

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at **2.00pm** on **Thursday, 24 November 2011** in the Council Chamber, University House.

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).

3rd 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 following corrections to the Minutes of the meeting of 11 October made subsequent to the meeting to correct factual inaccuracies, deletions ~~struck through~~, amendments underlined;

(a) Schedule of meetings of the Board

(...)

RESOLVED:

- (a) That meetings of the Board should ideally return to the original Tuesday (week 2) / Thursday (week ~~6~~ 7) schedule from the academic year 2012-13;

Minute 3/11-12

(b) Chair's Business

(...)

- (c) New mechanism for Warwick Collaborative Postgraduate Research Scholarships allocation

REPORTED:

(...)

- (ii) That ~~49~~ 14 new awards were made available for the academic year 2012/13 as a consequence of new funds being made available through FPSC, and HEIF;

Minute BGS 12(c)(ii)/11-12

TO CONSIDER:

The Minutes of the meeting of the Board held on 11 October 2011, amended as above (available online).

2. Matters Arising on the Minutes

(a) Membership of the Board 2011/2012 (minute 2/11-12 refers)

TO REPORT:

That, at its meeting on 31 October 2011, the Steering Committee, acting on behalf of the Senate, approved the appointment of Mr M Locane to serve on the Board as one of up to two co-opted students subject to the approval of the Senate (minute SC 87(a)/11-12 refers), noting that Mr Locane has been elected to serve as the Students' Union Postgraduate Forum Co-ordinator for 2011/12.

(b) Membership of Sub-Committees (minute 5/11-12 refers)

Graduate Awards and Nominations Sub-Committee

TO REPORT:

- (i) That Dr B Clift will serve as the member of the Board from the Faculty of Social Sciences;
- (ii) That the Faculty Graduate Studies Committees, at their last meetings, nominated the following to serve as Faculty scorers on the Graduate Awards and Nominations Sub-Committee:

(A) Faculty of Arts (minute AGSC 1(e)/11-12 refers)

- (1) Dr R Dias;
- (2) Professor N Eilan.

(B) Faculty of Medicine

- (1) Professor D Grammatopolous
- (2) Professor J Davey

(C) Faculty of Science (minute SGS 4(a)/11-12 refers)

- (1) Dr V Buchanan-Wollaston;
- (2) TBC.

(D) Faculty of Social Sciences (minute GFSS 6/11-12 refers)

- (1) Professor B Carter;
- (2) Professor P Poellner.

- (c) Nomination of Student Member on the University Research Ethics Committee (minute 7/11-12 refers)

TO REPORT:

- (i) That Students' Union identified a postgraduate student, Mr Lieberg, to serve as student member on the University Research Ethics Committee in 2011/12;
- (ii) That Mr S Ruston, nominated by the Board at its October meeting, supported this alteration, as the constitution of the University Research Ethics Committee expects the student representative to be a postgraduate student;
- (iii) That the Chair of the Board, acting on its behalf, subsequently took action to approve the nomination of Mr Lieberg to serve on the University Research Ethics Committee.

- (d) PGT Grade Descriptors and Award of Merits (minutes 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 refer)

TO REPORT:

That, at its meeting on 1 November 2011, the Academic Quality and Standards Committee considered a paper on the Award of Merit at Postgraduate Taught Level (paper AQSC 9/11-12) and resolved (draft unconfirmed minute AQSC 15/11-12 refers):

That the remaining revised examination conventions for PGT course, as set out in paper AQSC 9/11-12, be approved, noting that:

- (a) Conventions were still outstanding for two departments, but would be submitted for the consideration of the Committee as soon as possible;
- (b) The Chairs of the Committee and of the Board of Graduate Studies would take action, on behalf of their respective committees, to approve any outstanding conventions subsequent to the meeting.

- (e) Erasmus Mundus Call for Proposals (minutes 9(d)/11-12, 75(b)/10-11, 35(f)/10-11, 20(h)/10-11 and 10(c)/10-11 refer)

TO REPORT:

- (i) That, at its meeting on 11 October 2011, the Board recommended to the Academic Quality and Standards Committee that the recommendations made in the report from the Assistant Registrar (Teaching Quality), setting out proposed improvements to the planning process for potential future Erasmus Mundus bids (paper BGS 5/11-12), be adopted, it being noted that there remained scope for other HEIs to invite Warwick to enter into a consortium with them later than the proposed schedule indicated;
- (ii) That, at its meeting on 1 November 2011, the Academic Quality and Standards Committee considered the recommendation and resolved

that the process for approval of Erasmus Mundus applications for the 2011/12 funding cycle be approved (draft unconfirmed minute AQSC 4/11-12 refers).

- (f) University of Warwick-Open Society Institute Scholarship Allocation and Bid (minutes 9(f)/11-12 and 75(d)(vi)/10-11 refer)

TO REPORT:

That following an enquiry from the Assistant Registrar (Graduate School) on behalf of the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences seeking clarification of the rationale for the omissions of the LLM in International Development Law and Human Rights from the portfolio of eligible courses, the OSI has reconsidered its position and included this course in the portfolio of eligible courses for 2012/13 entry.

- (g) Progress toward Strategy Targets and Planning Business for 2011/2012 (minute 10/11-12 refers)

TO RECEIVE:

A copy of the PGR and PGT funding guides recently produced by the Project Officer (PGR Recruitment) (papers BGS 23/11-12 and 24/11-12, previously circulated).

3. Chair's Business

- (a) Departmental procedures

TO CONSIDER:

Observations from the Chair on evidence of a recent relaxation of departmental procedures including nomination of examiners, submission of Intention to Submit forms etc.

- (b) China Scholarships Council Funding

TO CONSIDER:

A paper from the Assistant Director (Institutional Relations) and the Senior Liaison Officer, International Office, on the agreement with the China Scholarships Council (paper BGS 25/11-12, previously circulated).

- (c) Update on AHRC BGP2 preparation

TO RECEIVE:

An oral report from the Chair relating to the current state of preparation for the submission in February 2012 of the University's AHRC Block Grant Partnership 2 bid.

(d) Directors of Graduate Studies Lunch

TO REPORT:

That the Autumn term meeting for Directors of Graduate Studies will take place on Tuesday 6 December 2011 at 12.30pm in the Council Chamber, University House.

4. New PGT and PGR Fee Levels

TO RECEIVE:

A report from the Head of Student Finance summarising the resolutions of the Fees Working Group relating to the new PGT and PGR fees to be introduced from autumn 2012 (paper BGS 37/11-12, previously circulated).

5. School of Health & Social Studies: Future Directions

TO CONSIDER;

A paper from Professor Croft, Pro Vice-Chancellor for Research (Arts & Social Sciences) on a consultation underway across the University relating to the future direction of SHSS (paper BGS 26/11-12, previously circulated).

6. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 27/11-12, previously circulated).

7. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

8. Postgraduate Forum and the Students' Union

TO RECEIVE:

An oral report from the Education Officer.

9. Report on the Postgraduate Open Day

TO RECEIVE:

A report from the Project Officer (PGR Recruitment) on the University's Postgraduate Open Day held on 16 November 2011 (paper BGS 28/11-12, previously circulated).

10. PGR Annual Report Forms

TO CONSIDER:

A report from the Secretary on annual report forms submitted by postgraduate research students on their experience over the last academic year (paper BGS 29/11-12, previously circulated).

11. Investigating Committee of the Senate (minute ICS 12/11-12 refers)

TO REPORT:

That the Investigating Committee of the Senate, which met on 18 October 2011, recommended to the Board that it consider procedures relating to the use of dictionaries in exams as set out in the Senate Examination and Degree Conventions, with the aim of making the procedure clearer.

TO CONSIDER:

Existing guidance relating to the use of dictionaries in examinations, it being noted that any proposals for amendment should be considered by the Board of Undergraduate Studies in relation to undergraduate examinations prior to recommendations being made to the Academic Quality & Standards Committee (paper BGS 30/11-12, previously circulated).

12. English Language Standards

(a) Concerns Reported by Investigating and Appeals Committees

TO REPORT:

That members of a Graduate Appeals Committee and a Investigating Committee of the Senate, considering cases of postgraduate students, have repeatedly commented on the poor level of English of students whose cases they deal with, for example a case of a student at Warwick Manufacturing group who gave the impression at the meeting that his understanding of the Committee proceedings was very limited, that he did not comprehend basic academic concepts and would require support and further guidance from the department with regard to what constituted good academic practice (minute ICS 66/10-11 refers).

TO CONSIDER:

Further means of supporting students for whom English is not their first language in order to enable them to enjoy their experience and ably navigate University procedures and regulations.

(b) Proposal to alter minimum score IELTS requirements

TO CONSIDER:

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 (paper BGS

38/11-12, previously circulated).

13. Use of Extenuating Circumstances as Grounds for Postgraduate Appeals

TO REPORT:

That members of a Preliminary Review Panel for graduate appeals recommended that departments with large international cohorts advise students more explicitly 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.

TO CONSIDER:

Mechanisms for clearly articulating this expectation to all students.

14. Thesis Submission Requirements

TO REPORT:

That examiners for a Science doctoral thesis 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 is carried out in teams and many theses will, for example, involve analysis of previously collected data.

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

TO REPORT:

A paper setting out the procedure for nominations to be made for three vacancies on the Executive Committee of the UKCGE (paper BGS 31/11-12, 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) as soon as possible in order that all Warwick's nominations can be returned to UKCGE by the deadline of 19 December 2011.

16. Developments in Undergraduate Education

TO RECEIVE:

Papers briefly summarising two developments in undergraduate education to be implemented from summer 2012, likely in due course to become requirements at postgraduate taught level;

- (a) The Higher Education Achievement Report (paper BGS 32/11-12, previously circulated); and
- (b) Key Information Sets (paper BGS 33/11-12, previously circulated).

17. **New course proposals**

A paper setting out recommendations for the approval of new courses (paper BGS 34/11-12, to be tabled).

18. **Revised course proposals**

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 35/11-12, to be tabled).

19. **Postgraduate Awards**

TO RECEIVE:

A list of approved Postgraduate Awards (paper BGS 36/11-12, previously circulated).

20. **Any Other Business**

21. **Next meeting**

TO REPORT:

That the next meeting of the Board is on **Monday, 16 January 2012** in the **Council Chamber**.