

## UNIVERSITY OF WARWICK

### Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at **2.00pm** on **Thursday, 18 November 2010** in the **Wolfson Research Exchange**, University Library.

J F Baldwin  
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. Terms of Reference

TO REPORT:

That, at its meeting on 2 November 2010, the Academic Quality and Standards Committee recommended to the Senate that revised terms of reference of the Board be approved (unconfirmed draft minute AQSC 1/10-11 refers).

2. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 13 October 2010 (previously circulated).

3. Matters arising on the minutes

(a) Membership of the Board 2010/2011 (minute 2/10-11 refers)

TO REPORT:

- (i) That the Deputy Chair of the Board is yet to be confirmed;
- (ii) That the Students' Union Postgraduate elections did not reach necessary quorum and the following postgraduate students were co-opted, subject to approval of the Boards of Faculties of Arts, Medicine, Science and Social Sciences:

(A) Arts  
TBC

- (B) Medicine  
Miss S Ekeocha
- (C) Science  
Mr D Maynard
- (D) Social Sciences  
Mr A di Mascio

TO RECEIVE:

**An oral report from the Education Officer on the replacement of the Postgraduate Committee and constitution of the Postgraduate Forum.**

- (b) Membership of Sub-Committees (minute 4/10-11 refers)

- (i) Graduate Awards and Nominations Sub-Committee

TO REPORT:

That the Graduate Studies Committees of the Faculties, at their last meetings, nominated the following to serve as Faculty scorers on the Graduate Awards and Nominations Sub-Committee:

- (1) Arts (minute AGSC 1(g)/10-11 refers)  
Professor K Butcher  
Dr R Earle
- (2) Medicine  
TBC  
TBC
- (3) Science (minute SGS 4(c)/10-11 refers)  
Dr A Clark  
Professor R Napier
- (4) Social Sciences (minute GFSS 3(b)/10-11 refers)  
Professor R Carter  
Professor B Lockwood

- (c) Arts and Humanities Research Council (AHRC) Block Grant Partnership Awards for academic year 2011/12 and beyond (minute 9(b)/10-11 refers)

TO RECEIVE:

A letter from the AHRC Chief Executive Rick Rylance regarding Block Grant Partnership awards for academic year 2011/12 and beyond (paper BGS 13/10-11, previously circulated).

- (d) Open Society Institute (OSI)-University of Warwick Scholarships (formerly known as East European Scholarships) (minute 9(c)/10-11 refers)

TO REPORT:

- (i) That eight OSI/University of Warwick scholarships are available to

applicants from Belarus, Georgia, Kazakhstan, Moldova and Mongolia wishing to study on a taught Master's programme in the fields of gender and media studies;

- (ii) That the slight reduction in the number of scholarships available is the result of the Foreign and Commonwealth Office's decision not to participate in the scheme in 2011-12, noting that the scope of eligible taught Master's programmes has been narrowed at the OSI's request.

(e) Research Students Skills Provision and Training (minute 9(d)/10-11 refers)

TO REPORT:

That the working group plans to meet before the end of term. That the membership will be as determined by the Board and will consist of the Chair of the Board, the Chairs of Faculty Graduate Studies Committees, the Head of Student Development and Library representatives.

(f) New 4-year Standard Period of Registration for Full-Time PhD Students (minutes 9(g)/10-11, 101/09-10 and 63/09-10 refer)

TO REPORT

- (i) That the Graduate Studies Committee of the Board of the Faculty of Science considered the proposed change at its meeting on 2 November 2010 and recommended to the Board of Graduate Studies and the Academic Quality and Standards Committee that they approve the change and the following (minute SGS 4(a)/10-11 refers):
  - (A) That the standard period of part-time registration for PhD students should be six years;
  - (B) That issues around the normal period of registration for students on combined MSc/PhD courses, such as DTCs and EngD, be addressed, with a recommendation that such students be treated as 1+4 (1 year PGT plus 4 years PGR);
  - (C) That although the new standard periods of registration are unlikely to come into effect until at least October 2011, students beginning a PhD before then be allowed to 'opt in' to the new registration structure;
  - (D) That where the period of funding is shorter than the period of registration, this be made very clear to the student along with any requirements from the sponsor for submission within the funded period;
  - (E) That for grant supported students all fees will need to be paid within the grant period, which may be in advance;
  - (F) That an extension beyond these standard periods of registration should be granted only in the most genuinely exceptional circumstances, with the case for an extension to

be signed off by both the supervisor and the department's Director of Graduate Studies;

- (G) That a financial penalty, on a sliding scale based on length of time since the end of the standard period of registration, be applied to the late submission of PhD theses.
- (ii) That the Graduate Studies Committees of the Boards of the Faculties of Arts, Medicine and Social Sciences did not consider the proposed change at their October 2010 meetings, noting that the Committees were invited to do so and report to the next BGS meeting.
- (g) ~~Erasmus Mundus applications in 2010/11 (minute 10(c)/10-11 refers)~~

TO REPORT:

That any department considering making an application under the Erasmus Mundus scheme consider starting preparations now, since it is anticipated that the deadline will be 30 April 2011.

- (h) ~~Extension Charge for Students Resubmitting a PGT Project or Dissertation (minutes 16/10-11, 95/09-10 and 93/09-10 refer)~~

TO REPORT:

- (i) That the Fees Working Group discussed the proposal that a fee for postgraduate taught students who are allowed the opportunity to resubmit project/dissertation be introduced in April 2010 (minute FWG 18/09-10 refers) together with an oral report from the Chair of the Board of Graduate Studies, noting the following:
  - (A) That the proposal was to be considered by the Board at its June 2010 meeting;
  - (B) That any resubmission fee to be levied would be applicable across all departments;
  - (C) That the case would be brought back to the Fees Working Group in due course if necessary.

TO RECEIVE:

A paper from WMG outlining the rationale behind the request (BGS paper 14/10-11, previously circulated).

TO CONSIDER:

Introduction of a substantial resubmission fee for PGT Project or Dissertation.

- (i) ~~PGT Grade Descriptors and Award of Merits (minutes 104/09-10 and 60/09-10 refer)~~

TO REPORT:

- (i) That, at its meeting on 17 November 2009, the Board considered a report compiled by the Assistant Secretary on issues arising from External Examiners' reports on Postgraduate Programmes for 2007-08 (paper BGS 19/09-10) and resolved (*inter alia*):
  - (A) That the Board consider the marking descriptors for PGT courses at a future meeting, with a view to recommending means of ensuring the full range of marks may be used more effectively;
  - (B) That the Board revisit its earlier decision to not recommend the introduction of a formal merit award, and that this be considered in conjunction with point (a) above.
- (ii) That, at its meeting on 23 February 2010, the Board considered a paper from the Secretary, setting out the marking descriptors for PGT courses across the Faculties, and the award of a "Merit" classification for PGT courses at other UK HEIs, as set out in paper BGS 42/09-10, and resolved that the question of whether to recommend the introduction of the award of a "Merit" classification for PGT courses, and at what level, be referred to Faculty Graduate Studies Committees for consideration at their next meetings in the Summer term;
- (iii) That, at its meeting on 10 June 2010, the Board considered a paper summarising the responses from the Faculty Graduate Studies Committees (paper BGS 68/09-10) and therefore whether to recommend the introduction of the award of a "Merit" classification for PGT courses, and at what level and recommended (to the Academic Quality & Standards Committee) that the award of Merit be formally adopted by the University on Taught Masters courses with effect from the academic year 2011-12, it being noted that further detailed consideration would need to be given by the Faculties to the level at which such an award will be made;
- (iv) That, at its meeting on 23 June 2010, the Academic Quality & Standards Committee, considered the recommendation from the Board and recommended (to the Senate) that the award of Merit be formally adopted by the University on Taught Masters courses with effect from the academic year 2011-12, it being noted that further detailed consideration would need to be given by the Faculties to the level at which such an award will be made (minute AQSC 102(c)/09-10 refers);
- (v) That, at its meeting on 7 July 2010, the Senate resolved that the award of Merit be formally adopted by the University on Taught Masters courses with effect from the academic year 2011-12, it being noted that further detailed consideration would need to be given by the Faculties to the level at which such an award would be made (minute S 107(k)/09-10 refers);
- (vi) That, at its meeting on 26 October 2010, the Graduate Studies Committee of the Board of the Faculty of Arts erroneously reported that the introduction of the award of a "Merit" classification for PGT

courses has not yet been approved by BGS, nor has the issue of whether the award can appear on degree certificates been determined (minute AGCS 3(a)/10-11 refers);

- (vii) That, at its meeting on 27 October 2010, the Graduate Studies Committee of the Board of the Faculty of Medicine resolved that the Director and Deputy Director of DMAP be asked to consider at the next meeting of the DMP & CPD Committee how the award of Merit could be implemented for Medical School Taught Masters courses with a recommendation being brought to the February 2011 meeting of the Graduate Studies Committee (minute GSCM 4(c)/10-11 refers);
- (viii) That, at its meeting on 2 November 2010, the Graduate Studies Committee of the Board of the Faculty of Science considered the level at which a Merit award should be made, noting that the Committee had previously suggested 60% on both the taught and project elements and recommended (to the Board of Graduate Studies) that a Merit be awarded to Masters students who have achieved a mark of at least 65% overall and at least 60% in each of the taught and project elements;
- (ix) That, at its meeting on 27 October 2010, the Graduate Studies Committee of the Board of the Faculty of Social Sciences resolved that members of the Committee should (minute GFSS 10(d)/10-11 refers):
  - (A) Consult with their departments about whether merits are already being awarded informally;
  - (B) Consult with their departments about what level the merit award is currently set and should be set in the future;
  - (C) Report back for discussion at the next meeting.

#### **TO RESOLVE:**

That the Graduate Studies Committee of the Board of the Faculty of Arts **be invited to** consider at its next meeting the level at which an award of Merit would be made and report back to the Board.

#### **4. Chair's Business**

- (a) Postgraduate Student Enrolment Data 2010/11

##### **TO RECEIVE:**

A preliminary overview of Academic Statistics 2010/11 for Postgraduate Taught and Research students (paper BGS 32/10-11, previously circulated).

- (b) Consolidated Information on Funding and University Scholarships

##### **TO RECEIVE:**

An oral report from the Chair on the provision of consolidated information on

funding and University scholarships.

(c) PGR Funding Working Group

TO REPORT:

That, at its last meeting on 13 October 2010, the Board considered a paper from the Chair setting out the main objectives of the Board over the coming year (paper BGS 3/10-11) and resolved (*inter alia*) that the impact of potential differential fees on postgraduate taught courses be discussed during the course of this academic year, taking account of Warwick Business School experience in this area, noting that:

- (i) The Chair was concerned that the University might be reaching the limit of achievable expansion of PGT student numbers without a fundamental re-evaluation of funding and support structures;
- (ii) That a working party had been convened to review the funding model for PGR students in 2009/10, following the Chair's concerns about this matter in the PGR area.

TO RECEIVE:

A written report from the Chair on the allocation of WPRS and differential levels of scholarships (paper BGS 15/10-11, copy attached).

TO CONSIDER:

The reinvigorating of this working party, from within the existing membership of the Board, to review the current funding model for PGT students, with a view to discussing potential membership and the remit of the group.

(d) Visit from the UK Border Agency

TO RECEIVE:

An oral report from the Chair on the recent visit of Mr Jeremy Oppenheim, Regional Director (North East, Yorkshire and the Humber), UK Border Agency, to the University.

5. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 16/10-11, copy attached).

6. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

7. Postgraduate Committee and the Students' Union

TO RECEIVE:

An oral report from the Education Officer.

8. Research Degree Qualification Rates (minute 35/09-10 refers)

TO RECEIVE:

A report on research degree qualification rates published by the Higher Education Funding Council for England (HEFCE) (paper BGS 17/10-11, previously circulated) with accompanying tables (paper BGS 18/10-11, previously circulated).

TO CONSIDER:

The HEFCE report on research degree qualification rates (paper BGS 17/10-11).

9. Postgraduate Taught Experience Survey (PTES) 2010 National Results

TO RECEIVE:

- (a) A paper setting out the results of the PTES survey at Warwick in 2010 (paper BGS 19/10-11, **revised copy attached**), noting that a paper setting out the results of the PTES survey at Warwick in 2009 (paper BGS 6/09-10) is available online;
- (b) A paper providing detailed breakdown of the PTES 2010 survey at Warwick by department (paper BGS 20/10-11, copy available online);
- (c) A report from the Higher Education Academy summarising the development, operation and findings of the second national survey in the UK of taught postgraduate students, PTES 2010 (paper BGS 21/10-11, copy available online);

TO CONSIDER:

A paper setting out the results of the PTES survey at Warwick in 2010 (paper BGS 19/10-11).

10. Membership of the European University Association – Council for Doctoral Education (EUA-CDE)

TO REPORT:

That the University has applied for membership of the European University Association – Council for Doctoral Education (EUA-CDE), noting that further information thereon is available at [www.eua.be/cde](http://www.eua.be/cde).

11. Nominations to the UK Council of Graduate Education (UKCGE) Executive Committee

TO RECEIVE:

A paper setting out the procedure for nominations to be made to three vacancies



on the Executive Committee of the UKCGE (paper BGS 22/10-11, previously circulated), noting that:

- (a) Hard copy nomination forms are available from the Assistant Registrar (Graduate School);
- (b) Nomination paperwork should be returned to the Assistant Registrar (Graduate School) by Friday, 12 December 2010 in order that all Warwick's nominations can be returned to UKCGE by the deadline of 20 December 2010.

12. New course proposals

A paper setting out recommendations for the approval of new courses (paper BGS 23/10-11, **copy attached**).

13. Revised course proposals

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 24/10-11, **copy attached**).

14. Any Other Business

15. Next meeting

TO REPORT:

That the next meeting of the Board is on Tuesday, 18 January 2011 in the Wolfson Research Exchange (Library).

AH/MM 15.11.10