

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at **2.00pm** on **Tuesday, 11 October 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).

A G E N D A

1. Terms of Reference

TO REPORT:

That the terms of reference of the Board are as follows:

- (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 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 consider external examiners' 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.

TO CONSIDER:

A paper from the Secretary on the Terms of Reference of the Board (paper BGS 1/11-12, copy attached).

2. Membership of the Board 2011/2012

TO REPORT:

That the membership of the Board for 2011/12 is as set out in paper BGS 2/11-12 (copy attached).

3. Schedule of meetings of the Board

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2011-12:

Thursday 24 November 2011 at 2pm in the Council Chamber, University House;
Monday 16 January 2012 at 2pm the Council Chamber, University House;
Friday 24 February 2012 at 10.30am in the Council Chamber, University House;
Thursday 3 May 2012 at 2pm in the Council Chamber, University House;
Thursday 7 June 2012 at 2pm in the Council Chamber, University House.

TO CONSIDER:

The desirability of moving to a regular schedule of morning meetings from the academic year 2012-13.

4. 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.

5. 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.

6. 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.

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

TO CONSIDER:

The nomination of a student member of the Board to serve on the University Research Ethics Committee.

8. Minutes of the last meeting

TO CONSIDER:

The Minutes of the meeting of the Board held on 9 June 2011 (copy attached).

9. Matters Arising on the Minutes

- (a) PGT Grade Descriptors and Award of Merits (minutes 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 the members of the Board were invited to vote between 30 June and 8 July 2011 on the institutional level for the Award of Merit, noting that:

- (i) 13 members of the Board were in favour of setting the level for the Award of Merit at 65%;
- (ii) 6 members of the Board were in favour of setting the level of the Award of Merit at 60%;
- (iii) 4 members of the Board abstained.

TO RECEIVE:

A paper from the Deputy Academic Registrar on the examination conventions for Master's courses amended to reflect the Award of Merit (paper S.3/11-12, copy attached) considered by the Senate at its meeting on 5 October 2011.

- (b) Research Students Skills Provision and Training (minutes 87(c)/10-11, 35(d)/10-11, 20(f)/10-11 and 9(d)/10-11 refer)

TO RECEIVE:

An oral report from the Chair regarding the proportion of the £200 PGR fee increase to be earmarked for research students' skills provision and training.

- (c) New Dedicated Postgraduate Space: Coventry House (minutes 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 developments concerning the new postgraduate space in Coventry House.

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

TO REPORT:

That the University has been notified that none of the three bids submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University had been successful.

TO CONSIDER:

A 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, copy attached).

- (e) Parking Fees for PGR Students (minutes 74(e)/10-11, 54(i)/10-11 and 51/10-11 refer)

TO RECEIVE:

An oral report from the Chair on the issue of campus parking fees for PGR students.

- (f) University of Warwick: Open Society Institute Scholarship Allocation and Bid (minute 75(d)(vi)/10-11 refers)

TO REPORT:

- (i) That the Open Society Foundation (OSF) will continue to provide scholarships for the 2012/2013 cohort of up to eight applicants from Kazakhstan, Mongolia, Belarus and Moldova, noting that eligible courses include the MA in Creative and Media Enterprises; MA in Global Media and Communications; MA in International Cultural Policy and Management; MA in Gender and International Development; and MA in Social Research;
- (ii) That whilst the number of scholarships is at the same level as previous years, there are a reduced number of eligible courses and Georgia is no longer included in this programme;
- (iii) That the OSF confirmed that they are unable to support Warwick bid for PhD scholarships, citing the OFS's 'transition in terms of its goals and strategies and more detailed formulation of our engagement in the region'.

10. Progress toward Strategy Targets and Planning Business for 2011/2012

TO CONSIDER:

- (a) A paper from the Chair setting out the strategic priorities of the Board over the coming year (paper BGS 3/11-12, copy attached);
- (b) A paper from the Secretary setting out progress towards the Vision 2015 target of doubling PGR numbers (paper BGS 4/11-12, copy attached).

11. Postgraduate Recruitment

TO CONSIDER:

- (a) 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, copy attached).
- (b) A paper from the Secretary and the Project Officer (PGR Recruitment) on the outcomes of the PGR Strategic Branding Workshop of 8 September 2011 (paper BGS 17/11-12, copy attached).

12. Chair's Business

- (a) Learning & Teaching Review
- (b) Student Population Working Group
- (c) New mechanism for Warwick Collaborative Postgraduate Research Scholarships allocation
- (d) Wolfson, HEIF & DARO funding news

13. Complaints Committee (minute CC 7(I)/10-11 refers)

TO REPORT:

- (a) That the Complaints Committee, which met on 15 June 2011, recommended to the Board that it consider identifying principles of good practice for the supervision of postgraduate taught dissertations or projects, including the allocation of supervisors, for subsequent dissemination to departments;
- (b) That the Institutional Review which is to take place in Autumn term is being used to collate information on existing practice with the view to identifying principles of good practice and reporting back to the Board.

14. Postgraduate Research Experience Survey (PRES) 2011 and Postgraduate Taught Experience Survey (PTES) 2011 (minute 83/10-11 refers)

TO RECEIVE:

- (a) A detailed analysis of Warwick PRES 2011 results (paper BGS 6/11-12, copy attached);
- (b) Detailed Warwick PRES 2011 results with the Russell Group aggregate results benchmark (paper BGS 7/11-12, copy attached);
- (c) Higher Education Academy's *PRES 2011 Results* national report (paper BGS 8/11-12, available online), an executive summary of the report (paper BGS 9/11-12, copy attached) and the Headline Results report (paper BGS 10/11-12, available online);
- (d) A detailed analysis of Warwick PTES 2011 results (paper BGS 11/11-12, copy attached);
- (e) Detailed Warwick PTES 2011 results with the Russell Group aggregate results benchmark (paper BGS 12/11-12, copy attached);
- (f) Higher Education Academy's *PTES 2011 Results* national report (paper BGS 13/11-12, available online), an executive summary of the report (paper BGS 14/11-12, copy attached) and the Headline Results report (paper BGS 15/11-12, available online).

15. UUK-GuildHE Review of External Examining Arrangements (minutes AQSC 93(b)/10-11 and 82/10-11 refer)

TO REPORT:

- (a) That the Academic Quality and Standards Committee (AQSC), at its meeting on 19 May 2011, considered:
 - (i) The final report and recommendations from the UUK review of external examining arrangements in universities and colleges in the UK (paper SC.419/10-11);
 - (ii) A paper from the Secretary on potential changes in response to the recommendations (paper AQSC 57/10-11).

and resolved (*inter alia*) that the recommendation to make external examiners reports available to students be further considered at the Boards

of Undergraduate and Graduate Studies, noting that the report on changes to the Academic Infrastructure (following the recent consultation considered by the Committee) was expected to be published shortly;

- (b) That the Steering Committee, at its meeting on 22 August 2011, approved a robust response to the QAA on its consultation on the section of the new Quality Code for HE on External Examining indicating that it was not supportive of the identity of Externals being made public.

16. Fulbright Summer School

TO CONSIDER:

A call for Warwick to develop a Fulbright Summer School (paper BGS 18/11-12, copy attached), together with an oral report from the Chair.

17. Reporting to the Higher Education Funding Council for England (HEFCE)

TO REPORT:

That HEFCE no longer requires separate report from the University on PGR students and will be using University submission to the Higher Education Statistics Agency (HESA) instead.

18. Life Sciences BBSRC Doctoral Training Partnership bid (minutes SC 872/10-11 and 845/10-11 refer)

TO REPORT:

- (a) That the University, as lead partner of a consortium with the University of Birmingham and the University of Leicester, submitted a bid to the BBSRC for a Doctoral Training Partnership by the deadline of 15 September 2011;
- (b) That, as lead partner, the University would undertake the administrative processes and provide initial student training in the first year of study;
- (c) That administrative costs were not fundable through the BBSRC DTP programme, and that the BBSRC expected a matched funding contribution from institutions;
- (d) That the DTP could expect to be awarded 40 to 50 PhDs overall, and that awards were being more selectively restricted to those institutions which could provide appropriate infrastructure to support the research training environment.

19. AHRC BGP 2

TO CONSIDER:

Preparations for the University's submission under the AHRC BGP2 call, see <http://www.ahrc.ac.uk/FundingOpportunities/Pages/BGP2ExpressionsInterest.aspx>, together with copies of slides from the recent BGP2 Town meeting held on 14 September 2011 (papers BGS 19-20/11-12, copies attached).

20. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 21/11-12, to be tabled).

21. Postgraduate Forum and the Students' Union

TO RECEIVE:

An oral report from the Education Officer.

22. Graduate School Newsletter

TO RECEIVE:

The Summer 2011 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 22/11-12, previously circulated).

23. Any Other Business

HRWS/MM 06.10.11

Records & Finance/BGS/2011-12/2011.10.11/BGS AGENDA October 11