 refers):

(...)

- '(d) That a creation of new category be considered by the Director of Student Admissions and Recruitment Office for applicants who meet admissions criteria but where decisions were withheld in order to allow time for funding to be sought.'

TO CONSIDER:

A paper from the Senior Assistant Registrar (PG Admissions) responding to the Board's interest in instituting a 'under consideration' category on BPM (paper BGS 67/11-12, previously circulated).

15. New courses

TO CONSIDER:

**A paper setting out recommendations for the approval of new courses (paper BGS 93/11-12, copy attached).**

16. Graduate School Newsletter

TO RECEIVE:

The Spring 2012 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 94/11-12, previously circulated, available online from [go.warwick.ac.uk/graduateschool/warwick\\_staff/newsletters/newsletter-0412/](http://go.warwick.ac.uk/graduateschool/warwick_staff/newsletters/newsletter-0412/)).

17. Any Other Business

18. Next meeting

TO REPORT:

That the next meeting of the Board is on **Thursday, 7 June 2012 at 2pm** in the Council Chamber, University House.