

UNIVERSITY OF WARWICK

Board of Graduate Studies

Amended minutes of the Board of Graduate Studies meeting held on Thursday 5 May 2011 (insertions underlined, ~~deletions struck through~~).

Present: Professor J Labbe (Chair), Dr C Bilton, Professor K Butcher, Dr A Clark, Ms J Cooper, Dr A Dowd, Dr R Earle, Professor F Griffiths, Professor N Johnson, Ms Y Kay, Dr D Leadley, Mr D Maynard, Mr S Ruston, Mr H Singh, Ms A Stewart, Professor J Swan, Dr P Taylor, Dr J Vickery.

Apologies: Professor S Ali, Ms S Ekeocha, Mr A di Mascio, Professor R Napier, Professor J Neelands.

In attendance: Dr J Gardner, Mr M Mik, Mr N Prentice (for item 79/10-11), Mr S Williams (for item 79/10-11), Mrs R Wooldridge Smith.

73/10-11 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Board held on 24 February 2011 be approved.

74/10-11 Matters arising on the minutes

- (a) Membership of Sub-Committees (minutes 54(b)/10-11, 35/10-11, 20(b)/10-11 and 4/10-11 referred)

Graduate Awards and Nominations Sub-Committee

REPORTED:

- (i) That Dr E Ushioda replaced Professor S Ali to prevent overrepresentation of the School of Law among the Faculty of Social Sciences representatives;

- (ii) That Dr K Astbury served as the second Faculty of Arts scorer.

- (b) New 4-year Standard Period of Registration for Full-Time PhD Students (minutes 54(d)/10-11, 35(e)/10-11, 20(g)/10-11, 9(g)/10-11, 101/09-10 and 63/09-10 referred)

RECEIVED:

A paper from the Director of Student Admissions and Recruitment Office on the progress of operational preparations for the change of standard period of registration for full-time PhD students (paper BGS 47/10-11); it being noted that a communications plan was expected shortly to ensure that the change was fully communicated to all stakeholder groups.

- (c) Extension Charge for Students Resubmitting a PGT Project or

~~Dissertation (minutes 54(e)/10-11, 35(g)/10-11, 20(i)/10-11, 16/10-11, 95/09-10 and 93/09-10 referred)~~

RECEIVED:

A paper from the Assistant Secretary on numbers of postgraduate taught students resubmitting their dissertations/projects (paper BGS 48/10-11).

REPORTED:

That at the request of WMG, the Graduate School would look into feasibility of distinguishing extensions from resubmissions on SITS.

- (d) ~~PGT Grade Descriptors and Award of Merits (minutes 54(f)/10-11, 20(j)/10-11, 104/09-10 and 60/09-10 referred)~~

REPORTED:

That the Graduate Studies Committee of the Faculty of Medicine agreed a level for the award of merit of 65%, noting that the requirement was to reach a mean mark of at least 65% across all taught modules as well as a mark of at least 65% for the dissertation.

- (e) ~~Parking Fees for PGR Students (minutes 54(i)/10-11 and 51/10-11 referred)~~

RECEIVED:

An oral report from the Chair on the level of campus parking fees for PGR students; it being noted that the Chair expected further feedback from the Registrar in due course.

- (f) ~~New Dedicated Postgraduate Space: Coventry House (minutes 56/10-11 and 36(g)/10-11 referred)~~

RECEIVED:

An oral report from the Chair on the new dedicated postgraduate space in Coventry House and alternative floor plan designs (paper BGS 61/10-11), noting that the Board would be further consulted on developments as the design progressed.

- (g) ~~The Student Experience Post-Browne (minute 59(c)/10-11 referred)~~

RECEIVED:

A copy of the Student Experience Post-Browne report prepared by the Students' Union (paper BGS 59/10-11).

- (h) ~~PGR Annual Course Review Reports (minute 60/10-11 referred)~~

CONSIDERED:

The summary PGR Annual Course Review Report prepared by the

Faculty Graduate Studies Committee of the Board of the Faculty of Medicine (paper BGS 49/10-11).

RESOLVED:

That the Faculty of Medicine be commended on its supervisor training which constituted an example of good practice.

- (i) ~~QAA Consultation Paper on Doctoral Degree Characteristics (minute 65/10-11 referred)~~

RECEIVED:

An oral report from the Chair on the University's response to the QAA Consultation Paper, noting that the University had now submitted its response.

- (j) ~~Strategic Departmental Review of the Department of Chemistry (minute 70/10-11 referred)~~

RECEIVED:

A paper from the Assistant Secretary on recommendations of the 2010 Strategic Departmental Review of the Department of Chemistry in graduate matters (paper BGS 50/10-11).

- (k) ~~Postgraduate Open Day Feedback Summary (minute 71/10-11 referred)~~

CONSIDERED:

A paper from the Project Officer (PGR Recruitment) on Postgraduate Open Day of 17 November 2010 Feedback Summary (paper BGS 51/10-11).

RESOLVED:

- (i) That the *status quo* of a combined Open Day for PGT and PGR applicants to take place in mid-November be maintained;
 - (ii) That resources supporting the advent of a Virtual Open Day as an ongoing resource for prospective students be prioritised.
- (l) ~~Departmental PGR applications~~

RECEIVED:

A departmental breakdown of mid-April PG Admissions statistics for PGR students from across all markets (paper BGS 62/10-11), indicating that the data pointed to a small number of departments taking some considerable time to reject or make offers to candidates; it being noted that all departments were strongly encouraged to respond to applications in a timely manner so as to make early offers to strong candidates and to reject swiftly those whose applications looked insufficiently strong.

Chair's Business(a) Directors of Graduate Studies Lunch

REPORTED:

That the Summer term meeting for Directors of Graduate Studies would take place on Monday 23 May 2011 at 12.30pm in the Institute of Advanced Study Seminar Room, Millburn House.

(b) Erasmus Mundus Grand Committee

RECEIVED:

An oral report from the Chair on the Erasmus Mundus Grand Committee.

REPORTED:

- (i) That three bids had been submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University:

(A) Joint PhD in Technological and Social Complex Systems (TASCS), led by Complexity Science, noting that Warwick is the lead partner;

(B) A double-degree in Physics in the area of Plasma Physics (FunPPAC), led by Physics;

(C) A Joint degree in Particle Physics (PCUBE), led by Physics.

- (ii) That a review of the Erasmus Mundus approval process would be undertaken in the coming weeks with recommendations for a revised schedule for next year, primarily to ensure bidders had sufficient time to draw together the relevant documentation;

- (iii) That the Graduate School would look into the level of detail required for approval of Erasmus Mundus bids in future years.

(c) Proposal for a Joint PhD Guidance Note

CONSIDERED:

A paper from the Chair and the Assistant Registrar (Graduate School) on the proposal for a joint PhD guidance note (paper BGS 52/10-11).

RESOLVED:

That the proposal be approved, subject to clarification of the residency requirement and proportion of fees covered by scholarships awarded.

(d) Postgraduate Scholarships

(i) Warwick Collaborative Postgraduate Scholarship Scheme (WCPRS) Allocation for 2011/12

RECEIVED:

A paper from the Head of Student Finance summarising Warwick Collaborative Postgraduate Scholarship Scheme allocation for 2011/12 (paper BGS 53/10-11).

(ii) Warwick Postgraduate Research Scholarships (WPRS) Allocation

REPORTED:

That the Graduate Awards and Nominations Committee met on 22 March 2011 and, using a ranking produced by department and Faculty-level scoring, determined which candidates should be made WPRS awards and which should be put on a Reserve list, noting that:

(A) All successful candidates had an average score of at least 4.75 out of 5;

(B) 36 WPRS awards had been awarded.

(iii) AHRC Scholarships Allocation

REPORTED:

(A) That the Graduate Awards and Nominations Committee met on 22 March 2011 and, using a ranking produced by department and Faculty-level scoring, along with a list of the subject awards available under the AHRC Block Grant Partnership (BGP), determined which candidates should be made AHRC doctoral awards, noting that 11 AHRC doctoral awards had been made.

(B) That the Graduate Awards and Nominations Committee held a further meeting on 7 April 2011 and, using a ranking produced by department nominations and Faculty-level scoring, along with a list of the subject awards available under the AHRC BGP, determined which candidates should be made AHRC Research Preparation and Professional Preparation Master's awards, noting that 9 awards had been made.

(iv) Chancellor's International Scholarships Allocation

REPORTED:

That the Graduate Awards and Nominations Committee determined which candidates should be offered Chancellor's International Scholarships at its 22 March 2011 meeting, selecting the strongest Overseas candidates from the ranking used for WPRS awards, noting that 17 awards had been made.

- (v) Fulbright Scholarship for 2011/12 (minute BGS 64/10-11 referred)

REPORTED:

That a Fulbright Scholarship for 2011/12 was awarded to support a candidate applying for Master's study in the department of Economics.

- (vi) University of Warwick-Open Society Institute Scholarship Allocation and Bid

REPORTED:

(A) That following the production of a shortlist based on department nominations and scoring by Professors J Labbe and S Ali, shortlisted candidates for OSI/Warwick Master's scholarships were interviewed by representatives from the Graduate School and from the Open Society Institute. Candidates recommended for a scholarship had been invited to undertake English language tests and offers would be made thereafter;

(B) The Graduate School, together with colleagues in the Faculty of Social Sciences, had also submitted a bid, on the OSI's invitation, for an expanded funding partnership with OSI to provide postgraduate scholarships, including new PhD scholarships alongside the continuation of the Master's scheme, to begin in Autumn 2012.

- (e) PGT Tuition Fees

CONSIDERED:

An oral report from the Chair on the issue of PGT tuition fees in light of the increased UG tuition fees for 2012/13.

RESOLVED:

That the members of the Board be encouraged to share their views on the future level of the PGT tuition fee in light of the increase in undergraduate fees; it being noted that the Board anticipated returning to the issue as the institutional debate developed.

76/10-11 Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 54/10-11) as follows:

Faculty of Social Sciences

- (a) Centre for Applied Linguistics

"MSc in Intercultural Communication for Business and the

Professions” (minute BGS 29(b)(i)(B)/10-11 referred)

REPORTED:

- (i) That, at its meeting on 27 October 2010, the Graduate Studies Committee of the Faculty of Social Sciences recommended that the proposal to introduce a new course entitled “MSc in Intercultural Communication for Business and Professions” (papers GFSS 5a-g/10-11) be approved;
- (ii) That, at its meeting on 18 November 2010, the Board of Graduate Studies approved the proposal;
- (iii) That the Centre for Applied Linguistics subsequently requested that direct entry to the Postgraduate Diploma and the Postgraduate Certificate, currently approved as exit qualifications only, be approved;
- (iv) That the Chair of the Board, acting on its behalf, had taken action to approve the Postgraduate Diploma and the Postgraduate Certificate as direct entry qualifications to supplement that of the Master of Science in Intercultural Communication for Business and the Professions.

(b) Warwick Business School

“Master of Science in Public Management”

REPORTED:

- (i) That Warwick Business School requested approval of a change in title from the “Master of Science in Public Management” to the “Master of Science in Public Leadership and Management”, noting that this better reflects the content of the course and in marketing terms sends the correct signal for the relevance of the course to potential applicants in the public and voluntary sectors;
- (ii) That the Chair of the Board, acting on its behalf, had taken action to approve the change of title to the “Master of Science in Public Leadership and Management”.

(c) Warwick Institute of Education

“PGCE (Teach First)”

REPORTED:

- (i) That Warwick Institute of Education requested approval for the new course “PGCE (Teach First)”, noting that this is an employment-based PGCE route;
- (ii) That the Chair of the Board, acting on its behalf, had taken action to approve the new course “PGCE (Teach First)”, noting the following:

(A) That the course had subsequently secured an approval by the Chair of the Graduate Studies Committee of the Faculty of Social Sciences, acting on its behalf;

(B) That the proposal would also require approval by the Collaborative, Flexible and Distributed-Learning Sub-Committee.

77/10-11 PGR Annual Report Forms 2009-10 Analysis

CONSIDERED:

A paper from the Assistant Registrar (Graduate School) presenting an analysis of the 2009-10 PGR Annual Report forms (paper BGS 55/10-11).

78/10-11 Consultation on HEFCE Allocation Method for Postgraduate Research Funding from 2012/13

RECEIVED:

HEFCE *Consultation on allocation method for postgraduate research funding from 2012-13* document (paper BGS 56/10-11).

REPORTED:

- (a) That the Chair of the Board would meet with the Director of Management Information and Planning and the Assistant Registrar (Graduate School) on 10 May 2011 to prepare a draft response on behalf of the University;
- (b) That the draft response would be presented to the Steering Committee and to the Board at its next meeting for consideration before submission by the deadline of 20 June 2011.

79/10-11 English Language Admissions Requirements

RECEIVED:

- (a) A paper from the Deputy Director of the Centre for Applied Linguistics on the University admissions and English language training (paper BGS 57/10-11);
- (b) A paper from the Assistant Registrar (PG Admissions) and the Senior International Student Advisor on the revised policy for the handling of English language exceptions and waivers in respect of applications to postgraduate study (paper BGS 60/10-11).

RESOLVED:

- (c) That the Cambridge ESOL examinations: the Certificate of Proficiency in English (CPE) and Certificate of Advanced English (CAE) be approved as proof of language competence in admitting candidates to degree programmes in addition to already approved language tests;

- (d) That departments may seek training by CAL to assess applicants' language ability, noting that most members of the Board expressed reservations about levels of professional competence outside CAL; noting that screening provided by the Centre would offer the most robust audit trail required by the UKBA;
- (e) That the option of a 'bundled' unconditional offer to selected candidates to include up to 15 weeks' language training be approved, subject to its duration being noted as 3 months;
- (f) That the revised policy for the handling of English language exceptions and waivers in respect of applications to postgraduate study (paper BGS 60/10-11) be approved.

80/10-11 Postgraduate Forum and the Students' Union

RECEIVED:

An oral report from the Education Officer.

81/10-11 New Course Proposals

RECEIVED:

A paper setting out recommendations for the approval of a new course (paper BGS 58/10-11) as follows:

Faculty of Social Sciences

Warwick Business School

"Master of Science in Public Leadership and Management"

CONSIDERED:

A request from Warwick Business School for approval of a new course entitled "Master of Science in Public Leadership and Management", noting that the course was currently available as a conversion or transfer option for graduates and current students on a range of Warwick Business School Diplomas only, but not as set out in papers GFSS 233a-d/10-11.

RESOLVED:

That this proposal be approved, subject to clarification of the duration of the Postgraduate Diploma and Postgraduate Certificate, and confirmation that the Academic Activity Sub-Committee has approved the fee level.

82/10-11 Online references for PG applications

REPORTED:

That an IT solution had been found to allow for online references for PG applications to be pre-populated with data pertaining to the applicant.

83/10-11 Postgraduate Research Experience Survey 2011 and Postgraduate Taught

Experience Survey 2011

REPORTED:

- (a) That the Postgraduate Research Experience Survey 2011 was due to close on 17 May 2011, noting that the Graduate School would be sending final reminders to eligible students on Friday 6 May 2011;
- (b) That the Postgraduate Taught Experience Survey 2011 was due to close on 31 May 2011, noting that the Graduate School would be sending final reminder to eligible students by 13 May 2011;
- (c) That the Graduate School would contact Directors of Graduate Studies to provide them with these deadlines with a view to encouraging the participation of a high number of their departmental PGT and PGR students.

84/10-11 Policy on remedying failure at PGT level

REPORTED:

That clarification for upcoming Boards of Examiners was sought with regard to the University Policy on remedying failure at PGT level and that departments be reminded of the position on remedying failure.

85/10-11 Next meeting

REPORTED:

That the next meeting of the Board would be held on Thursday, 9 June 2011 at 2.00pm in the Council Chamber, University House.

HRWS/MM 10.05.2011