

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 2.00pm on Wednesday, 13 October 2010 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).

A G E N D A

1. Terms of Reference

TO CONSIDER:

A proposal that the terms of reference of the Board be amended as follows (insertions underlined, ~~deletions struck through~~):

- (a) To regulate the admission of all graduate students and, subject to the Regulations Governing Taught Postgraduate Degrees and the Regulations Governing Research Degrees, the initial conditions of registration and any change of these conditions;
- (b) To make recommendations to the Senate, via the Academic Quality and Standards Committee, after consultation with the Faculty Boards, Departments and Graduate Studies Committees, if appropriate, on all matters to do with graduate study in the University;
- (c) To make recommendations on the appropriate provision of academic resources and social facilities for postgraduate students in the University;
- (d) To make awards partly or wholly established from University funds to graduate students and to nominate students for postgraduate awards made by external bodies;
- (e) To advise the Senate, via the Academic Quality and Standards Committee, on any general or specific strategic considerations regarding postgraduate study or research in the University;
- (f) To review ~~periodically~~ all postgraduate courses in the University as required;
- (g) To scrutinise all new postgraduate degree and course proposals and recommend approval to the Senate via the Academic Quality and Standards Committee;
- (h) To advise the Academic Quality and Standards Committee on matters relating to examinations for postgraduate degrees;
- (i) To advise the Academic Quality and Standards Committee on the role of

internal and external examiners for postgraduate degrees;

- (j) ~~To report to the Academic Quality and Standards Committee annually on the issues raised in reports by external examiners~~ To consider external examiner's reports, annual course reviews, strategic departmental review reports and Student Staff Liaison Committee reports, to intervene with departments where issues arise and to advise the Academic Quality and Standards Committee on substantive issues of concern;
- (k) To consider requests for variations to the AP(C/E)L policy, referring to the Academic Quality and Standards Committee where matters of principle arise.

2. Membership of the Board 2010/2011

TO REPORT:

That the membership of the Board for 2010/11 is as set out in paper BGS 1/10-11 (copy attached).

3. Freedom of Information Act: Publication Scheme

TO REPORT:

- (a) That the University commits to publishing the minutes, agendas and non-reserved business of University bodies and committees on the University website, as part of its Publication Scheme under the Freedom of Information Act 2000;
- (b) That members of the Board are reminded that minutes of Board meetings will be published in this way.

4. Membership of Sub-Committees

Graduate Awards and Nominations Sub-Committee

TO CONSIDER:

The election of representatives to the Graduate Awards and Nominations Sub-Committee, noting that the formal membership is as follows:

- (a) The Chair of the Board as the Chair;
- (b) The Chairs of the Graduate Studies Committees of the Boards of the Faculties of Arts, Medicine, Science and Social Sciences;
- (c) Four members of the Board, one from each of the Faculties:
Faculty of Arts
Faculty of Medicine
Faculty of Science
Faculty of Social Sciences;

With the additional representation of the following in determining awards to be made by the University:

- (d) Eight Faculty selectors, two from each of the Faculties:
 - Faculty of Arts
 - Faculty of Medicine
 - Faculty of Science
 - Faculty of Social Sciences.

5. Nomination for Membership of the Board of Undergraduate Studies

TO CONSIDER:

The nomination of a representative of the Board to serve on the Board of Undergraduate Studies.

6. Nomination of Student Member on the University Research Ethics Committee

TO REPORT:

That the Chair had approved for recommendation to the Council that Mr Sean Ruston, the Students' Union Education Officer for 2010/11, will serve as the student member on the University Research Ethics Committee.

7. Planning Business for 2010/2011

TO CONSIDER:

- (a) An update from the Secretary setting out progress made towards the Vision 2015 targets (paper BGS 2/10-11, copy attached);
- (b) A paper from the Chair setting out the main objectives of the Board over the coming year (paper BGS 3/10-11, to follow).

8. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 10 June 2010 (available online).

9. Matters arising on the Minutes

- (a) ESRC DTC Application (minutes 112/09-10, 88/09-10, 54(d)/09-10 and 44(d)/09-10 refer)

TO REPORT:

- (i) That the University submitted an application for accreditation as an ESRC Doctoral Training Centre (DTC) in March this year, expecting to learn the outcome of the application for accreditation in July and

the number of allocated studentships shortly thereafter;

- (ii) That the ESRC notified the University over the summer that the decision on accreditation and the allocation of studentships had been delayed, with the latter only to be announced following the Comprehensive Spending Review;
 - (iii) That the University was subsequently informed at the end of August that the decision on *both* accreditation and allocation of studentships had been rescheduled until the outcome of the Comprehensive Spending Review was known;
 - (iv) That in response to the ESRC's statement that it might be necessary to review the relationship between accreditation and the allocation of studentships, which might involve a tightening of the accreditation criteria, the Vice-Chancellor wrote to the ESRC to express the University's concern;
 - (v) That in mid September, the ESRC asked the University for further evidence in support of its application to inform the final decision on accreditation and allocation and that this was supplied to the ESRC at the end of September.
- (b) Changes to administration of the Arts and Humanities Research Council Block Grant Partnership

TO REPORT:

With effect from 1 October 2010, the AHRC made significant changes to the financial administration of its Block Grant Partnership, specifically to the Research Training Support Grant (RTSG), noting the following:

- (i) The AHRC will provide the University with an RTSG to cover the costs of study visits and conference attendance for AHRC-funded doctoral students, which will be administered by the Graduate School. The money being made available is very limited and it will no longer be possible to fund every application for a study visit or conference attendance;
- (ii) Students seeking RTSG support will be required to apply to the Graduate School, explaining why their proposed study visit or conference attendance is essential to their PhD. Applications will be considered by a selection committee to be chaired by the Chair of the Board of Graduate Studies or her nominee;
- (iii) Given the timing of the introduction of the RTSG, the Graduate School is likely - exceptionally and this year only - to allow retrospective applications from students who have already made plans and submitted applications for trips this autumn (1 October -31 December 2010);
- (iv) Departments have been asked to consider how they might support AHRC doctoral award-holders who do not receive RTSG funding, particularly those who are currently enrolled and who might have

been expecting AHRC funding for study visits or conference attendance.

- (c) An Update on Postgraduate Scholarships (minute 106/09-10 refers)

TO RECEIVE:

A report from the Assistant Registrar (Graduate School) giving an update on the administration of Postgraduate Scholarships (paper BGS 4/10-11, copy attached).

- (d) Centre for Student Careers and Skills' Consultation on the Research Students Skills Programme (minute 113/09-10 refers)

TO RECEIVE:

An oral update from the Head of Student Development on the June-July consultation exercise undertaken by the Centre for Student Careers and Skills on the realised and potential development needs of postgraduate research students at the University of Warwick and presentation of the re-designed programme.

- (e) Roberts Funding

TO REPORT:

- (i) That the last Roberts payment is due later this month (October 2010), thus effectively halving the funding for this year as previously two payments have been received each year. Plans are finalised for the 10/11 central postgraduate research skills programme, based upon the consultation exercise undertaken in late 09/10. The remaining Roberts funds are supporting faculty-specific skills programmes as well as the central programme for this academic year. In addition to the Student Development staff within Student Careers and Skills, Roberts funding also supports staff delivering teacher training, careers guidance, employer liaison, e-learning, and information provision/statistical analysis;
- (ii) That the Comprehensive Spending Review is scheduled for 20 October 2010, and until the outcomes are known and fully understood, the University is not in a position to plan with any certainty for postgraduate researcher development from 11/12 onwards.

- (f) Postgraduate Research Annual Report Process (minute 82/09-10 refers)

TO REPORT:

That as a result of a technical problem identified by Tribal, the provider of our student record system (SITS), automation of the generation and processing of postgraduate research student Annual Report Forms has been delayed. The Graduate School is working closely with Tribal and colleagues in the Management Information and Planning team to resolve the technical problem. As a result, however, the 'old' Annual Report Form was sent out via email in July to ensure that students' experience during

2009-10 was captured and a report thereon will be prepared for the next meeting of the Board.

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

TO RECEIVE:

An oral report from the Chair on the implementation of the new four-year PhD registration period.

10. Chair's Business

- (a) Fulbright-Warwick and Warwick Marshal Scholarships

TO REPORT:

That the Fulbright-Warwick Scholarship and Warwick Marshall Scholarship were both awarded for the first time, noting that the winners were both embarking on Master's courses at the University in 2010-11.

- (b) New International Scholarship Programme (minutes SC 10/10-11 and SC 713/09-10 refer)

TO REPORT:

- (i) That at its meeting on 26 July 2010 the Steering Committee approved the establishment of a new central scholarships fund to support the University's commitment towards Global Widening Participation.
- (ii) That at its meeting on 4 October 2010, the Steering Committee considered and approved:
- (A) The proposal that the new central scholarships fund be targeted at international PGR students, with the possibility of a 1+3 model being introduced in later years of the scheme;
 - (B) The proposal that Option 1 for the structure of the scheme be adopted;
 - (C) The proposal that, should there be funds in excess of the awards to be offered in any one year of the scheme due to a higher-than-estimated proportion of Band 1 awards being made, these funds be used as top-up awards for international WPRS recipients who would otherwise only have their fees covered at the Home/EU rate;
 - (D) The proposal that the new scholarships fund be run alongside existing scholarship schemes such as WPRS, adopting the same selection and admission procedures but maintaining distinct identities as different scholarship offerings, but that a wider review of the University's overall financial aid provision be undertaken in the medium to longer term with a view to

streamlining and optimising the University's entire range of student support;

- (E) An appropriate nomenclature for the new scholarships scheme;
- (F) The proposal that the new scholarships fund be administered through the Graduate School;
- (iii) The Finance and General Purposes Committee at its meeting on 5 October 2010 confirmed the proposed new scholarships budget.

Note: The administration of the new international scholarship scheme is discussed further above under item 9(c).

- (c) Erasmus Mundus applications submitted in 2009-10 (minute 77(b)/09-10 refers)

TO REPORT:

That the following three Erasmus Mundus applications submitted to the European Commission in April had been unsuccessful:

- (i) Warwick Business School: MA in International and European Employment Relations;
- (ii) Complexity Science: PhD in Complex Systems;
- (iii) School of Engineering: PhD in Chemical Engineering.
- (d) PGR Recruitment Activities

TO RECEIVE:

A paper on recent and forthcoming Postgraduate Research recruitment activities (paper BGS 5/10-11, copy attached).

- (e) Directors of Graduate Studies' Lunch

TO REPORT:

That the Autumn term meeting for Directors of Graduate Studies will take place on 25 November 2010 at 12.30pm in the Council Chamber.

11. References for Applications to Postgraduate Study

TO RECEIVE:

A report from the Assistant Registrar (Postgraduate Admissions) on reference requirements for applications to postgraduate study (paper BGS 6/10-11, copy attached).

12. New Course Proposals

(a) MSc in Science, Media and Public Policy

TO CONSIDER:

A request from the Department of Sociology for an in principle approval of a new MSc course in Science, Media and Public Policy (paper BGS 7/10-11, copy attached).

(b) MSc in Accounting and Finance

TO CONSIDER:

A request from Warwick Business School for an in principle approval of a new MSc course in Accounting and Finance (paper BGS 8/10-11, copy attached).

13. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 9/10-11, copy attached).

14. Postgraduate Committee and Students' Union

TO RECEIVE:

An oral report from the Education Officer.

15. Graduate School Newsletters

TO RECEIVE:

The Summer 2010 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 10/10-11, previously circulated).

16. Any Other Business

17. Next meeting

TO REPORT:

That the next meeting of the Board is on **Thursday 18 November 2009** at 2pm in the Wolfson Research Exange.