

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 6 June 2013.

Present: Professor J Labbe (Chair), Professor R Napier (Deputy Chair), Dr C Bilton, Ms A Chowcat, Ms J Cooper, Dr A Cristea, Dr A Dowd, Professor R Earle, Dr J Kidd, Professor D Leadley, Dr J Parkinson, Ms A Stewart, Dr P Taylor, Ms N Tosun, Dr J Vickery.

Apologies: Professor R Aldrich, Professor S Brammer, Dr R Dias, Mr C Drake, Mr J Entwistle, Professor F Griffiths, Ms Z Kristensen, Mr D Leggett, Professor J Neelands, Professor D Steinberg, Dr A Phillips, Ms O Salau, Professor M Wills.

In attendance: Ms A Chambers (for item 103/12-13), Ms L Gill, Ms M Ovens, Professor J Palmowski, Ms K Weir, Mrs R Wooldridge Smith.

96/12-13 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 2 May 2013 2013.

RESOLVED:

That the minutes of the meeting of the Board held on 2 May 2013 be approved.

97/12-13 Board membership

REPORTED:

- (a) That the Board thanked Professor J Labbe for her contribution during her tenure as Chair to the Board;
- (b) That the Board thanked Ms A Stewart and Professor D Leadley for their contributions during their tenures as Chairs of the Graduate Studies Committees of the Boards of the Faculties of Social Science and Science;
- (c) That the Board thanked Ms A Chowcat for her contribution during her tenure as the first Students' Union's Postgraduate Sabbatical Officer, noting that Ms L Gill would succeed her to this position for the 2013/14 academic year;
- (d) That Dr A Cristea had been appointed the new Chair of the Graduate Studies Committee for the Board of the Faculty of Science and would therefore attend the Board in this capacity.

98/12-13 Matters Arising on the Minutes

- (a) ~~Review of the entry requirements for postgraduate study.~~

RECEIVED:

A report by the working group established to consider entry requirements for postgraduate courses (paper BGS 79/12-13), with the following attachments:

- (i) Current entry requirements, by department (paper BGS 80/12-13);
- (ii) A report from the Postgraduate Admissions and Administrative Officer (Student Admissions and Recruitment Office) examining the impact of an amendment to the entry requirements for postgraduate courses (paper BGS 81/12-13);
- (iii) A report from the International Office compiling the views of their agents on the impact of an amendment to the entry requirements for postgraduate courses (paper BGS 82/12-13).

REPORTED:

That the Board recognised the importance of postgraduate students within the portfolio of University income streams.

RESOLVED:

- (iv) That the Board was supportive of further investigation of the entry requirements for postgraduate courses, noting that evidence should be presented in the following areas:
 - (A) The reputational impact that could result should higher entry requirements be introduced;
 - (B) The impact that a change in entry requirements could have on student recruitment within departments.
- (b) Graduate School Review

REPORTED:

That a report on the outcomes of the Graduate School Review had been drafted for consideration by the review group, noting that this will be considered by Senate before the end of the academic year and thereafter reported to the Board.

99/12-13 Chair's Business

- (a) Outcome of Scholarships Competition reform project

REPORTED:

That the Academic Resourcing Committee had approved the proposal for a single, central scholarships budget administered by the Graduate School, noting that this would support both the

University's main Scholarships Competition, WCPRS, and matched funding to complement grants from external bodies.

RESOLVED:

That the Graduate School, alongside other interested parties, would draft a proposal for a mechanism for the allocation of matched funding for consideration at the next meeting of the Board, noting that reforms to the Scholarships Competition would be implemented in the 2013/14 academic year.

(b) Interim Chair arrangements

REPORTED:

That Professor J Palmowski would assume the role of Chair to the Board until further notice, noting that he would also take interim responsibility for the oversight of student casework within the Graduate School.

100/12-13 Reports from the Chairs of the Graduate Studies Committees

RECEIVED:

Oral reports from the Chairs of the Graduate Studies Committees.

REPORTED (by the Chairs of the Graduate Studies Committees for the Boards of the Faculties of Arts, Social Sciences, Science and Medicine):

That consideration had been given to new and revised course proposals and Annual Course Reviews.

REPORTED: (by the Chair of the Graduate Studies Committee for the Board of the Faculty of Arts):

That there had been a disappointing take up of WCPRS awards, noting the difficulties in securing sufficient funding from external bodies for students in the Arts.

RESOLVED:

That the Board was supportive of a review of the WCPRS scheme with a view to making this more flexible and effective for students in the Arts, Social Sciences, and in parts, the Science Faculty.

101/12-13 Postgraduate Forum and the Students' Union

RECEIVED:

An oral report from the Postgraduate Officer.

REPORTED:

That the Postgraduate Officer thanked the Board for its support during her tenure as the Students' Union's first Postgraduate Sabbatical Officer.

CONSIDERED:

- (a) A report on the findings of the survey of teaching opportunities within departments, conducted by the Chairs of the Boards of Graduate and Undergraduate Studies (paper BGS 83/12-13);
- (b) A report from the Students' Union Postgraduate Officer on the results of the 'Postgraduates who Teach' survey (paper BGS 71/12-13), with a copy of the final survey (paper BGS 72/12-13).

REPORTED:

(By the Chair):

- (c) That the surveys' findings had indicated a significant variation across the University in terms of departmental practices relating to postgraduate students who teach;
- (d) That both the welfare of the postgraduate students who teach, and the support systems for the teaching provided to the students who are taught by them, were matters of concern arising from the surveys.

(By the Students' Union Postgraduate Officer):

That the surveys' findings had highlighted students' concerns at not knowing the precise requirements of teaching roles, noting that consistency in job descriptions and training was a key issue.

(By Ms J Cooper, Deputy Director of Masters Programmes and CPD, Warwick Medical School):

That clarification of what is understood by the term 'teaching' would be beneficial, particularly as to whether this should include assessment and supervision of students.

(By Professor D Leadley, Director of Graduate Studies, Physics):

That clarification as to whether rates of pay should be applicable to contact hours only, or also to time spent in preparation, was required.

RESOLVED:

- (e) That the Board was supportive of the creation of a set of University-wide standards to govern postgraduate teaching practices;
- (f) That the Board would establish a working group, incorporating representatives from the Students' Union and the Learning and Development Centre, to work alongside the Board of Undergraduate Studies in looking at the following issues:

- (i) The creation of a University policy for recruitment and hiring which is transparent and clear to all postgraduate students who wish to teach (keeping in mind that the opportunity to teach will not necessarily be available to all who wish it);
- (ii) Whether postgraduate students who wish to teach should be offered, and required to take up, training before they begin teaching;
- (iii) The standardisation of the pay schedule and other forms of compensation offered to postgraduate tutors, which in particular clarifies inconsistencies in the teaching required that is linked to the provision of departmental funding;
- (iv) The desirability of allowing postgraduate students who have not yet attained a degree higher than that of the students they are teaching to teach and mark those students.

103/12-13 Project Report on Monash-Warwick Dual/Joint Masters

RECEIVED:

Monash-Warwick Dual/Joint Masters Project Report (Executive Summary), prepared for the Warwick-Monash Alliance by the Knowledge Partnership (paper BGS 84/12-13).

104/12-13 Reports from External Examiners

CONSIDERED:

A report compiled by the Assistant Secretary on issues arising from External Examiners' reports on Postgraduate Programmes for 2011-12 (paper BGS 85/12-13).

REPORTED:

That the review of External Examiners' reports had not raised any issues requiring further consideration by the Board, noting that the timing of the review meant that departments had already had the opportunity to address relevant issues.

RESOLVED:

That departments be reminded of the need to respond to External Examiners' reports in a timely manner.

105/12-13 Regulations 37.5 & 38.9: the scope of the Preliminary Review Panel in the postgraduate appeals process

CONSIDERED:

A paper from the Assistant Registrar (Graduate School) on the remit of the Preliminary Review Panel in the postgraduate appeals process (paper BGS 86/12-13).

RESOLVED:

- (a) That the ability for the Preliminary Review Panel to make qualitative judgements about appeals at the review stage is essential to their remit as intended by the University, noting that this avoids the unnecessary use of the Graduate Appeals Committee's resources;
- (b) That the proposed amendment to Regulations 37.5 and 38.9 is open to too much interpretation as to when the Preliminary Review Panel would exceed the scope of its brief in making a qualitative judgement.

RECOMMENDED (to the Academic Quality and Standards Committee):

That the proposed amendment to the wording of Regulations 37.5 and 38.9 be reviewed in order to provide the Preliminary Review Panel with clearer guidance on its remit in making qualitative judgements.

106/12-13 PGT Annual Course Review Reports

CONSIDERED:

The summary Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

- (a) Arts (paper AGSC 68/12-13);
- (b) Science (paper SGS 58/12-13);
- (c) Social Science (paper GFSS 120/12-13);
- (d) Medicine (paper GSCFM 27/12-13).

REPORTED:

That common issues arising from the reports concerned areas such as student recruitment, funding, space and fees.

107/12-13 PGR Annual Course Review Reports

CONSIDERED:

The summary PGR Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

- (a) Arts (paper AGSC 35a/12-13);
- (b) Science (paper SGS 33/12-13);
- (c) Social Science (paper GFSS 94/12-13);
- (d) Medicine (paper GSCFM 17/12-13).

REPORTED:

- (e) That common issues arising from the reports concerned areas such as student recruitment, funding, space, fees and well-being;
- (f) That the University would be undertaking a project concerning issues around student well-being, which would address the needs of students.

RESOLVED:

That faculty secretariats develop guidance on the preparation of standardised PGT and PGR summary Annual Course Review reports, noting that a more accessible format of report would assist the Board in identifying common themes across the faculties.

108/12-13 New course proposals

A paper setting out recommendations for the approval of new courses (paper BGS 87/12-13), as follows:

(a) Faculty of Social Sciences

(i) Centre for Interdisciplinary Methodologies

PhD in Interdisciplinary Studies

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that the proposal to introduce a new course entitled 'PhD in Interdisciplinary Studies', as set out in papers GFSS.157(a-b)/12-13, be approved, subject to the completion of the course approval form Section 11.

CONSIDERED:

The proposal to introduce a new course entitled 'PhD in Interdisciplinary Studies', as set out in papers GFSS.157(a-b)/12-13.

RESOLVED:

That the proposal be approved.

(ii) Warwick Institute of Education

Ninestiles PGCE (School Centred Initial Teacher Training)

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that the proposal for significant revisions to the School Centred Initial Teacher Training routes in order to

allow students to upgrade their QTS qualification to PGCE, as set out in papers GFSS.167(a-y)/12-13 and GFSS.161-163/12-13, be approved.

CONSIDERED:

The proposal for significant revisions to the School Centred Initial Teacher Training routes in order to allow students to upgrade their QTS qualification to PGCE, as set out in papers GFSS.167(a-y)/12-13 and GFSS.161-163/12-13.

RESOLVED:

That the proposal be approved.

(b) Faculty of Arts

~~Centre for Cultural Policy Studies~~

MA Arts, Enterprise and Development

REPORTED

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Arts recommended that a proposal to introduce a new course entitled 'MA Arts, Enterprise and Development', as set out in paper AGSC.69/12-13, be approved.

CONSIDERED:

The proposal to introduce a new course entitled 'MA Arts, Enterprise and Development', as set out in paper AGSC.69/12-13.

RESOLVED:

That the proposal be approved, subject to confirmation that the proposal has been discussed with WBS.

(c) Faculty of Science

(i) ~~School of Life Sciences~~

MSc Food and Environmental Safety

REPORTED:

(A) That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal to introduce a new course entitled 'MSc Food and Environmental Safety', as set out in papers SGS.50(a-d)/12-13 be approved, subject to the clarification of the length of registration for the MSc, and the receipt of a cover note clarifying the structure of the course;

- (B) That clarification of the length of registration for the MSc and a cover note clarifying the structure of the course has since been received, as set out in paper SGS 50(e)/12-13 and the Chair of the Graduate Studies Committee of the Board of the Faculty of Science, acting on its behalf, has taken action to recommend that the proposal to introduce a new course entitled 'MSc Food and Environmental Safety', as set out in papers SGS.50(a-d)/12-13, be approved.

CONSIDERED:

The proposal to introduce a new course entitled 'MSc Food and Environmental Safety', as set out in papers SGS.50(a-e)/12-13.

RESOLVED:

That the proposal be approved.

(ii) ~~Computer Science~~

MSc in Data Analytics (in collaboration with NYU Centre for Urban Science and Progress)

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal to introduce a new course entitled 'MSc in Data Analytics (in collaboration with NYU Centre for Urban Science and Progress)', as set out in papers SGS.39(a-l).12-13, be approved, subject to:

- (A) Consideration of the course title, noting that this will appear on the degree certificate, and further noting that two course codes will be required to differentiate between the CUSP and non-CUSP variants of the course;
- (B) The implementation of an appropriate grade transfer agreement with NYU, working with colleagues in Teaching Quality to achieve this;
- (C) Consideration of the admission of students onto the non-CUSP variant of the course with transfer onto this course dependent upon successful completion of term one and receipt of visa to study in US;
- (D) Course advertising material being clear as to the fact that transfer onto CUSP course is dependent upon successful completion of term one and receipt of visa to study in US;

(E) The following amendments to the module City Challenge Programme:

- (1) Renaming the module to City Challenge;
- (2) Reducing the length of assessment from 5,000 to 2,000 words;
- (3) Recommend that the Department amend the learning outcomes to ensure that these are at M-level;
- (4) Chair's approval of the curriculum.

(F) Chair's approval of the curriculum vitae for Professor F Grey.

CONSIDERED:

The proposal to introduce a new course entitled 'MSc in Data Analytics (in collaboration with NYU Centre for Urban Science and Progress)' as set out in papers SGS.39 (a-l).12-13.

RESOLVED:

That the proposal be approved.

(iii) ~~Engineering~~

MSc in Information Engineering (in collaboration with NYU Centre for Urban Science and Progress)

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal to introduce a new course entitled 'MSc in Information Engineering (in collaboration with NYU Centre for Urban Science and Progress)' as set out in papers SGS.54(a-e)/12-13, be approved, subject to:

- (A) Consideration of the course title, noting that this will appear on the degree certificate;
- (B) The implementation of an appropriate grade transfer agreement with NYU, working with colleagues in Teaching Quality to achieve this;
- (C) Consideration of the admission of students onto a specified existing Engineering MSc, or a non-CUSP variant of this course (to be established), with transfer onto this course dependent upon successful completion of term one and receipt of visa to study in US;

- (D) Course advertising material being clear as to the fact that transfer onto CUSP course is dependent upon successful completion of term one and receipt of visa to study in US;
- (E) The School of Engineering ensuring that students who do not travel to New York for the second part of the course, for whatever reasons, are able to transfer onto an alternative Engineering MSc course with suitable credit for modules already taken;
- (F) Confirmation of the degree that such students would transfer to, with clear mapping of the modules taken as part of MSc Information Engineering against modules on the course to which they would transfer;
- (G) That independently of consideration (3), students are informed at the point of admission of course transfer option (5);
- (H) A recommendation to the School that learning outcomes should be revised in relation to module Urban Wireless Communications and Sensor Networks to include more M level outcomes;
- (I) Amendment of page 9 of the course approval form (SGS.54(a)/12-13).

CONSIDERED:

The proposal to introduce a new course entitled 'MSc in Information Engineering (in collaboration with NYU Centre for Urban Science and Progress)' as set out in papers SGS.54(a-e)/12-13.

RESOLVED:

That the proposal be approved, subject to clarification of the course transfer arrangements described on page 6, and clarification of the duration of the PGCert (exit qualification).

109/12-13 Revised course proposals

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 88/12-13), as follows:

- (a) Faculty of Social Sciences
 - (i) Warwick Institute of Education
 - (A) Postgraduate Certificate in Innovation in Education (Abu Dhabi)

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that the proposal to replace the existing Postgraduate Certificate in Innovation in Education (Lead Practitioners) with a Postgraduate Certificate in Innovation in Education delivered in Abu Dhabi by the University of Warwick staff for a new client, the SSAT Middle East, as set out in papers GFSS.160(a-i)/12-13, be approved, subject to the provision of an external assessor's report and a confirmation from the Institute that the assessor was a senior academic.

CONSIDERED:

The proposal to replace the existing Postgraduate Certificate in Innovation in Education (Lead Practitioners) with a Postgraduate Certificate in Innovation in Education delivered in Abu Dhabi by the University of Warwick staff for a new client, the SSAT Middle East, as set out in papers GFSS.160(a-i)/12-13.

RESOLVED:

That the proposal be approved, subject to receipt of external assessment from a senior academic.

(B) Teach First PGCE

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that the proposal to discontinue the Secondary and Primary Teach First PGCE courses with effect from the academic year 2013/14, as set out in paper GFSS.166/12-13, be approved.

CONSIDERED:

The proposal to discontinue the Secondary and Primary Teach First PGCE courses with effect from the academic year 2013/14, as set out in paper GFSS.166/12-13 (available online).

RESOLVED:

That the proposal be approved.

(b) Faculty of Arts

(i) Department of French Studies

MA in French and Francophone Studies

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Arts recommended that the proposal to revise the 'MA in French and Francophone Studies', as set out in paper AGSC.70/12-13, be approved.

CONSIDERED:

The proposal to revise the 'MA in French and Francophone Studies', as set out in paper AGSC.70/12-13.

RESOLVED:

That the proposal be approved.

(ii) Department of Classics and Ancient History

MA in Visual and Material Culture of Ancient Greece

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Arts recommended that the proposal to revise the 'MA in Visual and Material Culture of Ancient Greece', as set out in paper AGSC.71/12-13, be approved.

CONSIDERED:

The proposal to revise the 'MA in Visual and Material Culture of Ancient Greece' as set out in paper AGSC.71/12-13.

RESOLVED:

That the proposal be approved.

(c) Faculty of Science

(i) Warwick Manufacturing Group

(A) MSc Process Business Management

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal to rename MSc (and sub-qualifications) in Process Business Management to Process Industry Business Management, as set out in paper SGS.52/12-13, be approved.

CONSIDERED:

The proposal to rename MSc (and sub-qualifications) in Process Business Management to Process Industry Business Management, as set out in paper SGS.52/12-13.

RESOLVED:

That the proposal be approved.

(B) MSc Innovation and Entrepreneurship

REPORTED:

That, at its meeting on 14 May 2013, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal to change the course regulations for the 'MSc Innovation and Entrepreneurship', as set out in paper SGS.53/12-13, be approved.

CONSIDERED:

The proposal to change the course regulations for the 'MSc Innovation and Entrepreneurship', as set out in paper SGS.53/12-13.

RESOLVED:

That the proposal be approved.

(d) Faculty of Medicine

(i) MSc in Diabetes (Paediatrics)

REPORTED:

That, at its meeting on 7 May 2013, the Graduate Studies Committee of the Board of the Faculty of Medicine recommended that a proposal to change the module 'Psychosocial Management of Diabetes in Children and Young People' from optional to core from academic year 2013/14, as outlined in paper GSCFM 28/12-13, be approved.

CONSIDERED:

The proposal to change the module 'Psychosocial Management of Diabetes in Children and Young People' from optional to core from academic year 2013/14, as outlined in paper GSCFM 28/12-13.

RESOLVED:

That the proposal be approved.

(ii) ~~Change of course length for part-time Masters programmes~~

REPORTED:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Medicine, acting on its behalf, has taken action to approve a proposal to change the course length for part-time Masters programmes from eight to five years, as set out in paper GSCFM 30/12-13.

CONSIDERED:

The proposal to change the course length for part-time Masters programmes from eight to five years, as set out in paper GSCFM 30/12-13.

RESOLVED:

That the proposal be approved.

(iii) ~~MA/MSc in Philosophy and Ethics in Mental Health~~

REPORTED:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Medicine, acting on its behalf, has taken action to approve a proposal to discontinue the 'MA/MSc in Philosophy and Ethics in Mental Health', as set out in paper GSCFM 31/12-13.

CONSIDERED:

The proposal to discontinue the 'MA/MSc in Philosophy and Ethics in Mental Health', as set out in paper GSCFM 31/12-13.

RESOLVED:

That the proposal be approved.

(iv) ~~PhD Interdisciplinary Biomedical Research~~

REPORTED:

That the Chair of the Graduate Studies Committee of the Board of the Faculty of Medicine, acting on its behalf, has taken action to approve a proposal to amend the existing PhD programme to integrate the 'MSc Interdisciplinary Biomedical Research (B91Z)' into the first year of this programme, as set out in papers GSCFM 32-33/12-13.

CONSIDERED:

The proposal to amend the existing PhD programme to integrate the 'MSc Interdisciplinary Biomedical Research (B91Z)' into the first year of this programme, as set out in papers GSCFM 32-33/12-13.

RESOLVED:

That the proposal be approved, subject to confirmation that incoming MRC-funded students are qualified for and prepared to undertake PhD.

110/12-13 Vote of thanks to the Board

REPORTED:

That Professor Labbe thanked the Board for its contribution to strategic discussions during her tenure as Chair.

MO/KW 06.06.13

Records & Finance/BGS/2012-13/2013.06.06./BGS MINUTES June 13