

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 9.30 on Wednesday 10 October 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. 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.

2. Membership of the Board 2012/2013

TO REPORT:

That the membership of the Board for 2012/13 is as set out in paper BGS 1/12-13 (copy attached).

3. Schedule of meetings of the Board

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2012-13:

22 November 2012 at 9.15am in the Council Chamber, University House;
 15 January 2013 at 9.15am the Council Chamber, University House;
 19 February 2013 at 9.15am in the Council Chamber, University House;
 2 May 2013 at 9.15am in the Council Chamber, University House;
 6 June 2013 at 9.15am in the Council Chamber, University House.

4. Terms of Reference of the Graduate Awards and Nominations Sub-Committee

TO REPORT:

That Professor Labbe has taken Chair's Action on behalf of the Board to approve the terms of reference of the Graduate Awards and Nominations Sub-Committee board as follows:

- (a) To exercise delegated authority on behalf of the Board of Graduate Studies to award scholarships via centrally administered competitions to the most academically able applicants and students for postgraduate taught and research degrees;
- (b) To contribute towards the ranking and scoring of applications to scholarship competitions not administered via central competitions;
- (c) To review the operation and criteria for postgraduate scholarship competitions on an annual basis and make recommendations to the Board of Graduate Studies regarding changes, where appropriate;
- (d) To secure the integrity and probity of the award of postgraduate scholarships at Warwick;
- (e) To respond to University directives concerning the awarding of University funds and advise the Board of Graduate Studies accordingly.

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 Faculty Selectors (not Committee members) in determining awards to be made by the University, two from each Faculty:

- (d) 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. Change to Board Secretariat

TO REPORT:

That Dan Pearson, Assistant Registrar (Graduate School) will act as Secretary to the Board with effect from October 2012.

9. 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.

10. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 7 June 2012 (copy attached).

11. Matters Arising on the Minutes

- (a) Extenuating circumstances, (Minutes 60(d) and 36/11-12 refer)

TO RECEIVE:

The text agreed by Board members subsequent to the last meeting, for inclusion in online departmental handbooks, (paper BGS 2/12-13, copy attached).

- (b) Summer vacation supervision for taught postgraduates, (Minute 48/09-10 refers)

TO CONSIDER:

A paper from the Secretary summarising feedback from academic departments on the levels of supervision and support provided to taught postgraduate students during the summer vacation dissertation/project phase of a master's course, (paper BGS 3/12-13, copy attached).

- (c) Consideration of External Examiners' reports, (Minute 103/11-12 refers)

TO REPORT:

That the AQSC, at its meeting on 7 June, considered the recommendation from the Board that the relevance of the annual consideration of the external examiners' reports for postgraduate taught programmes by the Board of Graduate Studies be reviewed, noting that due to timing of meetings of Boards of Examiners, submission of external examiners' reports and departmental responses, the Board was considering reports after up to a year's delay and resolved that the Teaching Quality team develop proposals with the Graduate School for an alternative mechanism for reviewing postgraduate taught External Examiners' reports.

- (d) UK Quality Code for Higher Education: Record Keeping of PGR Supervision (Minute 81/11-12 refers)

TO REPORT:

That at its meeting held on 3 May 2012, the Board considered a paper from the Secretary focussing on departmental record keeping of PGR supervision and resolved that a more comprehensive insight into departmental practice concerning the frequency of supervision and quality of record keeping be undertaken as recommended in paper BGS 87/11-12.

TO CONSIDER:

A paper from the Deputy Academic Registrar setting out the results of a review of departmental practice and issues arising, (paper BGS 4/12-13, copy attached).

12. Progress toward Strategy Targets and Planning Business for 2012/2013

TO CONSIDER:

- (a) A paper from the Chair setting out the strategic priorities of the Board over the coming year (paper BGS 5/12-13, copy attached);
- (b) A paper from the Deputy Academic Registrar setting out progress towards the Vision 2015 target of doubling PGR numbers (paper BGS 6/12-13, copy attached).
- (c) An oral report from the Chair of the Board discussing the current position on entry requirements for postgraduate study at Warwick.
- (d) A paper from the Deputy Academic Registrar on the achievement of balanced cohorts on postgraduate taught courses, (paper BGS 7/12-13, copy attached).

13. Postgraduate Recruitment

TO CONSIDER:

- (a) A report from the Director of the Student Admissions and Recruitment Office on postgraduate student recruitment numbers for the 2012-13 academic year (paper BGS 8/12-13, copy attached).
- (b) A copy of the substantially revised Postgraduate Prospectus for 2012, (paper BGS 9/12-13, copy attached).

14. Chair's Business

- (a) AHRC BGP 2
- (b) PGR scholarship nomination quotas for DTCs (Minute 96(d)/-11-12 referred)
- (c) DGS induction/refresher session, 24 October 2012.
- (d) Summer recall of library books from PG students.
- (e) Postgraduate Conference, 21 November 2012.

- (f) Fee structures for visiting postgraduate research students from strategic global partner institutions.
 - (g) Outcome of funding bids in 2012 (paper BGS 10/12-13, to follow)
 - (h) Fulbright Summer Institute
 - (i) Fulbright Administrator Seminar
15. Warwick Portfolio
- TO CONSIDER:
- A report from the Head of Student Development on progress with the development and launch of the Warwick Portfolio, (paper BGS 11/12-13, copy attached).
16. Postgraduate Taught Experience Survey (PTES) 2012
- TO RECEIVE:
- (a) A detailed analysis of Warwick PTES 2012 results (paper BGS 12/12-13, copy attached);
 - (b) Detailed Warwick PTES 2012 results with the Russell Group aggregate results benchmark (paper BGS 13/12-13, copy attached);
 - (c) PTES 2012 Report (paper BGS 14/12-13, copy attached).
17. Postgraduate Student Residential Accommodation Strategy
- A paper from the Deputy Academic Registrar on issues raised at the PGR Recruitment Group relating to the University's current postgraduate student residential accommodation strategy, (paper BGS 15/12-13, copy attached).
18. Interim PGT Exam Boards
- TO CONSIDER:
- A paper from the Deputy Academic Registrar proposing the establishment of interim Taught Postgraduate Boards of Examiners in order to comply with UKBA reporting requirements, (paper BGS 16/12-13, copy attached).
19. PGR Annual Review
- TO CONSIDER:
- A paper from the Assistant Secretary providing an update on progress with the implementation of the electronic annual report form mechanism, (paper BGS 17/12-13, copy attached).
20. Risk Assessment

TO REPORT:

That the Board, at its meeting held on 7 June 2012, considered a paper from the Senior Assistant Registrar (Governance, Risk and Business Continuity) and resolved that risk identification and assessment be considered by the Board as a standing item on a termly basis and be an element of consideration of all proposals before the Board.

21. OIA Annual Letter

TO RECEIVE:

The OIA's Annual Letter, outlining the number of complaint and appeals considered by the OIA in the last year (paper BGS 18/12-13, copy attached).

22. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 19/12-13, to be tabled).

23. Postgraduate Forum and the Students' Union

TO RECEIVE:

An oral report from the Education Officer.

24. Monash/Warwick joint PhD handbook

TO RECEIVE:

A copy of the handbook developed over the summer vacation for joint Warwick/Monash doctoral courses, (paper BGS 20/12-13, copy attached).

25. Postgraduate Admissions Statement

TO RECEIVE:

A revised Postgraduate Admissions Statement from the Senior Assistant Registrar (Postgraduate Admissions), (paper BGS 21/12-13, copy attached).

26. Graduate School Newsletter

TO RECEIVE:

The Summer 2012 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 22/12-13, previously circulated and available at http://www2.warwick.ac.uk/services/academicoffice/gsp/warwick_staff/newsletters/newsletter-0712-copy/).

27. New Course Proposal

Department of Economics

MRes in Economics

TO CONSIDER:

A proposal from the Department of Economics to introduce an 'MRes in Economics', as set out in paper BGS 23/12-13 (copy attached).

28. Any Other Business

HRWS/DP/KW 01.10.12

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