UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 5 June 2014

Present: Professor J Palmowski, Dr C Bilton, Ms J Cooper, Dr A Cristea, Dr R Dias, Professor A Dowd, Ms L Gill, Professor G Hartshorne, Professor D Holt, Dr J Kidd, Professor R Napier, Dr P Roberts, Dr P Taylor, Professor M Wills

Apologies: Professor R Aldrich, Dr J Brassett, Ms S Cheng, Professor S Gundle, Professor J Hayton, Mr S Parr, Dr J Parkinson, Ms A Sandhu, Professor D Singh, Mr T Soykan, Professor D Steinberg, Mr A Thompson, Dr J Vickery.

In attendance: Mr M Mik (for item 68/13-14), Mrs R Millichap (for item 69/13-14), Mrs C O'Leary (for item 69/13-14), Mr D Pearson, Mrs K Pollard.

63/13-14   Minutes of the last meeting

CONSIDERED:

The Minutes of the meeting of the Board held on 1 May 2014.

RESOLVED:

That the minutes of the meeting of the Board held on 1 May 2014 be approved.

64/13-14   Matters arising on the minutes

(a)   Board of Graduate Studies Working Groups (minutes 44/13-14 and 52/13-14 referred)

CONSIDERED:

Reports outlining the findings and recommendations of the working groups, as follows:

(i)   Best Practice for PGR Training as related to teaching/selecting PGR tutors (paper BGS 52/13-14);

REPORTED:

(1)   That a joint report prepared in conjunction with the Board of Undergraduate Studies would be available for the next meeting of the Board;

(2)   That formal recognition of training as evidence of professional development for students was desirable, noting that this may be something that could form part of the Warwick Portfolio.

RESOLVED:

(3)   That members be invited to provide feedback on the

report via email to the Chairs of the Board and the Graduate Studies Committees;

(4) That further discussions regarding transparency of pay and remuneration for postgraduates who teach would be pursued by the Chair and the Human Resources department, to see whether ways could be found to assist departments in the hiring and remuneration of postgraduates who teach, noting that the Board's remit does not include financial decisions;

(5) That the Board was supportive of the creation of clear teaching arrangements within departments, and that these be published on departmental internal webpages, so that postgraduate students understand what is expected of them and what they can expect from the department.

(ii) Best Practice for postgraduate student admissions (paper BGS 53/13-14);

REPORTED:

(1) That the Working Group was of the view that regular communication between departments and offer-holders was key to promoting the conversion of offers into acceptances;

(2) That social media tools present a valuable opportunity for creating and sustaining a relationship between offer-holders and departments, noting that this is most beneficial when led by academic colleagues or current students.

RESOLVED:

(3) That further consideration of the report should be given at faculty and departmental level;

(4) That this report inform further research into the admissions cycle by the Postgraduate Admissions team in order to help departments adopt a best practice approach.

(iii) Identifying improvements for part-time students (paper BGS 64/13-14);

REPORTED:

(1) That many of the findings of the Working Group fed into work already being undertaken by the working group on the Postgraduate Community and these recommendations would be given further

consideration by this group;

(2) That the needs of part-time students could be greater met by making information and events available to them outside of normal working hours or via virtual means.

(iv) The Postgraduate Community (paper BGS 54/13-14).

REPORTED:

(1) That an induction programme was being formulated to address the needs of postgraduate students, in particular in response to the lack of welcome events for students arriving on campus a week ahead of the main undergraduate arrivals weekend;

(2) That the postgraduate enrolment event had been brought forward to take place during the week preceding the undergraduate event, to mark this as a distinctive provision and provide student cards at an earlier opportunity, noting that this was an improvement on previous events but that there was still scope for improvement by making access available at an even earlier point;

(3) That work was also being undertaken to respond to the needs of students who arrived at other times, notably PGCE students;

(4) That the induction programme was part of a wider campaign to create community amongst postgraduate students before their arrival, during induction, and throughout their time of study; to this end, work was also being undertaken to co-ordinate a communications campaign with – and among – new postgraduate students during the course of the summer.

(b) Submission Rates (minute 53/13-14 refers)

REPORTED (by the Senior Assistant Registrar (Graduate School)):

(i) That HEFCE had agreed to suppress the University's data from their publication and had indicated a willingness to consider this request for subsequent years, noting that if the anomalies in the data were as a result of coding practices the same issues are likely to arise until this is resolved;

(ii) That Ms M Ovens would be working on the creation of a tool for collection data on submission rates so that the accuracy of the University's data could be assured.

(c) PGR Scholarships Competition (minute 55/13-14 refers)

RECEIVED:

An update from the Senior Assistant Registrar (Graduate School) on the outcome of the PGR Scholarships Competition (paper BGS 55/13-14).

REPORTED (by the Chair):

That it had been necessary to make scholarship allocations that met with University commitments to fund studentships in the Arts and Social Sciences faculties, noting that where awards were made out of sync with the rankings of GANC, consultation had been undertaken with Heads of Departments and Faculties to ensure a fair system of allocation.

(d)   University Strategy Consultation (minute 60/13-14 refers)

RECEIVED:

A paper summarising the feedback provided on behalf of the Board in relation to the University's draft strategy consultation document (paper BGS 56/13-14).

65/13-14   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 Science and Medicine):

That no additional feedback to the University Strategy document had been received in addition to that raised by Board members.

REPORTED (by Dr J Kidd):

That consideration had been given to Annual Course Reviews.

REPORTED (by Dr C Bilton):

That the Committee had discussed issues surrounding postgraduate taught student funding.

66/13-14   The Future of Graduate Provision at Warwick

RECEIVED:

A paper from the Chair outlining key action points for the future of Graduate provision at Warwick, identified at a meeting between Heads of Department and CDT leads (paper BGS 57/13-14).

REPORTED:

(a)   That the meeting had produced useful observations about priorities

for the University with regard to graduate provision;

(b) That the University's training priorities needed to address both academic training within departments and wider transferable skills training;

(c) That the CDT forum had held two meetings to date and would continue to meet throughout the year.

67/13-14 Graduate School Review

RECEIVED:

A paper from the Chair outlining key priorities for the Graduate School in response to the Graduate School Review (paper BGS 58/13-14).

REPORTED:

(a) That there was institutional-level support for an increased focus on CPD;

(b) That the post of Academic Director would work alongside the Pro-Vice-Chancellor to cover all aspects of work required to effectively represent postgraduate students' interests, with an appropriate division of responsibilities;

(c) That the proposal to reconsider the process for course approvals would be welcomed;

(d) That the Senate will need to further consider a final report before changes can be initiated.

RESOLVED:

(e) That the Board was satisfied that the response to the Graduate School Review had addressed the issues raised by departments.

68/13-14 Amendments to the Requirements for Taught Postgraduate Awards

CONSIDERED:

A paper from the Assistant Registrar (Learning and Teaching) outlining proposed changes to the 'Requirements for Taught Postgraduate Awards' (paper BGS 59/13-14).

RECOMMENDED (to the Academic Quality and Standards Committee):

That the 'Requirements for Taught Postgraduate Awards' be revised, as follows:

(i) That the award of Postgraduate Diploma will normally be made on successful completion of 90 credits at level 7, providing that a mark of at least 40 is obtained in the failed module(s), noting that where departments require students to attain 120 credits at level 7 for the

award of a Postgraduate Diploma this must be clearly specified in information supplied to students;

(ii) That the Award of Merit and Distinction be introduced for Postgraduate Diplomas, Postgraduate Certificates and Postgraduate Awards;

(iii) That the level of the award of Merit for postgraduate courses at the University be amended to 60%, rather than 65%, noting that departments should consider carefully what students will need to achieve in order to attain a Merit classification, and that departments can stipulate that eligibility for a Merit overall be conditional upon achieving 60% in certain core modules/dissertation;

(iv) That the above amendments be applied to all postgraduate students considered by PGT boards of examiners from 1 August 2014 onwards, with a view to ensuring that the maximum number of students will benefit from the recommended changes.

69/13-14 Mock Home Office Tier 4 Audit

CONSIDERED:

A paper from the Compliance Officer (Student Immigration) regarding the mock Home Office audit undertaken in August 2013 (paper BGS 60/13-14).

REPORTED:

(a) That the audit had demonstrated that PGR student monitoring represented the highest risk area;

(b) That it is expected that some areas of concern will be mitigated by amendments to processes undertaken since the audit, such as ATAS allocation for course transfers and the use of Tabula and Moodle for recording supervision meetings, noting that risk ratings should decrease as a result of this;

(c) That there was further scope for improving the commitment to recording supervision meetings by encouraging students to initiate the recording process, noting that this would require supervisors to simply acknowledge a record rather than create it themselves;

(d) That a mock Home Office audit would be carried out annually for departments who had been classified as 'high risk'; every two years for those that were not 'high risk'.

RESOLVED:

(e) That support for attendance monitoring of all students, not just Tier 4, was essential to the University's wider aims of ensuring good student progression, noting the associated risks arising from poor progression.

70/13-14 Postgraduate Taught Experience Survey (PTES) 2014

REPORTED:

(a)   That the current Warwick response rate was 31%, noting that the survey would remain open until 16 June 2014, with a final email reminder due to be circulated to students;

(b)   That departments are free to undertake their own work to encourage higher completion rates for the survey, such as departmental prizes.

RESOLVED:

(c)   That the Postgraduate Student Development Officer (Graduate School) provide a report for the next meeting of the Board, exploring the possibility of making details of students who had not completed the survey available to departments to facilitate a more targeted approach for non-completers.

80/13-14   New course proposals

CONSIDERED:

A paper setting out recommendations for the approval of new courses (paper BGS 61/13-14), as follows:

(a)   Faculty of Social Sciences

   (i)   Department of Politics and International Studies

                (1)   Double MA in Politics and International Service at American University, Washington DC and the University of Warwick

                REPORTED:

                That at its meeting on 13 May 2014, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal from the Department of Politics and International Studies to introduce a new Double MA in Politics and International Service at American University, Washington DC, based at the School of International Service and the University of Warwick, Department of Politics and International Studies, as set out in papers GFSS.84a-b/13-14, be approved;

                CONSIDERED:

                The proposal to introduce a new Double MA in Politics and International Service at American University, Washington DC, based at the School of International Service and the University of Warwick, Department of Politics and International Studies, as set out in papers GFSS.84a-b/13-14 (available online).

RESOLVED:

That the proposal be approved, subject to the following, noting that a number of the conditions have already been satisfied but that the remainder would need to be met in order for the proposal to be fully approved:

(a) Confirmation that existing students will transfer onto the course;

(b) Receipt of the external examiner's report;

(c) Clarification of the entry requirements for the course, in particular whether all students would need to satisfy the GMAT requirements;

(d) Clarification regarding which institution's regulations would apply where a student fails the dissertation element;

(e) Confirmation that the dissertation length will be increased to a minimum of 18,000 words;

(f) Clarification as to whether the proposed modules will be introduced as new modules, or align with existing PAIS modules, noting the similarity with the latter.

(2) Double MA in Global Governance at the University of Waterloo, Canada and the University of Warwick

REPORTED:

That at its meeting on 13 May 2014, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal from the Department of Politics and International Studies to introduce a new Double MA in Global Governance at the University of Waterloo, Canada, based at the Balsillie School of International Affairs and the University of Warwick, Department of Politics and International Relations, as set out in papers GFSS.85a-b/13-14, be approved;

CONSIDERED:

The proposal to introduce a new Double MA in Global Governance at the University of Waterloo, Canada, based at the Balsillie School of International Affairs and the University of Warwick, Department of Politics and International Relations, as set out in papers GFSS.85a-b/13-14 (available online).

RESOLVED:

That the proposal be approved, subject to the following,

noting that a number of the conditions have already been satisfied but that the remainder would need to be met in order for the proposal to be fully approved:

(a) Confirmation that existing students will transfer onto the course;

(b) Receipt of the external examiner's report;

(c) Clarification of the entry requirements for the course, in particular whether all students would need to satisfy the GMAT requirements;

(d) Clarification regarding which institution's regulations would apply where a student fails the dissertation element;

(e) Confirmation that the dissertation length will be increased to a minimum of 18,000 words;

(f) Clarification as to whether the proposed modules will be introduced as new modules, or align with existing PAIS modules, noting the similarity with the latter.

(ii) Warwick Business School

Postgraduate Award in Energy Futures and Transitions

REPORTED:

That at its meeting on 13 May 2014, the Graduate Studies Committee of the Board of the Faculty of Social Sciences recommended that a proposal from Warwick Business School to introduce a new course entitled Postgraduate Award in Energy Futures and Transitions, as set out in papers GFSS.81a-b/13-14, be approved, noting the distance-learning nature of the course and the consequent preference of assessment over examination and the fact that this course would be using existing robust arrangements for WBS distance-learning courses to support students.

CONSIDERED:

The proposal to introduce a new course introduce a new course entitled Postgraduate Award in Energy Futures and Transitions, as set out in papers GFSS.81a-b/13-14 (available online).

RESOLVED:

That this proposal be approved, subject to the following:

(1)   Receipt of positive external evaluation of the course;

(2)   Formal sign-off by the course leader and Head of

Department.

(b)   Faculty of Science

(i)   Department of Chemistry

PgA in Molecular Analytical Science

REPORTED:

That at its meeting on 14 May 2014, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from the Department of Chemistry to introduce a new PgA in Molecular Analytical Science, as set out in paper SGS.36/13-14, be approved, subject to the following:

(i)   Clarification of the start date;
(ii)   Clarification of the length of course for the part-time variant;
(iii)   Clarification of the MSc programme referred to in item 4 of the CA1 form;
(iv)   Clarification of the modules offered, together with status (core and optional) and CATS weighting (item 5 of the CA1 form);
(v)   Clarification of teaching staff (item 9 of the CA1 form);
(vi)   Clarification of the departments which may be affected (item 12 of the CA1 form).

CONSIDERED:

The proposal to introduce a new PgA in Molecular Analytical Science, as set out in paper SGS.36/13-14 (available online).

RESOLVED:

That this proposal be approved, subject to formal sign-off by the course leader and Head of Department.

(ii)   Warwick Manufacturing Group

(1) MSc in International Trade: Strategy and Operations

REPORTED:

That at its meeting on 14 May 2014, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from Warwick Manufacturing Group to introduce a new MSc in International Trade: Strategy and Operations, as set out in papers SGS.38(a-d)/13-14, be approved.

CONSIDERED:

The proposal to introduce a new MSc in International

Trade: Strategy and Operations, as set out in papers SGS.38(a-d)/13-14 (available online).

RESOLVED:

That this proposal be approved, subject to the following:

(A)   Confirmation of the proposed start date for full-time students;

(B)   Receipt of positive external evaluation of the course;

(C)   Confirmation that Warwick Business School and the Department of Economics have been consulted regarding the title of the course;

(D)   Formal sign-off by the course leader and Head of Department.

(2) PgA in Innovation Business Leadership

REPORTED:

That at its meeting on 14 May 2014, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from Warwick Manufacturing Group to introduce a new PgA in Innovation Business Leadership, as set out in papers SGS.39(a-b)/13-14, be approved.

CONSIDERED:

The proposal to introduce a new PgA in Innovation Business Leadership, as set out in papers SGS.39(a-b)/13-14 (available online).

RESOLVED:

That this proposal be approved, subject to the following:

(A)   Receipt of a further external evaluation, noting that the one supplied is from a member of Warwick staff;

(B)   Formal sign-off by the course leader and Head of Department.

(3) MSc in Sustainable Materials and Manufacturing

REPORTED:

(A)   That at its meeting on 14 May 2014, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from

Warwick Manufacturing Group for a new collaborative MSc in Sustainable Materials and Manufacturing and variation of existing EngD (Int), as set out in papers SGS.37(a-e)/13-14 be approved, subject to the following:

(i) Clarification of the length of the MSc course, and amendment of the MSc paperwork to state that the MSc will only be offered as a part time variant, and the correct number of months indicated on the paperwork;

(ii) Clarification of the course structure of the EngD to provide details on the relationship between the MSc taught element and the EngD due to concerns that the work required on the MSc taught elements may take precedence over the research;

(iii) Clarification within the course specification to confirm that the primary supervisor will be provided by the home institution;

(iv) Clarification of the relationship between the group project described in the paperwork and the individual's research.

(B) That clarification has been received and the Chair of the Graduate Studies Committee of the Board of the Faculty of Science, acting on its behalf, has taken action to approve the new collaborative MSc in Sustainable Materials and Manufacturing and variation of existing EngD (Int).

CONSIDERED:

The proposal from Warwick Manufacturing Group for a new collaborative MSc in Sustainable Materials and Manufacturing and variation of existing EngD (Int), as set out in papers SGS.37(a-e)/13-14 (available online).

RESOLVED:

That this proposal be approved.

81/13-14   Revised course proposals

CONSIDERED:

A paper setting out recommendations for the approval of revisions to existing courses (paper BGS 62/13-14), as follows:

(a)   Faculty of Social Sciences

(i)   Warwick Business School

MSc in Finance

REPORTED:

That at its meeting on 13 May 2014, the Graduate Studies Committee of the Board of the Faculty of Social Sciences <u>recommended</u> that a proposal from Warwick Business School to restructure their portfolio of Finance Master's programmes, as set out in papers GFSS.87a-k/13-14, be approved:

(i)   MSc in Accounting and Finance (MSAF);

(ii)   MSc in Finance (MSF);

(iii)   MSc in Finance and Economics (MSFE);

(iv)   MSc in Financial Mathematics (MSFM).

TO CONSIDER:

The proposal to restructure the portfolio of Finance Master's programmes, as set out in papers GFSS.87a-k/13-14 (available online).

RESOLVED:

That this proposal be approved, subject to the following:

(1)   Confirmation that the department has communicated effectively with students due to start the course in September 2014 regarding changes to the existing course structure;

(2)   Formal sign-off by the course leader and Head of Department.

(ii)   <u>Centre for Education Studies</u>

REPORTED:

That at its meeting on 13 May 2014, the Graduate Studies Committee of the Board of the Faculty of Social Sciences <u>recommended</u> that a proposal from the Centre for Education Studies that the following courses be discontinued with effect from 1 September 2014, as set out in paper GFSS.86/13-14, be approved:

(i)   MA in Educational Research Methods (TIEA-X30E);

(ii)   MA in Educational Leadership and Innovation (TIES-X31G);

(iii)   MA in Educational Leadership (Future Leaders) (TIES-X3BB);

(iv)   PG Certificate in Leading Professional Enquiry (CPD) (TIES-X30K);

(v)   PG Certificate in The Teaching of Shakespeare (TIES-

X30S);

(vi)   PG Certificate in Mathematics Subject Leadership (TIES-X31C);

(vii)   PG Certificate in Teaching Further Mathematics (MEI) (TIES-X32E);

(vii)   PG Certificate in Learning and Teaching (International) (TIES-X333);

(viii) PG Award in Multi-Agency Leadership (TIEA-X339);

(ix)   PG Award in Exploring Leadership (TIEA-X340).

CONSIDERED:

The proposal to discontinue the above courses, as set out in papers GFSS.86/13-14 (available online).

RESOLVED:

That this proposal be approved, subject to clarification as to whether there are any students registered on the existing courses, and if so, what provision will be in place to ensure that they will be effectively supported to completion.

(b)   Faculty of Science

(i)   Computer Science

MSc in Data Analytics

REPORTED:

That at its meeting on 14 May 2014, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from the Department of Computer Science to revise the MSc in Data Analytics, as set out in paper SGS.40/13-14, be approved.

CONSIDERED:

The proposal to revise the MSc in Data Analytics, as set out in paper SGS.40/13-14 (available online).

RESOLVED:

That this proposal be approved, subject to formal sign-off by the course leader and Head of Department.

(ii)   Statistics

MPhil/PhD in Statistics

REPORTED:

That at its meeting on 14 May 2014, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from the Department of Statistics to revise the MPhil/PhD in Statistics, as set out in paper SGS.41/13-14, be approved.

CONSIDERED:

The proposal to revise the MPhil/PhD in Statistics, as set out in paper SGS.41/13-14 (available online).

RESOLVED:

That this proposal be approved.

(iii)   Warwick Manufacturing Group

EngD Programmes

REPORTED:

That at its meeting on 14 May 2014, the Graduate Studies Committee of the Board of the Faculty of Science recommended that a proposal from Warwick Manufacturing Group to introduce a part-time variant to the EngD courses, as set out in paper SGS.42/13-14, be approved.

CONSIDERED:

The proposal to introduce a part-time variant to the EngD courses, as set out in paper SGS.42/13-14 (available online).

RESOLVED:

That this proposal be approved.

(c)   Faculty of Medicine

(i)   MSc in Health Research

REPORTED:

That at its meeting of 6 May 2014, the Graduate Studies Committee of the Board of the Faculty of Medicine recommended that a proposal to amend the course structure for the MSc in Health Research course, as set out in GSCFM 24/13-14, be approved.

CONSIDERED:

The proposal to amend the course structure for the MSc in Health Research course, as set out in GSCFM 24/13-14 (available online).

RESOLVED:

That this proposal be approved.

82/13-14   PGT Annual Course Review Reports

RECEIVED:

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

(a)   Arts (paper AGSC 14/13-14);

(b)   Science (paper SGS 44/13-14);

(c)   Social Science (paper GFSS 74/13-14, to follow);

(d)   Medicine (paper GSCFM 28/13-14).

83/13-14   PGR Annual Course Review Reports

RECIEVED:

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

(a)   Arts, noting that the summary report did not include reviews of the Department of Italian and the Centre for the Study of the Renaissance, so separate reports have been provided (papers AGSC 4/13-14, 4(j)/13-14 and 4(k)13-14);

(b)   Science (paper SGS 22/13-14);

(c)   Social Science (paper GFSS 62/13-14);

(d)   Medicine (paper GSCFM 21/13-14).

84/13-14   Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 63/13-14).

85/13-14   Vote of thanks to the Board

REPORTED:

(a)   That the Chair thanked the Board for its contribution to strategic discussions during the academic year;

(b)   That the Chair thanked Ms L Gill for her regular attendance and contribution during her tenure as Students' Union's Postgraduate Sabbatical Officer.

86/13-14   Working Group on Transferable Skills

REPORTED:

That a working group will be established to consider Transferrable Skills provision and will report back to the Board with its findings.

87/13-14   Change in registration arrangements for Postgraduate Research students

REPORTED (by the Chair):

(a)   That postgraduate research students are now admitted on a four year registration period with a strict deadline for submission at the end of the fourth year, noting that students should still be encouraged to submit after three years;

(b)   That as extension requests would not be necessary during the fourth year departments will need to monitor progression closely as a result, noting that extensions beyond the fourth year will not be permitted;

(c)   That the availability of temporary withdrawal in the fourth year enables progression issues to be dealt with when they arise, noting that retrospective temporary withdrawal can only be permitted by up to one month for tier 4 students due to Home Office reporting obligations;

(d)   That the Graduate School will update the guidance it makes available to students and departments.