

## UNIVERSITY OF WARWICK

### Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 9.30 on Wednesday 9 October 2013 in CMR 1.0, 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](mailto: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 set out in paper BGS 1/13-14 (copy attached).

2. Membership of the Board 2013/2014

TO REPORT:

That the membership of the Board for 2013/14 is as set out in paper BGS 2/13-14 (copy attached).

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

4. Schedule of meetings of the Board

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2013-14:

21 November 2013 at 2pm in CMR 1.0, University House;  
14 January 2014 at 9.30am in CMR 1.0, University House;  
18 February 2014 at 9.30am in CMR 1.0, University House;  
1 May 2014 at 9.30am in CMR 1.0, University House;  
5 June 2014 at 2pm in CMR 1.0, University House.

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. 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.

9. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 6 June 2013 (copy attached).

10. Matters Arising on the Minutes

- (a) Outcome of Scholarships Competition reform project (Minute 99/12-13 refers)

TO CONSIDER:

- (i) A paper from the Head of Student Finance setting out a proposal for a mechanism for the allocation of matched funding (paper BGS 3/13-14, copy attached);
- (ii) A proposed form for submitting applications for scholarships funding (paper BGS 4/13-14, copy attached).

- (b) Review of PGR teaching (Minute 102/12-13 refers)

TO RECEIVE:

An oral report from the Chair on the establishment of a working group to address key areas identified by the review of PGR teaching.

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

TO REPORT:

- (i) That, at its meeting on 6 June 2013, the Board considered a proposed amendment to the wording of Regulations 37.5 and 38.9 and resolved the following:
  - (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.
- (ii) That the Board 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;
- (iii) That, following the meeting of the Board on 6 June 2013, the proposed amendment to the wording of Regulations 37.5 and 38.9 was reviewed and further amended by the Academic Quality and Standards Committee for consideration by the Boards of Graduate and Undergraduate Studies;

- (iv) That the Chairs of the Boards of Graduate and Undergraduate Studies took Chair's action to approve the amended wording for Regulations 37.5 and 38.9, as follows:

“Preliminary review panels will consider whether an appellant has brought his or her appeal within the terms and conditions set out in [*insert relevant regulation subsection*] above and may also consider the substance and merits of the case and whether the factors advanced by the appellant would have had relevance at the time of the examinations, in arriving their determinations.”

- (v) That this amendment was approved by Senate on 3 July 2013.

11. Progress toward Strategy Targets and Planning Business for 2013/2014

TO CONSIDER:

- (a) A paper from the Chair setting out the strategic priorities of the Board over the coming year (paper BGS 5/13-14, copy attached);
- (b) A paper from the Project Officer (Postgraduate Recruitment) and the Postgraduate Admissions Service Manager on recruitment targets (paper BGS 6/13-14, copy attached);
- (c) A paper from the Project Officer (Postgraduate Recruitment) and the Postgraduate Admissions Service Manager on admissions processes (paper BGS 7/13-14, copy attached).

12. Chair's Business

- (a) Postgraduate Taught Experience Survey (PTES) 2013

TO RECEIVE:

- (i) A detailed analysis of Warwick PTES 2013 results (paper BGS 8/13-14, copy attached);
- (ii) Appendix 1: detailed Warwick PTES 2013 results with sector and Russell Group aggregate results benchmark (paper BGS 9/13-14, copy attached);
- (iii) Appendix 2: students reporting a disability (paper BGS 10/13-14, copy attached);
- (iv) Appendix 3: motivations to study at Postgraduate level (paper BGS 11/13-14, copy attached).

- (b) Postgraduate Research Experience Survey (PRES) 2013

TO RECEIVE:

- (i) A detailed analysis of Warwick PRES 2013 results (paper BGS 12/13-14, copy attached);
- (ii) Appendix 1: detailed Warwick PRES 2013 results with sector and

Russell Group aggregate results benchmark (paper BGS 13/13-14, copy attached).

(d) Graduate School update.

13. Postgraduate Forum and the Students' Union

TO RECEIVE:

An oral report from the Postgraduate Officer.

14. PGT Scholarships

TO CONSIDER:

A paper from the Assistant Registrar (Graduate School) proposing a mechanism for the allocation of PGT scholarships (paper BGS 14/13-14, copy attached).

15. Authorised Absence

TO CONSIDER:

(a) A paper from the Head of Immigration Services (International Office) proposing the establishment of a policy allowing Tier 4 Postgraduate Taught students to take periods of 'authorised absence' (paper BGS 15/13-14, copy attached);

(b) Appendix 1: Table outlining the possible situations in which 'authorised absence' may be used (paper BGS 16/13-14, copy attached);

(c) Appendix 2: Suggested process for approving a period of 'authorised absence' (paper BGS 17/13-14, copy attached);

(d) Appendix 3: Concerns raised by Student Records about 'authorised absence' being applied to Postgraduate Taught students and responses (paper BGS 18/13-14, copy attached).

16. Aligning policy on hard and electronic copies of theses

TO CONSIDER:

A paper from the Chair regarding the alignment of policy on hard and electronic copies of theses (paper BGS 19/13-14, copy attached).

17. Early submission of theses

TO RECEIVE:

An oral report from the Chair regarding the policy relating to the early submission of research theses.

18. Allocation of supervisors to Postgraduate Taught students

TO CONSIDER:

A paper from the Assistant Registrar (Graduate School) identifying best practice for Postgraduate supervision allocation (paper BGS 20/13-14, copy attached).

19. Continuation of Registration Committees

TO CONSIDER:

A paper from the Postgraduate Student Development Officer (Graduate School) proposing amendments to Regulation 36 Governing Student Registration, Attendance and Progress, relating to the provisions for the administration of Continuation of Registration Committees (paper BGS 21/13-14, copy attached).

20. Access to University facilities for temporarily withdrawn/resit students

TO CONSIDER:

A paper from the Assistant Registrar (Student Records) proposing an amendment to Regulation 36.1.7 allowing students who are temporarily withdrawn or undertaking resit examinations to retain access to University IT and library facilities (paper BGS 22/13-14, copy attached).

21. Monash/Warwick Joint PhD

TO CONSIDER:

A paper from the Assistant Registrar (Graduate School) outlining a potential change to Regulation 38 to accommodate a probationary year for students registered on the Monash/Warwick Joint PhD (paper BGS 23/13-14, copy attached).

22. New course proposal

Warwick Business School

(a) MSc in Human Resource Management & Employment Relations

TO CONSIDER

A proposal to restructure the 'MA in Industrial Relations & Managing Human Resources' course and re-name this 'MSc in Human Resource Management & Employment Relations', and to introduce a part-time variant to the course, as set out in paper BGS 24/13-14 (copy attached).

23. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 25/13-14, copy attached).

24. Any Other Business