

## UNIVERSITY OF WARWICK

### Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 2 May 2013.

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

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

In attendance: Ms R Dickinson (for item 93/12-13), Mrs N Ellis-Thomas (for item 85(a)/12-13) Mr J Kennedy (for item 89/12-13), Professor C Lury (for item 92/12-13), Ms M Ovens, Mr D Pearson, Mr N Tkacz (for item 92/12-13), Ms K Weir.

#### 83/12-13 Minutes of the last meeting

CONSIDERED:

The minutes of the meeting of the Board held on 19 February 2013.

RESOLVED:

That the minutes of the meeting of the Board held on 19 February 2013 be approved.

#### 84/12-13 Changes to Board Secretariat

REPORTED:

- (a) That Ms Maria Ovens had been appointed the new Assistant Registrar (Graduate School) and would assume the role of Secretary to the Board for future meetings;
- (b) That the Board thanked Dan Pearson for his contribution during his tenure as Secretary to the Board.

#### 85/12-13 Matters Arising on the Minutes

##### (a) PGR Scholarships Competition

RECEIVED:

A report from the Project Officer (Postgraduate Scholarships) on the outcome of the PGR Scholarships Competition (paper BGS 70/12-13).

REPORTED:

- (i) That a high quality of applications had been received for this year's competition, with applicants achieving an overall average score of 4.68, an increase from 4.59 in 2011-12;

- (ii) That the earlier deadlines adopted for the competition had facilitated the timely upgrade to full awards for those students initially awarded fees only scholarships;
- (iii) That the Board thanked the Project Officer (Postgraduate Scholarships) for her contribution towards the success of the competition.

RESOLVED:

- (iv) That the Board supported the retention of the earlier deadlines for subsequent competitions;
  - (v) That the current facility enabling applicants to upload additional documents in support of their applications be removed, noting that the resulting variance in applications had been counter-productive to the scoring process.
- (b) Requirements for Taught Postgraduate Awards (minute BGS 74/12-13 referred)

REPORTED:

- (i) That, at its meeting on 19 February 2013, the Board resolved to adopt the 'Revised Requirements for Taught Postgraduate Awards', noting that the wording of 3 (a) of the requirements was amended to state:  
  
'Students who do not attain the minimum pass mark on a module are eligible for re-examination on one occasion providing that they have not failed more than two thirds of the taught element of the course'
- (ii) That, following the meeting of the Board on 19 February 2013, the Working Group established by the Academic Quality and Standards Committee to review the assessment conventions for taught postgraduate students indicated that the amended wording for 3 (a) did not reflect their recommendations;
- (iii) That members were subsequently invited to vote between the wording contained in (b) (i) above and an alternative form of wording, noting that the outcome of the vote indicated that the majority of Board members would prefer the adoption of the following wording:  
  
'Students on taught postgraduate degrees should normally be allowed one opportunity to remedy failure in initial assessment in modules that equate with no more than one half of the total credits awarded in the taught element of the course';
- (iv) That approval of these conventions were still subject to Senate's consideration, noting that Teaching Quality were in the process of compiling guidance to departments so to how to make

appropriate changes to conventions once approval has been granted.

86/12-13

Chair's Business

(a) ~~Review of PGR teaching~~

REPORTED:

That the findings of the survey of teaching opportunities within departments, conducted by the Chairs of the Boards of Graduate and Undergraduate Studies, would be considered at the next meeting of the Board.

(b) ~~Review of the entry requirements for postgraduate study~~

REPORTED:

That a report by the working group established to consider entry requirements for postgraduate courses would be considered at the next meeting of the Board.

(c) ~~Scholarships working group (minute BGS.31(d)/12-13 referred)~~

RECEIVED:

A paper summarising the findings of the Scholarships working group which met on 30 January 2013 (paper BGS 78/12-13).

REPORTED:

- (i) That further consideration would be given to the structure of the central PG(R) scholarships competition at the forthcoming meeting of the Academic Resourcing Committee;
- (ii) That a focus of discussion will be the mechanism for providing matched funding as a contributions to existing and future grants from external bodies, noting that it is not always possible to ring-fence funding at the time of application since the expectation may be introduced retrospectively;
- (iii) That it will be recommended that the main scholarships competition and matched funding should be managed from a single, combined, budget, and that the effect of this may be to reduce the funding available for the main competition.

RESOLVED:

- (iv) That the Board was supportive of a central, merit-based Scholarships competition, rather than a devolved faculty-based model, noting that faculties have the opportunity to bid for additional strategic funds via initiatives such as the Global Research Priorities.

87/12-13 Reports from the Chairs of the Graduate Studies Committees

REPORTED:

As Graduate Studies Committees had not met since the last meeting of the Board, there was no new business to report.

88/12-13 Postgraduate Forum and the Students' Union

REPORTED:

That 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) would be considered at the next meeting of the Board.

89/12-13 Chevening-Warwick scholarships

CONSIDERED:

A paper from the Director of the International Office proposing the establishment of Chevening Partnership Scholarships for students from Burma, Cambodia and Laos (paper BGS 73/12-13).

REPORTED (by the Director of the International Office):

- (a) That whilst departments would be required to waive the fees for students in receipt of the Warwick-Chevening Scholarships, the University would benefit from the publicity resulting from the establishment of a partnership with Chevening;
- (b) That the proposed scheme would complement existing strategies to expand the University's presence in South East Asia.

RESOLVED:

- (c) That the Board was supportive of the proposal to establish Chevening Partnership Scholarships for students from Burma, Cambodia and Laos, as set out in paper BGS 73/12-13, noting that departments would retain the right to choose whether to offer the awards to applicants fitting this criteria.

90/12-13 Review of the Preliminary Review Panel stage for Postgraduate appeals

CONSIDERED:

A paper from the Assistant Registrar (Graduate School) on the role of the Preliminary Review Panel in the postgraduate appeals process (paper BGS 74/12-13), with a draft Preliminary Review Panel report form (paper BGS 75/12-13).

REPORTED:

- (a) That communication of the reasons why an appeal has been rejected at the Preliminary Review Panel stage was identified as a key area for

improvement in the current process, noting that the outcomes of the Board's consideration of this paper would need to be communicated to the Office of the Independent Adjudicator.

RESOLVED:

- (b) That the Board was supportive of retaining the Preliminary Review Panel stage of the postgraduate appeals process, noting that this performs a valuable function in identifying cases that have not demonstrated permitted grounds for appeal;
- (c) That the Board was supportive of the adoption of the Preliminary Review Panel report form to function as an internal record of the conclusions of the Preliminary Review Panel, noting that this would provide necessary clarity for the Graduate School in translating the findings of the Panel into Completion of Procedures letters for students;
- (d) That the Preliminary Review Panel report form be made available in an electronic format to enable the online completion of this.

91/12-13

Mode of attendance of external examiners at Taught Postgraduate Boards of Examiners meetings

CONSIDERED:

A paper from the Assistant Registrar (Graduate School) regarding external examiners' ability to participate in Boards of Examiners meetings via tele- or video-conference (paper BGS 76/12-13).

REPORTED:

(by the Secretary to the Board):

- (a) That participation in Board of Examiners meetings from a distance could result in delays in the signing off of paperwork necessary to the conclusion of the examination process;
- (b) That a stable video platform would be required to ensure the quality of the interaction, noting that the University is increasingly investing in video-conferencing facilities that would meet the necessary standard;

(by Dr P Taylor, Associate Professor, Chemistry):

- (c) That potential data protection concerns arising from the electronic provision of material to examiners participating in Board of Examiners meetings from a distance would be satisfied by the use of secure online file sharing systems such as Files.Warwick.

RESOLVED:

- (d) That amendments to existing guidance should be made, ensuring that the definition of 'present' at an exam board be interpreted as present either in person or via video-conference, noting that this would apply to all members of an Exam Board, not just external examiners;

- (e) That the decision as to whether virtual presence would be acceptable in any particular case would be at the discretion of the relevant Chair of the Board of Examiners, noting that this would depend on the examiner being able to perform the functions required for that particular examination, with appropriate facilities in place to support this;
- (f) That the Academic Office would issue guidance to departments about how to arrange appropriate facilities to support a virtual Exam Board.

92/12-13

New Course Proposal

Centre for Interdisciplinary Methodologies

MA Digital Media and Culture

REPORTED:

- (a) That at its meeting on 22 November 2012, the Board of Graduate Studies recommended that a proposal from the Centre for Interdisciplinary Methodologies to introduce an 'MA Digital Studies', as set out in papers BGS 32-37/12-13, be approved in principle, noting the following;
  - (i) That consultation would be required with other departments within the University regarding existing provision of modules that could be utilised with this course;
  - (ii) That there needed to be a clearer sense of the type of students the course may attract and how the course would compare to other, similar offerings at other Universities, both in the UK and internationally;
  - (iii) That further thought needed to be given to the title of the course and how best this could accurately reflect its content, noting that 'digital' should be clarified to ensure that this translates meaningfully within the proposed Asian market ;
  - (iv) That consideration be given to assigning a nominal credit value to the proposed un-assessed core Research Lab module, to ensure that this was undertaken by students.
- (b) That the Chair of the Graduate Studies Committee of the Faculty of Social Sciences has taken action to recommend the approval of the updated paperwork.

CONSIDERED:

- (c) A proposal from the Centre for Interdisciplinary Methodologies to introduce an 'MA Digital Media and Culture, comprising;
  - (i) Course approval memo: MA Digital Media and Culture (GFSS 103(a)/12-13);

- (ii) Course proposal form part 1 (GFSS 103(b)/12-13);
- (iii) Course proposal form part 2 (academic fees and resources) (GFSS 103(c)/12-13);
- (iv) MA course specification (GFSS 103(d)/12-13);
- (v) PG Certificate course specification (GFSS 103(e)/12-13);
- (vi) PG Diploma course specification (GFSS 103(f)/12-13);
- (vii) Letter of support from Dr Matthew Fuller, Goldsmiths, University of London (GFSS 103(g)/12-13);
- (viii) Letter of support from Dr Jussi Parikka, Winchester School of Art, University of Southampton (GFSS 103(h)/12-13).

RESOLVED:

- (d) That the proposal be approved, subject to the following:
  - (i) Clarification of the module diet for the course and the options that will be available to students;
  - (ii) Receipt of signed copies of the finalised course proposal paperwork.

93/12-13

Revised course proposal

Warwick Business School

MA and PG Certificate in the Advanced Teaching of Shakespeare

REPORTED:

- (a) That at its meeting on 19 February 2013, the Board of Graduate Studies recommended that a proposal from Warwick Business School to restructure the MA and PG Certificate in the Advanced Teaching of Shakespeare, as set out in papers BGS 66-69/12-13, be approved in principle, noting that prospective students needed to be clear about the number of hours of self-study that would be required to reflect the number of CATS assigned to the online element of the course leading to the award of Postgraduate Certificate;
- (b) That the Chair of the Graduate Studies Committee of the Faculty of Social Sciences has taken action to recommend the approval of the updated paperwork.

CONSIDERED:

- (c) An updated proposal from Warwick Business School to restructure the MA and PG Certificate in the Advanced Teaching of Shakespeare and

introduce a 'bridging' module that will allow those students who gained the PG Award in Teaching Shakespeare to upgrade to the PG Certificate or progress to the MA, comprising:

- (i) Course proposal form for the PG Certificate in the Advanced Teaching of Shakespeare (GFSS 158(a)/12-13, previously circulated);
- (ii) Rationale provided by Warwick Business School for the additional 'bridging' module (GFSS 158(b)/12-13, previously circulated);
- (iii) Course Structure for MA in Advanced Teaching of Shakespeare GFSS 158(c)/12-13, previously circulated);
- (iv) PG Certificate Level Descriptors (GFSS 158(d)/12-13, previously circulated);
- (v) Module proposal form for 'Teaching Shakespeare (online) bridge' (GFSS 158(e)/12-13, previously circulated).

RESOLVED:

- (d) That the proposal be approved, noting that the 'bridging' module would only be available during the 2013/14 academic year for the current 2012/13 cohort, after which it would be discontinued.

94/12-13

Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 77/12-13), as follows:

- (a) Faculty of Science
  - (i) Computer Science  
MSc Data Analytics
- (ii) School of Life Sciences

REPORTED:

- (A) That the Chair of the Graduate Studies Committee for the Board of the Faculty of Science, acting on its behalf, has taken action to recommend the introduction of the 'MSc Data Analytics' course as set out in paper SGS 38(a-d) 12/13;
- (B) That the Chair of the Board, acting on its behalf, has subsequently taken action to approve the introduction of the 'MSc Data Analytics' course.

(A) MSc.Integrative.Bioscience.and.Business

REPORTED:

- (1) That, at its meeting on 30 October 2012, the Graduate Studies Committee of the Board of the Faculty of Science recommended that the proposal to introduce a new 'MSc in Integrative Bioscience and Business' course, as set out in papers SGS.11-13/12-13, be approved, subject to:
  - (a) Postgraduate diploma (120 credits) and postgraduate certificate (60 credits) being added to the box on page 6 of the Course Proposals, SGS.11/12-13;
  - (b) Page 10 of the Course Proposals, SGS.11/12-13, being updated to state less than 5%, rather than more than 5%;
  - (c) An option being added for a postgraduate award;
  - (d) The School of Life Sciences considering whether to change the statement on remedying failure in the Exam Conventions SGS.13/12-13.
- (2) That the School of Life Sciences subsequently made the above amendments to the proposal.
- (3) That, at its meeting on 22 November 2012, the Board considered the proposal to introduce a new 'MSc in Integrative Bioscience and Business' course, as set out in papers SGS.11-13/12-13, and resolved that the proposal be approved, subject to clarification of the length of the Postgraduate Diploma /Certificate when gained as an exit qualification and receipt of positive external evaluation.
- (4) That clarification of the length of the Postgraduate Diploma /Certificate when gained as an exit qualification and receipt of positive external evaluation has been received and that the Chair of the Board, acting on its behalf, has subsequently taken action to approve the introduction of a new 'MSc in Integrative Bioscience and Business' course.

(B) MSc.Integrative.Bioscience

REPORTED:

- (1) That at its meeting on 30 October 2012, the Graduate Studies Committee of the Board of the

Faculty of Science recommended that the proposal to introduce a new 'MSc in Integrative Bioscience' course, as set out in papers SGS 14-16/12-13, be approved, subject to:

- (i) Postgraduate diploma (120 credits) and postgraduate certificate (60 credits) being added to the box on page 6 of the Course Proposals, SGS.14/12-13;
  - (ii) Page 10 of the Course Proposals, SGS.14/12-13, being updated to state less than 5%, rather than more than 5%;
  - (iii) An option being added for a postgraduate award;
  - (iv) That the School of Life Sciences considering whether to change the statement on remedying failure in the Exam Conventions SGS.16/12-13.
- (2) That the School of Life Sciences subsequently made the above amendments to the proposal.
  - (3) That, at its meeting on 22 November 2012, the Board considered the proposal to introduce a new 'MSc in Integrative Bioscience' course, as set out in papers SGS.14-16/12-13, and resolved that the proposal be approved, subject to clarification of the length of the Postgraduate Diploma /Certificate when gained as an exit qualification and receipt of positive external evaluation.
  - (4) That clarification of the length of the Postgraduate Diploma /Certificate when gained as an exit qualification and receipt of positive external evaluation has been received and that the Chair of the Board, acting on its behalf, has subsequently taken action to approve the introduction of a new 'MSc in Integrative Bioscience' course.
- (iii) MOAC Doctoral Training Centre in collaboration with Chemistry, Physics, Statistics, Life Sciences, Mathematics, Centre for Scientific Computing and Warwick Medical School

PhD in Analytical Science

REPORTED:

- (A) That the Chair of the Graduate Studies Committee for the Board of the Faculty of Science, acting on its behalf, has taken action to recommend the introduction of the 'PhD in

Analytical Science' course as set out in papers SGS 40 12/13;

(B) That the Chair of the Board, acting on its behalf, has subsequently taken action to approve the introduction of the 'PhD in Analytical Science' course.

(b) Faculty of Medicine

(i) Joint Warwick/Monash PhD (Health and Biomedical Sciences)

REPORTED:

(A) That the Chair of the Graduate Studies Committee for the Board of the Faculty of Medicine, acting on its behalf, has taken action to recommend the introduction of the 'Joint Warwick/Monash PhD (Health and Biomedical Sciences)' course as set out in papers GSCFM 5-7/12-13;

(B) That the Chair of the Board, acting on its behalf, has subsequently taken action to approve the introduction of the 'Joint Warwick/Monash PhD (Health and Biomedical Sciences)' course.

(ii) MSc in Trauma & Orthopaedics

REPORTED:

(A) That, at its meeting on 28 January 2013, the Graduate Studies Committee of the Board of the Faculty of Medicine recommended that a proposal requesting that all existing students transfer to the recently approved new course structure, as set out in Paper GSCFM 21/12-13, be approved.

(B) That, at its meeting on 19 February 2013, the Board considered the proposal requesting that all existing students transfer to the recently approved new course structure, as set out in Paper GSCFM 21/12-13, and resolved that the proposal be approved, subject to consultation with the student body currently registered on the course.

(C) That confirmation that consultation with the student body currently registered on the course has been carried out has been received, and that the Chair of the Board, acting on its behalf, has subsequently taken action to approve the proposal requesting that all existing students transfer to the recently approved new course structure.

(c) Faculty of Social Sciences

(i) Warwick Business School

MSc Business Analytics and Consulting

REPORTED:

- (A) That the Chair of the Graduate Studies Committee for the Board of the Faculty of Social Sciences has taken action to approve a change of name for the 'MSc Business Analytics and Consulting' course to 'MSc Business Analytics';
- (B) That the Chair of the Board, acting on its behalf, has subsequently taken action to approve a change of name for the 'MSc Business Analytics and Consulting' course to 'MSc Business Analytics'.

(ii) Institute of Education

(A) Secondary and Primary PGCE: School Direct and School Direct Salaried courses

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve revisions to the Secondary and Primary PGCE School Direct and School Direct Salaried courses, as set out in papers GFSS 107(a-e)/12-13.

(B) PGCE Secondary (SCITT) in collaboration with Ninestiles School, Birmingham

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve in principle a proposal to offer a PGCE to the trainees allocated to the Ninestiles ITT Consortium via the Teaching Agency's SCITT (School Centred ITT) route, as part of the Government's School Direct initiative.

(C) Change to course regulations for taught Masters programmes

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to approve the amendment to the course regulations for taught Masters programmes in the Institute of Education, to enable part-time students to request a suspension of their studies if they do not wish to study a module in a particular year, without having to temporarily withdraw from their course.

95/12-13      Next meeting

REPORTED:

That the next meeting of the Board would be on Thursday 6 June, 9.30am,  
in CMR 1.0.

DP/KW 02.05.13

Records & Finance/BGS/2012-13/2013.05.02./BGS MINUTES May 13