

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 9.30 on Thursday 22 November 2012 in the Council Chamber, University House.

K M 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, Kathryn Weir (kathryn.weir@warwick.ac.uk).

A G E N D A

1. Minutes of the last meeting

TO CONSIDER:

The Minutes of the meeting of the Board held on 10 October 2012 (available online).

2. Matters Arising on the Minutes

(a) Membership of the Board 2012/2013 (minute 2/12-13 refers)

TO REPORT:

- (i) That, at its meeting on 15 October 2012, the Steering Committee, acting on behalf of the Senate, approved the appointment of Professor Deborah Steinberg to serve on the Board of Graduate Studies as one of the representatives from the Faculty of Social Sciences as one of eight members of academic staff, two appointed by each of the Boards of the Faculties of Arts, Science, Medicine and Social Sciences, normally from amongst the members of the Graduate Studies Sub-Committees (SC minute 35 (c)/12-13 refers);
- (ii) That Mr J Entwistle, the Education Officer, would sit on the Board of Graduate Studies as the second co-opted student in addition to the Students' Union's Postgraduate Sabbatical Officer;
- (iii) That Dr S Rupani would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Medicine from amongst the departments in the Faculty;
- (iv) That Mr C Drake would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Science from amongst the departments in the Faculty;
- (v) That Ms O Salau would sit on the Board of Graduate Studies as the postgraduate student appointed by the Board of Faculty of Social

Sciences from amongst the departments in the Faculty.

(b) Membership of Sub-Committees (minute 5/12-13 refers).

Graduate Awards and Nominations Sub-Committee

TO REPORT:

- (i) That Dr A Cristea will serve as the member of the Board from the Faculty of Science;
- (ii) That the Faculty Graduate Studies Committees, at their last meetings, nominated the following to serve as Faculty Selectors on the Graduate Awards and Nominations Sub-Committee:

(A) Faculty of Arts

- (1) TBC;
- (2) TBC.

(B) Faculty of Medicine

- (1) Professor G Hartshorne;
- (2) Professor J Davey.

(C) Faculty of Science

- (1) Dr K Neailey;
- (2) TBC.

(D) Faculty of Social Sciences

- (1) Professor P Poellner;
- (2) TBC.

(c) Nomination of student member on the University Research Ethics Committee (minute 7/12-13)

TO REPORT:

- (i) That Students' Union supported the re-appointment of Mr Lieberg to serve as student member on the University Research Ethics Committee in 2012/13;
- (ii) 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) PGR Annual Reports

TO REPORT:

That Directors of Graduate Studies have been provided with a list of supervisors within their department who have not yet gained access to e-Vision and those who have gained access but have not yet completed their sections of students' annual report forms.

3. Chair's Business

- (a) Summer recall of library books from PG students.
- (b) Fee structures for visiting postgraduate research students from strategic global partner institutions.
- (c) Update on Monash-Warwick Joint PhD.
- (d) Update on Scholarships Competition Reform.

4. Reports from the Chairs of the Graduate Studies Committees

TO RECEIVE:

Oral reports from the Chairs of the Graduate Studies Committees.

5. Postgraduate Forum and the Students' Union

TO RECEIVE:

An oral report from the Postgraduate Officer.

6. Progress towards Strategy Targets and Planning Business for 2012/2013

TO RECEIVE:

An oral report from the Chair of the Board discussing the current position on entry requirements for postgraduate study at Warwick.

7. Postgraduate students undertaking undergraduate modules

TO CONSIDER:

A paper from the Assistant Registrar (Graduate School) proposing an amendment to assessment methods for postgraduate students taking undergraduate modules (paper BGS 24/12-13, copy attached).

8. Plagiarism cases resulting in an award of a lower degree

TO CONSIDER:

A paper from the Assistant Registrar (Graduate School) on departmental policy for

the referral of plagiarism cases to the Investigating Committee of the Senate (paper BGS 25/12-13, copy attached).

9. External Examiners' Reports

TO CONSIDER:

A paper from the Assistant Registrar (Graduate School) and the Administrative Officer (Exams) on the non-submission of external examiners' reports (paper BGS 26/12-13, copy attached).

10. Pass Mark on Integrated Undergraduate Master's Degrees

TO CONSIDER:

A paper from the Deputy Academic Registrar proposing an amendment to the pass mark for Integrated Undergraduate Master's Degrees to bring this in line with that for stand-alone Masters Degrees (paper BGS 27/12-13, to follow).

11. Student recruitment from Chinese universities and application deadlines

TO CONSIDER:

A paper from the Senior Assistant Registrar (Postgraduate Admissions) (paper BGS 28/12-13, to follow), on the following areas:

- (i) The breakdown of current students recruited from Chinese universities and the potential impact for the University in limiting recruitment from lower tiers;
- (ii) Application deadlines and visa processing times.

12. Review of course approval process

TO CONSIDER:

A paper from the Assistant Registrar (Teaching Quality) and Senior Assistant Registrar (Teaching Quality) on the on-going review of course approval processes (paper AQSC.24/12-13, copy attached).

13. Risk Assessment

TO CONSIDER:

A paper from the Senior Assistant Registrar (Governance and Risk) on risk identification and assessment within the scope of the Board's Terms of Reference (paper BGS 29/12-13, copy attached).

14. Warwick Student Community Statement. (Minute 106/11-12 refers)

TO RECEIVE:

The finalised Warwick Student Community Statement, approved by the Senate/Vice-Chancellor (paper AQSC.101(revised 3)/11-12, available online).

15. Learning & Teaching Strategy, (Minute 107/11-12 refers)

TO RECEIVE:

The finalised University Learning & Teaching Strategy for 2012-2017 (paper S.3/12-13, available online).

16. Ramadan and Postgraduate Taught Examinations

TO RECEIVE:

A paper from the Assistant Registrar (Examinations) on the potential implication of Ramadan coinciding with standard University examination periods (paper BGS 30/12-13, copy attached).

17. Student Assignment Management: Electronic Plagiarism Declaration

TO CONSIDER:

A paper from the Chair of the Board of Undergraduate Studies on a proposed Electronic Plagiarism Declaration for student assignment management (paper BGS 31/12-13, copy attached).

18. New Course Proposal

Centre for Interdisciplinary Methodologies

MA Digital Studies

TO CONSIDER:

A proposal from the Centre for Interdisciplinary Methodologies to introduce an 'MA Digital Studies', comprising;

- (i) Course proposal form (paper BGS 32/12-13, copy attached);
- (ii) Part two of course proposal form (academic fees and resources) (paper BGS 33/12-13, copy attached);
- (iii) Course specification (BGS 34/12-13, copy attached);
- (iv) Exam Board conventions (BGS 35/12-13, copy attached);
- (v) Memo from Director of Centre for Interdisciplinary Methodologies (BGS 36/12-13, copy attached);
- (vi) Letter of support (BGS 37/12-13, copy attached).

19. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 38/12-13, to be tabled).

20. New course proposals

A paper setting out recommendations for the approval of new courses (paper BGS 39/12-13, to follow).

21. Revised course proposals

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 40/12-13, to follow).

22. Postgraduate Awards

TO RECEIVE:

A list of approved Postgraduate Awards (paper BGS 41/12-13, to be tabled).

23. Any Other Business

24. Next meeting

TO REPORT:

That the next meeting of the Board is on Tuesday 15 January, 9.30am, in the Council Chamber.

HRWS/DP/KW 22.11.12

Records & Finance/BGS/2012-13/2012.10.XX/BGS AGENDA November 12