

## ***Unreserved Business***

# *minutes*

**Board Meeting on 9 June 2009**



**UNIVERSITY OF  
CAMBRIDGE**

**Board of Graduate Studies**

**Present:** Prof J Rallison (Chair), Mr J Ali, Dr H Babinsky, Prof D Cardwell, Dr GMW Cook, Prof EH Cooper, Prof PC Hewett, Dr CR Hiley, Dr R Padman, Prof SK Rankin, Dr DR Sargan, Mr MR Younger with Dr K Maxwell as Secretary with Ms S-A Gannon and Ms SJ Pickard in attendance.

**Apologies:** Prof RJ Bennett, Prof PJ Ford, Prof BJ Sahakian

Dr LRR Gelsthorpe is on sabbatical leave.

### **3370      Minutes**

The minutes of the meeting on 5th May 2009 were signed as a true record.

### **3371      Expressions of interest**

The following declarations of interest were received:

Professor Hewett (3373.1).

Dr Cook and Dr Hiley (3373.4) and (3373.6).

Dr Sargan (3373.3)

The Board agreed that it was appropriate for these members to contribute to discussions of the items in question.

### **Matters for report**

#### **3372      Chairman's report**

The Chairman reported that a letter had been issued to Colleges requesting that they make contributions, when possible, to students who had been offered DRS awards.

3373      **Straightforward Business**

3373.1      Request to change start of date of CPGS in Computer Science  
(Paper 3622 refers)

The Board approved the Degree Committee's request to backdate the start date of the CPGS retrospectively to 1<sup>st</sup> October 2008.

Action: University Draftsman

3373.2      Proposal for an MRes in Photonic Systems Development  
(Paper 3623 refers)

Since the standard application form for a new MRes had not been submitted, it was agreed to defer this matter to the meeting to be held on July 7<sup>th</sup> 2009.

Action: Degree Committee

3373.3      Programme Specifications for the MPhil in Medical Sciences Option B  
(Paper 3631 refers)

The Board approved the programme specifications.

Action: Secretary

3373.4      Programme Specifications for the MPhil in Biological Science Option B  
(Paper 3632 refers)

The Board approved the programme specifications.

Action: Secretary

3373.5 Request to change word limit for the CPGS in Natural Science  
(Materials Science & Metallurgy)  
(Paper 3635 refers)

The Board approved the proposal to impose a limit of not more than 15 000 words with effect from 1<sup>st</sup> October 2010.

Action: University Draftsman

3373.6      Change to Degree Committee constitution: Faculty of Biology  
(Paper 3648 refers)

The Board approved a new category of membership to permit a member of the Degree Committee to be appointed by the Faculties of Clinical Medicine & Veterinary Medicine.

Action: University Draftsman

3373.7 Diplomas and Certificates awarded by the Institute of Continuing Education

(Paper 3649)

The Board approved the new awards subject to the Education Section obtaining endorsement of the courses by the Degree Committees in question.

Action: Education Section

3373.8 Graduate working restrictions

(Paper 3568 & 3642 refer)

The Board received the revised draft proposal from the Chair of the Graduate Tutors' Committee but were not willing to accept the proposal in its current form. The proposed arrangements would have resource implications for the Board that could not currently be met. The Board proposed that the following text should be adopted and embedded within the Code of Practice the General Regulations for Admission as a Graduate Student:

"It is a requirement of the University that all full-time postgraduate students have their funding fully in place before they start their course. Under no circumstances will the need to earn money be accepted as a valid reason for failing to complete a course or an assignment on time. Students on one-year courses are not normally allowed to undertake any type of paid work during their period of study, although on a few courses, permission may be given for students to give undergraduate supervisions. These regulations do not apply to part-time students.

The University does not allow students to undertake paid work outside the University or a College while they are studying full-time and you should not expect to accrue additional income in this way. However, academic-related work – especially teaching undergraduates – can provide postgraduate students with valuable transferrable skills, and a limited amount of this type of work is encouraged, provided it does not interfere with your studies. If you are a research student, with the approval of both your Supervisor and your College Tutor, you may be able to undertake a small amount of academic work, such as supervising undergraduates, invigilating examinations, working in a university/college library, or demonstrating in a laboratory. However, you should not rely on such work to generate essential income for your studies. The University stipulates that no more than ten hours a week may be spent in such activities; please note that some grant-awarding bodies only allow a maximum of six hours per week. If you are an overseas student, your visa may state that you can work up to 20 hours a week. However, to work more than ten hours a week is a breach of university regulations. "

3373.9      Copying and dissemination of MPhil coursework  
(Paper 3497 refers)

The Board supported the Education Committee's view that students may be permitted to see hard copies of past students' coursework in departmental libraries, provided that the written consent of the student authors had been obtained and that departmental rules had been established to ensure that coursework could not be removed from the library or copied.

Action: Secretary

3373.10    Common marking scheme for the MPhil degree  
(Paper 3630 degree)

The Board received the Degree Committee responses received to date and noted that the majority had agreed to adopt the marking scheme. The Board agreed to remind Degree Committee's that adoption of the marking scheme had been approved by the General Board and was mandatory from 2010-11.

The Board agreed that Degree Committee's should establish their own threshold marks required for continuation to the PhD and recognised that this was legally binding once incorporated into a formal offer of continuation to a second graduate programme. The Board agreed that it could not provide a precise definition of a distinction as this would vary from course to course and from discipline to discipline but that the Degree Committee should adopt a marking classification appropriate to each course rubric. One such model had been provided by the Judge Business School and could be shown to other Faculties on request. The Board noted that it expected to receive a complete set of response at the meeting on 7<sup>th</sup> July 2009.

Action: Secretary

3373.11    Proposed revision of the Regulations for the review of examinations for postgraduate qualifications  
(Paper 3624 refers)

The Board approved the notice and draft regulations.

Action: University Draftsman

3373.12    Fee for the course  
(Paper 3625 refers)

The Board approved the revised proposal for the fee for the course with effect from 1<sup>st</sup> October 2010.

Action: Secretary

3373.13      Graduate finance issues

- (i)      Fee for the course- pre-implementation of exemption of fees  
The Board agreed that fee exemptions would be executed automatically at the end of the ninth term for all PhD students with the exception of four year programmes for which funding was ear-marked for twelve terms.

Action: Head of Graduate Finance

- (ii)      Maintenance Rates 2010-11  
With the consent of the Senior Tutors' Welfare and Finance Committee it was agreed to increase the maintenance requirement by 3% for the academic year 2010-11.

Action: Head of Graduate Finance

- (iii)      ESRC awards allocation 2009  
The Board received the report

- (iv)      AHRC Block Grant allocation 2009 (Paper 3547 refers)  
The Board received the report from the BGP Committee.