

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Tuesday 15 January 2013.

Present: Professor J Labbe (Chair), Professor R Aldrich, Dr C Bilton, Ms A Chowcat, Dr A Cristea, Dr A Dowd, Mr C Drake, Professor R Earle, Professor F Griffiths, Dr J Kidd, Professor D Leadley, Professor R Napier, Professor J Neelands, Professor D Steinberg, Ms A Stewart, Dr P Taylor, Ms N Tosun, Dr J Vickery, Professor M Wills.

Apologies: Professor S Brammer, Ms J Cooper, Dr R Dias, Mr J Entwistle, Ms Z Kristensen, Mr D Leggett, Dr J Parkinson, Dr A Phillips, Ms O Salau.

In attendance: Mr M Lammertsma (for item 46-48/12-13), Mr D Pearson, Ms K Weir.

53/12-13 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 22 November 2012, noting that minute 47(a)(i)/12-13 (Revision of MA in Globalisation and Development and MA in Politics, Politics and International Studies) should have appeared under the Faculty of Social Sciences at 47(b)/12-13.

RESOLVED:

That the minutes of the meeting of the Board held on 22 November 2012, amended as above, be approved.

54/12-13 Matters Arising on the Minutes

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

REPORTED:

That, at its meeting on 19 November 2012, the Steering Committee, acting on behalf of the Senate, approved the appointment of Dr John Parkinson, Director of Graduate Studies for Politics and International Studies, as one of four co-opted members of academic staff to serve on the Board (SC minute 117/12-13 referred).

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

Graduate Awards and Nominations Sub-Committee

REPORTED:

- (i) That the Chair of the Graduate Studies Committee of the Faculty of Science, acting on its behalf, had approved the nomination of Dr Mark Leeson to serve as the other selector for the Faculty of Science on the Graduate Awards and Nominations Sub-Committee;

- (ii) That the Chair of the Graduate Studies Committee of the Faculty of Social Sciences, acting on its behalf, had approved the nomination of Dr Keith Richards to serve as the other selector for the Faculty of Social Sciences on the Graduate Awards and Nominations Sub-Committee;
 - (iii) That the Chair of the Board had approved the appointment of Professor Jonothan Neelands to serve as the member of the Board from the Faculty of Social Sciences.
- (c) Application deadlines

REPORTED:

- (i) That in line with the resolution reached at the last meeting of the Board, members had been invited to vote on the issue of setting a deadline for postgraduate applications;
- (ii) That the results of the vote indicated that the majority of Board members would prefer to see a standard application deadline of 31 July for non-EEA students only;
- (iii) That the deadline of 31 July for non-EEA students only would be implemented with immediate effect, noting that the Postgraduate Admissions team would monitor the effect of this on application numbers, working closely with the Course Selector, to ensure that courses do not suffer a detrimental impact as a result of the deadline's implementation part way through the academic year.

55/12-13

Chair's Business

(a) Board of Graduate Studies Working Groups

REPORTED:

That the working groups established to consider reform of the scholarships competition and the minimum entry requirements for postgraduate study would meet in early February 2013.

(b) Graduate School staffing

REPORTED:

That Dr Elizabeth Hough had been appointed to the new role of Postgraduate Student Development Officer within the Graduate School, with responsibility for the Warwick Portfolio and other projects relating to the postgraduate student experience.

(c) PGR Scholarships Competition

REPORTED:

That applications for the PGR Scholarships Competition had closed on Friday 11 January 2013;

(d) Warwick Collaborative Postgraduate Research Scholarships (WCPRS).

- (i) That a number of WCPRS awards had been allocated to each Faculty, noting that six awards had each been allocated to the Faculties of Arts, Social Sciences and Medicine in the first instance, with seven allocated to the Science Faculty;
- (ii) That any awards not allocated at Faculty level by 30 April 2013 would revert back to the central pot, to be allocated by the Chair and Deputy Chair of the Board of Graduate Studies;
- (iii) That the benefits of the WCPRS scheme would continue to be evaluated on an annual basis.

56/12-13 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees.

REPORTED:

As Graduate Studies Committees were not scheduled until the end of January there was no new business to report to the Board.

57/12-13 Postgraduate Forum and the Students' Union

RECEIVED:

An oral report from the Postgraduate Officer.

REPORTED:

- (a) That the 'Postgraduates who Teach' survey closed in December 2012, noting that Warwick had attracted the highest number of respondents in the country;
- (b) That the results of the survey would be analysed and subsequently communicated to the Board to complement the results of an independent survey undertaken by the Chairs of the Board of Graduate and Undergraduate Studies into teaching opportunities within departments;
- (c) That the Education Convention, which took place on November 28 2012, had been successful in encouraging discussion regarding issues relating to postgraduate student funding, noting that a lack of publicity for the event may have resulted in lower than expected attendance.

58/12-13

PGT and PGR Scholarships Competition

REPORTED:

- (a) That the Graduate Awards and Nominations Sub-Committee scheduled to allocate PGR Scholarships would now meet on 25th February, 1 - 4pm, instead of 21st February as originally scheduled, noting that letters would therefore be sent to successful applicants between 26th February - 1st March 2013;
- (b) That the Graduate Awards and Nominations Sub-Committee scheduled to allocate PGT Scholarships would meet on 28th March 2013, 9.30 - 12pm;
- (c) That the PGT Scholarships departmental nomination quota for this competition would be lower than in previous years, noting that the Allan and Nesta Ferguson Charitable Trust scholarships had been withdrawn and that the Santander Scholarships now numbered two.

59/12-13

Academic Statistics – PhD Submission Rates

CONSIDERED:

A paper from the Assistant Registrar (Graduate School) on submission rates for postgraduate research students (paper BGS 46/12-13), utilising data submitted for the 2012 Academic Statistics Yearbook, including the attachments:

- (a) PhD submission rates by Faculty (paper BGS 47/12-13);
- (b) PhD submission rates by Department (paper BGS 48/12-13).

REPORTED:

- (c) That the Board noted that the 31 October census date adopted for the extraction of data for the Academic Statistics Yearbook does not accurately capture data relating to students who begin their registration other than at the start of the academic year, potentially resulting in an artificially high rate of non-submission being recorded for the Academic Statistics Yearbook report;

(By the Chair of the Graduate Studies Committee of the Board of the Faculty of Science):

- (d) That some Research Councils permit students in receipt of 3.5 years funding to be granted an extension of 12 months, taking them beyond their fourth year, noting that these students would still be recorded as non-submitters for the purposes of the Academic Statistics Yearbook;

(By Professor D Steinberg, Director of Graduate Studies for Sociology)

- (e) That there is no ability in the exercise to differentiate between those students who applied and were granted an exceptional extension

beyond four years and those who failed to submit within four years due to other reasons;

- (f) That periods of temporary withdrawal do not count towards students' registration periods; therefore, where appropriate, this constitutes a preferable option to extension, noting that international students can only take retrospective temporary withdrawal backdated by a maximum of one month in order to comply with UK Border Agency requirements;
- (g) That where student progress is impacted by illness, but temporary withdrawal is not considered appropriate, applications to transfer to a part-time mode of study are considered by the Graduate School on a case by case basis, noting that this course of action would not be available for international students sponsored under a Tier 4 visa;
- (h) That following an amendment to Regulation 36 Governing Student Registration, Attendance and Progress, the University is able to enact the permanent withdrawal of a student for failure to submit a research thesis.

RESOLVED:

- (i) That the Board supported the need for an effective incentive system to encourage colleagues to ensure that students remain on course to submit within four years, unless exceptional circumstances prevail;
- (j) That concerns regarding the methodology for the PhD Submission rates Survey be communicated to the Management Information and Planning office, noting that submission of the rates identified in the Academic Statistics Yearbook could have a negative impact on the University's and Departments' ability to successfully obtain research council funding for exercises such as Doctoral Training Centre bids;
- (k) That the Graduate School provide Directors of Graduate Studies with further data submitted for the 2012 Academic Statistics Yearbook, noting that this should provide a breakdown, by department, of student submission dates;
- (l) That departments be reminded of the importance of achieving expected PhD submission rates.

60/12-13

Institutional Review Update

CONSIDERED:

A paper summarising action that has been taken on behalf of the Board in response to recommendations made to departments following the Institutional Review of Teaching and Learning 2011, with suggested responses to outstanding recommendations (paper BGS 49/12-13).

RESOLVED:

That the suggested responses outlined in paper BGS 49/12-13 be accepted by the Board, noting that the Graduate Studies Committee for the Faculty of Social Sciences was due to discuss the issue of M-Level provision within the Faculty at its next meeting.

61/12-13 Outcomes from Institutional Audit, 2009-2011

RECEIVED:

A review of the outcomes of Institutional Audit focusing on postgraduate research provision, published by the QAA (paper BGS 50/12-13).

62/12-13 Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 51/12-13), as follows:

(a) Faculty of Social Sciences

(i) Institute of Education

Secondary and Primary PGCE: Course and Route codes for School Direct and School Direct Salaried courses

REPORTED

That the Chair of the Board, acting on its behalf, had taken action to approve in principle the creation of additional course and route codes for Secondary and Primary Initial Teacher Training (PGCE/MA Educational Innovation) routes for 2013-14 onwards, to reflect the new School Direct and School Direct Salaried routes introduced by the Teaching Agency.

(ii) Centre for Lifelong Learning

(A) Postgraduate Certificate in Career Education, Information and Guidance in Higher Education (minutes GFSS 22(b)(i)/11-12 and BGS 71(b)(i)(A)/11-12 refer)

REPORTED:

(1) That, at its meeting on 24 February 2012, the Board considered a proposal from the Centre for Lifelong Learning to revise the 'Postgraduate Certificate in Career Education, Information and Guidance in Higher Education' course, as set out in papers GFSS 100/11-12, 104a-b/11-12 and 108/11-12, and resolved that this be approved, subject to revision of the learning outcomes to clearly reflect level 7 requirements;

(2) That the learning outcomes had been revised to

clearly reflect level 7 requirements and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the 'Postgraduate Certificate in Career Education, Information and Guidance in Higher Education' course.

(B) Postgraduate Diploma in Career Education, Information and Guidance in Higher Education (minutes GFSS 22(b)(ii)/11-12 and BGS 71(b)(i)(B)/11-12 refer)

REPORTED:

(1) That, at its meeting on 24 February 2012, the Board considered a proposal from the Centre for Lifelong Learning to revise the 'Postgraduate Diploma in Career Education, Information and Guidance in Higher Education' course, as set out in papers GFSS 100/11-12, 105a-b/11-12 and 108/11-12, and resolved that this be approved, subject to revision of the learning outcomes to clearly reflect level 7 requirements;

(2) That the learning outcomes had been revised to clearly reflect level 7 requirements and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the 'Postgraduate Diploma in Career Education, Information and Guidance in Higher Education' course.

(C) MA in Career Education, Information and Guidance in Higher Education (minutes GFSS 22(b)(iii)/11-12 and BGS 71(b)(i)(C)/11-12 refer)

REPORTED:

(1) That, at its meeting on 24 February 2012, the Board considered a proposal from the Centre for Lifelong Learning to revise the 'MA in Career Education, Information and Guidance in Higher Education' course, as set out in papers GFSS 100a-b/11-12 and 108/11-12, and resolved that this be approved, subject to revision of the learning outcomes to clearly reflect level 7 requirements;

(2) That the learning outcomes had been revised to clearly reflect level 7 requirements and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the 'MA in Career Education, Information and Guidance in Higher Education' course.

(D) Postgraduate Certificate in Management of Student Work

Experience (minutes GFSS 22(b)(iv)/11-12 and BGS 71(b)(i)(D)/11-12 refer)

REPORTED:

(1) That, at its meeting on 24 February 2012, the Board considered a proposal from the Centre for Lifelong Learning to revise the 'Postgraduate Certificate in Management of Student Work Experience' course, as set out in papers GFSS 100/11-12, 102a-b/11-12 and 108/11-12, and resolved that this be approved, subject to revision of the learning outcomes to clearly reflect level 7 requirements;

(2) That the learning outcomes had been revised to clearly reflect level 7 requirements and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the 'Postgraduate Certificate in Management of Student Work Experience' course.

(E) Postgraduate Diploma in Management of Student Work Experience (minutes GFSS 22(b)(v)/11-12 and BGS 71(b)(i)(E)/11-12 refer)

REPORTED:

(1) That, at its meeting on 24 February 2012, the Board considered a proposal from the Centre for Lifelong Learning to revise the 'Postgraduate Diploma in Management of Student Work Experience' course, as set out in papers GFSS 100/11-12, 103a-b/11-12 and 108/11-12, and resolved that this be approved, subject to revision of the learning outcomes to clearly reflect level 7 requirements;

(2) That the learning outcomes had been revised to clearly reflect level 7 requirements and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the 'Postgraduate Diploma in Management of Student Work Experience' course.

(F) MA in Management of Student Work Experience (minutes GFSS 22(b)(vi)/11-12 and BGS 71(b)(i)(F)/11-12 refer)

REPORTED:

(1) That, at its meeting on 24 February 2012, the Board considered a proposal from the Centre for Lifelong Learning to revise the 'MA in Management of Student Work Experience' course, as set out in papers GFSS 100/11-12, 101a-b/11-12 and 108/11-12, and

resolved that this be approved, subject to revision of the learning outcomes to clearly reflect level 7 requirements;

- (2) That the learning outcomes had been revised to clearly reflect level 7 requirements and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to revise the 'MA in Management of Student Work Experience' course.

(b) Faculty of Arts

Department of Classics and Ancient History (minute BGS 106/07-08 refers)

Amendment to MA by Research in Classics and Ancient History

REPORTED

- (i) That at its meeting on 5 June 2008, the Board considered a proposal from the Department of Classics and Ancient History to alter the course regulations for the MA by Research in Classics and Ancient History (paper AGSC.20/07-08) and resolved that this be approved, subject to:

(A) The minor amendments requested by the Faculty Graduate Studies Committee;

(B) Revision of Regulation 14(B).

- (ii) That further information regarding the course had been received from the Department of Classics and Ancient History, and the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal for the amendment to the MA by Research in Classics and Ancient History.

(c) References for postgraduate applicants

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve an amendment to the University's policy relating to references provided by postgraduate applicants, the requirement for both references to be academic for up to five years post-graduation being reduced to two years post-graduation, noting that departments would still be able to require academic references for up to 5 years post-graduation if they feel professional ones are not useful for their discipline.

(d) Composition of IATL cross-faculty module approvals panel

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve the composition of the IATL cross-faculty module approvals panel to consider approval of Masters' level interdisciplinary modules, in addition to its current practice of approving those at undergraduate level, for which it received approval from the Board of Undergraduate Studies.

63/12-13 Graduate School Newsletter

RECEIVED:

The Winter 2012 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 52/12-13, previously circulated and available online at:

http://www2.warwick.ac.uk/services/academicoffice/gsp/warwick_staff/newsletters/newsletter-1212).

64/12-13 Next meeting

REPORTED:

That the next meeting of the Board would be Tuesday 19 February, 9.30am, in CMR 1.0.

HRWS/DP/KW 15.01.13

Records & Finance/BGS/2012-13/2013.01.15./BGS MINUTES January 13