

Unreserved Business

minutes

Board Meeting on 7 June, 2011



**UNIVERSITY OF
CAMBRIDGE**

Board of Graduate Studies

Present: Professor Rallison (Chairman), Professor Barker, Professor Cardwell, Professor Coakley, Dr Cook, Professor Gelsthorpe, Professor Goldhill, Professor Heal, Professor Hewett, Dr Hiley, Dr Lasenby, Dr Padman, Dr Sargan. Dr Maxwell as Secretary with Mrs Benton, Mr Bennett, Dr Biggs, Ms Gannon and Ms Pickard in attendance.

3767 Minutes

The minutes of the meeting held on 19 April were approved.

3768 Declarations of interest

No declarations of interest were expressed.

Matters for discussion

**3769 Request to amend the Special Regulations: MPhil in Bioscience Enterprise
(Paper 4441)**

The Board received the discussion paper and noted the proposed changes:

The Board agreed to an amendment to the Special Regulations for the MPhil degree in Bioscience Enterprise with effect from 1 October 2011.

**3770 Graduate Admissions update
(Paper 4442)**

The Board received a report on graduate admissions as of May 2011. It noted that there had been an increase of 7% in the number of applications and an 11% decrease in conditional offers as compared to the same time last year.

3771 **AHRC Studentships Report 2011**
(Paper 4443)

The Board received the report of the 2011 AHRC competition and approved for its part, the revised allocation model for the final two years of the current Block Grant

3772 **Cambridge Home/EU Scholarships Scheme (CHESS) Annual Report 2011**
(Paper 4444)

The Board received the report of the 2011 CHESS competition. Professor Gelsthorpe and Ms Gannon spoke to this item and reported that 75 students will receive funding (55 PhD and 20 MPhil).

Professor Gelsthorpe expressed thanks to Ms Gannon and her team at the Board of Graduate Studies in managing the competition.

3773 **Request to amend the structure of the graduate courses offered by the Faculty of Economics**
(Paper 4445)

The Board agreed the following changes:

- (i) MPhil in Economics, MPhil in Economic Research and MPhil in Finance & Economics: That with effect from 1 October 2011, examination of the core modules is moved from Lent to Easter Term and a mock examination introduced in Lent Term.
- (ii) CPGS in Economics: With effect from 1 October 2011, students submit a Research Proposal of 10,000 words that includes review of the relevant literature, a research questions and outline of a research design and methods, in lieu of a 20,000 word dissertation. This requires a change to the Special Regulations.

The Board also approved the introduction of a Preparatory course in the week prior to the start of Michaelmas Term for the Diploma in Economics with effect from 1 October 2012, subject to the consent of the Senior Tutors' Committee.

3774 **Fee Liability for Erasmus students**
(Paper 4446)

The Board agreed that outgoing PhD students on an Erasmus Exchange programme should not qualify for fee exemption.

3775

Report of the Graduate Examination Allowances Working Group
(Paper 4448)

The Board received the minutes from the Graduate Examination Allowances Working Group and approved the following recommendations:

- (i) The Board should introduce guidelines for examination allowances for use by Departments, Colleges and students.
- (ii) Regulation 12 of the General Regulations for Admission as a Graduate Student should be amended to include provision for all graduate students.
- (iii) Students who disagree with the Board's decision should be permitted to appeal in accordance with that process in place for the Council's review of decisions of the Applications Committee.
- (iv) It was not possible to introduce the equivalent of a warning letter but students should be advised to obtain, where appropriate, contemporary medical evidence for consideration by the Board of Graduate Studies at a later date.
- (v) The Board should co-opt medical experts to scrutinise equivocal medical evidence and they should receive an Honorarium equivalent to that offered by the Applications Committee.
- (vi) Guidance notes should be prepared for those supplying medical evidence. The documentation should make clear that the information supplied may be subject to scrutiny by independent medical practitioners.
- (vii) Colleges should use standard forms for applications for allowances and for return to study and both should be counter-signed by the Senior Tutor.
- (viii) Colleges should be required to support requests for return to study and that any medical evidence should be held in confidence by the College and the Board of Graduate Studies, but that it should be subject to the same scrutiny as applications for examination allowances.
- (ix) The deadline for receipt of applications should be reduced from three months to one month from receipt of the outcome of the examination, unless there were exceptional circumstances.

The Board also agreed to refer the recommendations to the Graduate Tutors Committee for comment.

3776

Annual Report of the Hardship Awards administered by the Board of Graduate Studies
(Paper 4450)

The Board received the 2010-11 Annual Report of the Hardship Awards of the Board of Graduate Studies and the Lundgren Research Awards.

The Board noted the improvements that had been made to the process following the introduction of an on-line application and award notification system. The Board expressed their thanks to Ms Wilkinson.

3777 Application for the introduction of a premium fee: MPhil in Industrial Systems, Manufacture and Management
(Paper 4451)

The Board approved the proposal from the School of Technology to introduce a University Composition Fee of £17,600 for Overseas students and £6,000 for Home/EU students with effect from 1 October 2012, subject to the provision of a Bursary Scheme.

3778 Proposal to replace the term 'Non-University Institution' with 'University Partner Institution'
(Paper 4452)

The Board agreed for its part on a change of name from Non-University Institution to University Partner Institution.

3779 Format of the dissertation for the PhD degree
(Paper 4256)

The Board, recognised that there were precedents for the submission of a dissertation in a publishable format and approved a request from the Degree Committee for the Faculty of PPSIS to permit the submission of certain dissertations in a publishable format, to include a clear statement on originality, authorship and the extent of collaboration.

3780 Resubmission of graduate applications
(Paper 4454)

The Board approved the proposal to cease to allow resubmission of applications, with effect from September 2011.

3781 Proposed amendment to the Regulations for the review of the results of examinations for postgraduate qualifications

The Board approved the proposed amendment to Regulation 3 with immediate effect.

3782 School of the Humanities & Social Sciences: Bursary scheme report
(Paper 4455)

The Board received the School's report and agreed that it should be referred to the Pro-Vice-Chancellor for Planning and Resources.

3783 Senior Tutors' Committee/Graduate Tutors' Committee Working Groups
(Paper 4456 & 4457)

The Board received the reports of the Senior Tutor's Committee and Graduate Tutor's Committee (STC/GTC) working group on International student and part-time students.

In terms of international graduate students, the Board agreed that:

- (i) the re-structuring of student administration and the establishment of a new International Students Team, offered new and improved opportunities for the provision of central support;
- (ii) It was desirable that the responsibilities of the Colleges and the University should be defined though a grey area was difficult to avoid;
- (iii) The Head of Educational and Student Policy would consider the matter of a social English as part of a meeting to discuss language requirements in association with the Language Centre and Cambridge Assessment.

In terms of part-time students, the Board agreed that this matter should be discussed further in consultation with the Director of the Institute for Continuing Education.

3784 Request to put course into abeyance: MSt in Local & Regional History
(Paper 4485)

The Board approved the request to put the MSt in Local & Regional History into abeyance with effect from 1 October 2011.

3785 Report of the Board of Graduate Studies on future arrangements for central consideration of Graduate Student matters and on certain other matters
(Paper 4459 & 4460)

The Board signed the Report of the future arrangement for graduate student matters (Version B, Paper 4460) and agreed to refer that part of the report which refers to payment to internal Examiners to the General Board.