

UNIVERSITY OF WARWICK

Board of Graduate Studies

There will be a meeting of the Board of Graduate Studies at 9.30 on Friday 10 October 2014 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 Pollard (kathryn.pollard@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 1/14-15 (copy attached).

2. Membership of the Board 2014/2015

TO REPORT:

That the membership of the Board for 2014/15 is as set out in paper BGS 2/14-15 (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. 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.

5. Schedule of meetings of the Board

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2014-

15:

20 November 2014 at 9am in CMR 1.0, University House;
13 January 2015 at 9.30am in CMR 1.0, University House;
19 February 2015 at 2pm (location TBC);
30 April 2015 at 9.30am in CMR 1.0, University House;
2 June 2015 at 2pm in CMR 1.0, University House.

6. 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.

7. 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.

8. 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.

9. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Board held on 5 June 2014 (copy attached).

10. Matters Arising on the Minutes

- (a) Best Practice for PGR Training as related to teaching/selecting PGR tutors
(Minute 64/13-14 refers)

TO RECEIVE:

- (i) A report prepared by the Chair of the Board of Undergraduate Studies (paper BGS 3/14-15, to follow);
- (ii) An oral report from the Human Resources Engagement Director.
- (iii) A copy of the NUS Postgraduate Employment Charter (to be tabled at the meeting).

- (b) PGR Scholarships Competition

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Graduate School) on the date of submission of supporting documents for the PGR Scholarships Competition.

11. Postgraduate Taught Experience Survey (PTES) 2014

TO CONSIDER:

A report from the Chair and the Postgraduate Student Development Officer (Graduate School) on the results of the Postgraduate Taught Experience Survey (PTES) 2014, submitted to Senate (paper S.2/14-15, copy attached).

12. Progress toward Strategy Targets and Planning Business for 2014/2015

TO CONSIDER:

A paper from the Chair setting out the strategic priorities of the Board over the coming year (paper BGS 4/14-15, copy attached).

13. Chair's Business

TO RECEIVE:

- (a) Response to the Graduate School Review, considered by Senate in July 2014 (paper S.62/13-14, copy attached);
- (b) An oral report from the Chair on the Postgraduate Welcome Week.

14. Supervisory loads for research students

TO CONSIDER:

A paper from the Senior Assistant Registrar (Graduate School) regarding the

monitoring of supervisory loads by departments (paper BGS 5/14-15, copy attached).

15. Absence of supervisors

TO CONSIDER:

A paper from the Senior Assistant Registrar (Graduate School) regarding action to take in the absence of absent PGR supervisors (paper BGS 6/14-15, copy attached).

16. Postgraduate Admissions reference requirements

TO CONSIDER:

A paper from the Senior Assistant Registrar (University Admissions) outlining potential amendments to the current policy on academic reference requirements for postgraduate taught and research student admissions (paper BGS 7/14-15, copy attached).

17. Amendment to Regulation 11 on the Procedure to be Adopted in the Event of Suspected Cheating in a University Test

TO CONSIDER:

A paper from the Administrative Officer (Graduate School) outlining an amendment to Regulation 11 to refer explicitly to further guidance for departments on plagiarism investigations contained within the Senate Examination and Degree Conventions (paper BGS 8/14-15, copy attached).

18. Reports from External Examiners

TO RECEIVE:

A report from the Chair summarising External Examiners' reports on Postgraduate Programmes for 2012-13 (paper BGS 9/14-15, copy attached).

19. OIA Annual Letter

TO RECEIVE:

The OIA's Annual Letter, outlining the number of complaints and appeals considered by the OIA in the last year (paper BGS 10/14-15, copy attached).

20. Chair's Action

TO RECEIVE:

A report on items approved by the Chair on behalf of the Board (paper BGS 11/14-15, copy attached).

21. Postgraduate Forum and the Students' Union

TO RECEIVE:

An oral report from the Postgraduate Officer.

22. Any Other Business

DP/KP

Records & Finance/BGS/2014-15/2014.10.10/BGS AGENDA October 14