

UNIVERSITY OF WARWICK

Board of Graduate Studies

Minutes of the Board of Graduate Studies meeting held on Thursday 3 May 2012.

Present: Professor J Labbe (Chair), Dr C Bilton, Ms J Blackwell, Dr B Clift, Ms J Cooper, Dr A Dowd, Professor R Earle, Professor F Griffiths, Professor D Leadley, Professor R Napier, Professor J Neelands, Dr A Phillips, Mr S Ruston, Mr D Salter, Mr T Skelhon, Ms A Stewart, Dr P Taylor, Dr J Vickery, Professor M Wills.

Apologies: Professor R Aldrich, Professor S Brammer, Professor K Butcher, Ms A Chowcat, Dr J Kidd, Mr M Locane.

In attendance: Mr J Burgess (for item 84/11-12), Mr N Hull (for items 84-85 & 88/11-12), Mr M Mik, Mr D Pearson, Mrs R Wooldridge Smith.

75/11-12 Minutes of the last meeting

CONSIDERED:

That the Minutes of the meeting of the Board held on 24 February 2012 be approved.

76/11-12 Matters Arising on the Minutes

A Section of the UK Quality Code for Higher Education on Research Degrees (minute 61/11-12 referred)

REPORTED:

That, following the Steering Committee's consideration by correspondence, the Vice-Chancellor, acting on the Committee's behalf, took Chair's Action to approve the University's response to the QAA consultation on the UK Quality Code: Section B11 - Research Degrees as set out in paper SC.290/11-12 (minute SC.420/11-12 referred).

77/11-12 Chair's Business

(a) PGR Scholarships Scoring Criteria

RECEIVED:

- (i) An oral report from the Chair on general re-evaluation of scholarships scoring criteria and the issue of DTCs and small centres;
- (ii) Copy of current scoring criteria (paper BGS 79/11-12), noting that it is available to staff online from http://go.warwick.ac.uk/graduateschool/scholarship/wprs/scoring_criteria.xls

RESOLVED:

- (iii) That a list of DTCs and small centres with scholarship allocations be produced for the Board to consider at its next meeting, noting the following:
 - (A) That normally only centres drawing students from a number of departments should be considered for a separate scholarships quota;
 - (B) That students only be counted once, either under a DTCs or a small centre or a department.
 - (iv) That following evaluation of the criteria by GANC, the Board was satisfied with the relevance of current scoring criteria, noting the following:
 - (A) That an amendment be made to the academic criteria section, to reflect admission of students directly from undergraduate courses onto some doctoral courses;
 - (B) That the criteria be reworded in light of (A) above and presented to the Board of consideration at its next meeting;
 - (C) That Faculty-level briefing sessions would be offered in term one of the next academic year to departmental nominators, and that the Graduate School would offer a briefing session to Faculty scorers.
- (b) Outcome of PGR Scholarship Competition

RECEIVED:

- (i) An oral report from the Chair on the outcome of the PGR Scholarship competition;
- (ii) A paper from the Project Officer (Postgraduate Scholarships) on detailed outcomes of the PGR scholarship competition (paper BGS 80/11-12).

REPORTED (by the Chair):

- (iii) That a bid had been submitted to extend Chancellor's Scholarship awards to 3.5 years;
- (iv) That a bid had been submitted for another 18 Chancellor's International Scholarship awards.

(c) Joint PG Activities with Monash University

CONSIDERED:

A draft document on collaborative postgraduate degree programmes Monash/Warwick (paper BGS 81/11-12).

(d) New Dedicated Postgraduate Space: Coventry House (minutes 46(c)/11-12, 9(c)/11-12, 87(g)/10-11, 74(f)/10-11, 56/10-11 and 36(g)/10-11 referred)

RECEIVED:

An oral report from the Chair on the early use of the Postgraduate Hub in Coventry House.

REPORTED (by the Chair):

- (i) That the Library was leading on the operational management of the facility, noting that dedicated members of staff had been recruited;
- (ii) That the extension of opening hours and the introduction of weekend opening hours was a priority.

REPORTED (by the Postgraduate Student Representative of the Board of the Faculty of Science and the Education Officer):

That student feedback on the facility was very positive overall, noting a suggestion that opening hours be extended, especially in term three to compensate for an increased use of Library space.

(e) Postgraduate Taught Experience Survey (PTES) 2012 (minute 49/11-12 referred)

REPORTED:

- (i) That the Warwick response rate was 10.6% as of 2 May 2012, noting that the survey would remain open until 14 June 2012;
- (ii) That the following activities were taking place to encourage completion of the survey among postgraduate taught students:
 - (A) An email reminder to all PGT students who had not yet completed the survey sent by the Graduate School (25 April 2012), followed by an email update from the Graduate School to all academic departments (8 May 2012);
 - (B) Circulating of promotional posters, leaflets, plasma screen slides and website banners;
 - (C) Promotion of PTES 2012 on the University, PG

Hub and PGR Facebook and Twitter accounts;

(D) An Insite story (w/c 23 April 2012);

(E) Engagement of Student Ambassadors in the PG Hub on 2, 9 and 16 May 2012 to encourage completion of PTES 2012 in the facility.

(f) ~~WCPRS Workshops (minute BGS 60(c)/11-12 referred)~~

REPORTED:

That a WCPRS briefing session was held on Wednesday 21 March 2012, noting that slides were available online from go.warwick.ac.uk/graduateschool/warwick_staff/scholarshipsinfo/wcprs/

(g) ~~PGR Lunch~~

REPORTED:

(i) That the inaugural PGR lunch was held on 8 March 2012 in the Postgraduate Hub, noting that Mr D Lees, Department of French Studies, presented his research on Vichy France and Internationalisation;

(ii) That the next PGR lunch would take place on 15 May 2012 and that the intention was to hold PGR lunches every other month.

(h) ~~Graduate School PGR Newsletter~~

REPORTED:

That on 2 March 2012, the inaugural Graduate School PGR Newsletter was circulated to all PGR students, noting that copies of all issues were available online from go.warwick.ac.uk/graduateschool/current/newsletter

(i) ~~Directors of Graduate Studies Lunch~~

REPORTED:

That the Summer term meeting for Directors of Graduate Studies would take place on Tuesday 12 June 2012 at 12.30 in the Council Chamber, University House.

(j) ~~EPSRC DTC Call~~

RECEIVED:

An oral report from the Chair on the EPSRC Doctoral Training Centre call.

REPORTED (by the Chair):

That in anticipation of an expected EPSRC DTC call for bids in 2013/14, the Pro Vice-Chancellor for Knowledge Transfer, Business Engagement and Research (Science & Medicine) had invited initial applications for internal consideration, noting that the University would prioritise submitting fewer high-quality applications.

(k) Disbursement of PGR Hardship Funding

RECEIVED:

A paper from the Head of Student Finance and the Secretary on disbursement of PGR hardship funding and arrangements put in place in academic departments to facilitate submission according to adjusted timetables (paper BGS 82/11-12).

REPORTED (by the Chair):

That a bid had been submitted for funding to establish the PGR hardship fund on a permanent basis.

(l) Postgraduate Hub Steering Group

REPORTED:

That a meeting would be held on 17 May 2012 of a Postgraduate Hub Steering Group to oversee the strategic development of the facility.

78/11-12 Chair's Action

RECEIVED:

A report on items approved by the Chair on behalf of the Board (paper BGS 83/11-12) as follows:

(a) MSc in Business (minute BGS 70(d)(ii)/11-12 referred)

REPORTED:

- (i) That, at its meeting on 24 February 2012, the Board considered a proposal from Warwick Business School to approve introduction of a new course entitled 'Master of Science in Business', as set out in papers GFSS 62a-e/11-12, and resolved that the proposal be approved, subject to clarification of pathway name Marketing ('Strategic Marketing' on page 4) and evidence of consultation with the Department of Psychology regarding 'Behavioural Science' pathway;
- (ii) That following a confirmation from Warwick Business School that the pathway name should be 'Marketing' and that consultations with the Department of Psychology had

taken place;

- (iii) That the Department of Psychology had subsequently approached the Chair of the Board with concerns relating to the new course proposal;
- (iv) That the Chair of the Board initiated further consultation between Warwick Business School and the Department of Psychology, which resulted in a compromise, and that the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to introduce a new course entitled 'Master of Science in Business'.

(b) MBA (Distance Learning) (minute BGS 71(b)(ii)(B)/11-12 referred)

REPORTED:

- (i) That, at its meeting on 24 February 2012, the Board considered a proposal from Warwick Business School to revise permanently the assessment methods for the 'MBA (Distance Learning)' course as set out in paper GFSS 106/11-12, to include a 24-hour open book online assessment, and resolved that the proposal be approved, noting that late penalties of 3 marks per hour be applied.
- (ii) That following clarification from Warwick Business School that the intention was to make this assessment method available to other courses, the Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to make the new 24-hour open book online assessment method available to other courses.

79/11-12 Amendments to University Regulations

CONSIDERED:

- (a) A paper from the Assistant Registrar (Graduate School) on amendments to University Regulation 11 Governing Procedure to be Adopted in the Event of Suspected Cheating in a University Test (paper BGS 84/11-12);
- (b) A paper from the Assistant Registrar (Graduate School) on amendments to University Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees (paper BGS 85/11-12).

RECOMMENDED (to the Academic Quality and Standards Committee):

- (c) That the amendments to University Regulation 11 Governing Procedure to be Adopted in the Event of Suspected Cheating in a University Test, as set out in paper BGS 84/11-12, be approved, subject to consideration and endorsement of the proposed changes by the Board of Undergraduate Studies;
- (d) That the amendments to University Regulation 36 Governing

Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees, as set out in paper BGS 85/11-12, be approved.

80/11-12 Departmental PGR Student Number Planning Meetings

RECEIVED:

A paper from the Secretary on themes arising from departmental PGR student number planning meetings (paper BGS 86/11-12).

81/11-12 UK Quality Code for Higher Education: Record Keeping of PGR Supervision

CONSIDERED:

A paper from the Secretary on the UK Quality Code for Higher Education focussing on departmental record keeping of PGR supervision and link to student casework, including appeals and complaints (paper BGS 87/11-12).

RESOLVED:

That a more comprehensive insight into departmental practice concerning the frequency of supervision and quality of record-keeping be undertaken as recommended in paper BGS 87/11-12, noting that it be presented to the Board for consideration taking into account appropriate disciplinary differences.

82/11-12 Careers in Academia

CONSIDERED:

A report from the Secretary on feedback received from doctoral students attending the three, faculty-specific Careers in Academia workshops held during March 2012 (paper BGS 88/11-12).

RESOLVED:

- (a) That the Careers in Academia workshops were a success and should be repeated in the coming academic year;
- (b) That members of the Board approach the Secretary with suggestions of speakers for future Careers in Academia workshops in good time to facilitate the availability of a wide range of speakers.

83/11-12 Higher Education Commission on the Postgraduate Education Inquiry

RECEIVED:

A paper from the Chair on the response submitted on behalf of the University to the Higher Education Commission on the Postgraduate Education Inquiry (paper BGS 89/11-12), noting that the draft response was considered and approved, subject to amendments discussed at the meeting, by the Steering Committee at its meeting on 2 April 2012 (minute SC.428/11-12 referred).

84/11-12 Australian Qualifications for Postgraduate Admissions

CONSIDERED:

A paper from the Assistant Director (International Student Recruitment), International Office, on Australian qualification requirements for postgraduate admissions (paper BGS 91/11-12).

RESOLVED:

That the proposal to alter postgraduate admissions requirements for Australian qualifications, as set out in paper BGS 91/11-12, be approved; it being noted that the International Office would bring back to the Board a paper setting out the precise level of award necessary for unconditional admission from specific Australian universities.

85/11-12 Introduction of PGT Application Deadline, Deposit for International Students and Centralised Selection of PGT Courses

CONSIDERED:

A paper from the Senior Assistant Registrar (PG Admissions) on the possible introduction of a PGT application deadline, introduction of a deposit for international students and centralised selection for PGT courses (paper BGS 92/11-12).

RESOLVED:

- (a) That the introduction of a PGT application deadline be not approved;
- (b) That the introduction of a deposit for international students be approved, in principle, noting that the Senior Assistant Registrar (PG Admissions) be invited to present a detailed proposal considering possible variants of the deposit, including one calculated on a set percentage of the course tuition fees, rather than a flat fee across all University PGT courses, as well as existing alternatives to charging a deposit to achieve a greater sense of certainty in taught postgraduate students' engagement with the University.

86/11-12 Thesis Submission Arrangements

RECEIVED:

An oral report from the Assistant Registrar (Graduate School) on consultations with the Library concerning electronic submission of research theses to ProQuest/WRAP and Turnitin.

CONSIDERED:

A paper from the Acting Librarian to the Steering Committee, considered at its meeting on 5 March 2012 (minute SC 378/11-12 referred), setting out the proposal received from ProQuest (paper SC.266/11-12).

RESOLVED:

- (a) That the Chair report the following to the Steering Committee discussion of the ProQuest proposal:
 - (i) Availability of theses digitised by ProQuest via the Library Catalogue, free of charge, to members of the University and general public should be maintained in line with current Library practices regarding access to Warwick theses;
 - (ii) Clarification on the availability of theses digitised by ProQuest via the Library, free of charge, even after the expiry of a prospective contract with ProQuest;
 - (iii) Clarification of consonance of the agreement with the Research Councils UK Open Access policy.
- (b) That the Board was in favour of routine uploading of Warwick theses to the Turnitin database, noting this would facilitate the protection of Warwick graduates' intellectual property.

87/11-12 Postgraduate Forum and the Students' Union

REPORTED:

That Ms A Chowcat, member of the Board, had been elected to the newly-established Students' Union Postgraduate Officer post for the academic year 2012-13.

RECEIVED:

An oral report from the Education Officer.

REPORTED (by the Education Officer):

- (a) That there was a notable increase in taught postgraduate students' participation in Students' Union elections, from 1 in 7 in previous years to 1 in 3 this year;
- (b) That discussions were under way regarding the involvement of the Postgraduate Officer in University governance structures;
- (c) That the Students' Union had commenced work on its submission for the forthcoming QAA audit;
- (d) That arrangements were under way to facilitate the launch of the PG Association for 2012/13.

88/11-12 Postgraduate Recruitment (minute 11/11-12 refers)

REPORTED:

That, at its meeting on 11 October 2011, the Board considered a report from

the Director of Student Admissions and Recruitment Office on postgraduate student recruitment numbers for the 2011-12 academic year (paper BGS 16/11-12) and a paper from the Secretary and the Project Officer (PGR Recruitment) on the outcomes of the PGR Strategic Branding Workshop (paper BGS 17/11-12) and resolved, *inter alia* (minute 11/11-12 referred):

(...)

- ‘(d) That a creation of new category be considered by the Director of Student Admissions and Recruitment Office for applicants who meet admissions criteria but where decisions were withheld in order to allow time for funding to be sought.’

CONSIDERED:

A paper from the Senior Assistant Registrar (PG Admissions) responding to the Board’s interest in instituting a ‘under consideration’ category on BPM (paper BGS 67/11-12).

RESOLVED:

- (a) That the introduction of a ‘under consideration’ category on BPM be not pursued, noting that the existing ‘waiting list’ feature offered similar functionality;
- (b) That PG Admissions undertake to remind departments of the existence of the ‘waiting list’ facility and advertise its use.

89/11-12

New courses

CONSIDERED:

A paper setting out recommendations for the approval of new courses (paper BGS 93/11-12) as follows:

- (a) Faculty of Arts

Joint Warwick/Monash PhD (Arts)

REPORTED:

That the Faculty of Arts proposed to introduce a new joint Warwick/Monash PhD (Arts) course, as set out in papers BGS 95-103/11-12, noting that the course would be open to all Faculty of Arts departments.

CONSIDERED:

The in-principle proposal from the Faculty of Arts to introduce a new joint Warwick/Monash PhD (Arts) course as set out in papers BGS 95-103/11-12.

RESOLVED:

That the proposal be approved, in-principle.

(b) Faculty of Science

School of Life Sciences

Joint Warwick/NTU PhD in Neuroscience (minute SGS 9/11-12 referred)

TO REPORT:

- (i) That, at its meeting on 1 November 2011, the Graduate Studies Committee of the Board of the Faculty of Science recommended that the proposal to introduce a Joint Warwick/NTU PhD in Neuroscience course, as set out in papers SGS 31-32/11-12, be approved in principle, subject to the course regulations being amended in line with University Regulation 40 on Collaborative Courses and an acceptable external view of the course proposal being provided;
- (ii) That following receipt of acceptable external views (papers BGS 73-74/11-12), the Chair of the Graduate Studies Committee of the Board of the Faculty of Science, acting on its behalf, took action to recommend the proposal to introduce the Joint Warwick/NTU PhD in Neuroscience course for approval.

CONSIDERED:

The proposal from the School of Life Sciences to introduce a Joint Warwick/NTU PhD in Neuroscience as set out in papers SGS 31-32/11-12, BGS 73-74/11-12, BGS 104-105/11-12 and CFDLSC 88/11-12.

RESOLVED:

That the proposal be approved.

90/11-12 Graduate School Newsletter

RECEIVED:

The Spring 2012 newsletter issued by the Graduate School since the last meeting of the Board (paper BGS 94/11-12, available online from go.warwick.ac.uk/graduateschool/warwick_staff/newsletters/newsletter-0412/).

91/11-12 Students' Union PGR Research Showcase

REPORTED:

- (a) That the President of the Students' Union was planning an event to showcase research undertaken by current Warwick postgraduate research students aimed at prospective employers, donors and other stakeholders;

- (b) That members of the Board were invited to pass to the President of the Students' Union names of suitable candidates from their department to take part in the event, noting that the aim was for the PGR students to present their research in 3-5 minute slots.

92/11-12 Vote of Thanks for the Assistant Secretary

REPORTED:

That Martin Mik, Assistant Secretary, had been seconded to the Teaching Quality section of the Academic Office for a period of six months, and that arrangements were being put in place to provide cover for the role during this period.

93/11-12 Next meeting

REPORTED:

That the next meeting of the Board would be on **Thursday, 7 June 2012 at 2pm** in the Council Chamber, University House.