

**UNIVERSITY OF WARWICK
BOARD OF GRADUATE STUDIES**

OPEN MINUTES OF THE MEETING HELD 21 MAY 2019, Senate House

Present	Professor Colin Sparrow	CS	Chair
	Alex Baker	AB	Student representative
	Ant Brewerton	AB2	Library representative
	Professor Jenny Burns	JB	Chair, Arts FEC
	Miriam Gifford	MG	Member, Senate
	Sara Hattersley	SH	Member, ADC
	Professor Des Hewitt	DH	Member, Senate
	Ellie King	EK	PG Sabbatical Officer
	Professor Claire Lyonette	CL	Member, Social Sciences
	Dr Debbie Marais	DM	Member, SEM
	Mr Bill O'Brien Junior	BO	Member, Social Sciences
	Professor Eivor Oborn	EO	Co-opted, Social Sciences
	Dr Jonathan Pearson	JP	Co-opted, SEM
	Michele Underwood	MU	Careers & Skills representative
	Professor Martin Wills	MW	Deputy Chair, SEM FEC
Dr David Wright	DW	Member, Senate	
	Professor David Lamburn	DL	University Executive Office
Attending	Claudia Gray	CG	Teaching Quality
	Stella Neophytou	SN	Graduate School
	Ellie Shields	ES	Graduate School
	Rhiannon Martyn	RM	Secretary & Head of the Graduate School
Ref	Item		
038	<p>Apologies for absence</p> <p>Apologies were received from: C Bisping, K Hooper, K Debattista, O Davis, L Gracia, M Turner, J Coaffee, K Kirwan, P Kaapa</p>		
039	<p>Declarations of Interest</p> <p>No new declarations were made.</p>		
040	<p>Minutes of last meeting on 30 April 2019</p> <p>CL noted that her attendance was recorded incorrectly – minutes updated.</p> <p>AB requested that Minute 034 be changed to reflect the Library's concerns over strategic operational questions – minutes updated.</p> <p>The minutes of the meeting held on 30 April 2019 were received and approved.</p>		
041	<p>Matters arising from last meeting on 30 April 2019</p> <p>The matters arising were as follows:</p> <p>(a) Visiting students fees (minute 024b/18-19)</p> <p>The proposal is to remove the fee as the cost to the university won't be significant (c.70 students at a cost of approx. £30k). The advantages include support for the internationalisation strategy. The only anticipated disadvantage would be for small departments who might miss the income however small. The final decision will be made at the Fees Working Group meeting on June 3rd.</p>		
Chair's Update			
042	<p>Chair's Business</p> <p>None.</p>		

Deputy Chair's Update	
043	<p>Deputy Chair's Business</p> <p>None.</p>
Students' Union Update	
044	<p>Students' Union Update</p> <p>The PG Sabbatical Officer reported that:</p> <ul style="list-style-type: none"> • Reminder that the PG ball takes place on June 10th. • The PG representative has won Rep of the Year. • The project plan for the Academic Representation Transformation group has been passed and will be going to all the relevant committees. • The Interdisciplinary PG Conference is on June 20th.
Chairs of the Faculty Education Committees	
045	<p>Science, Engineering & Medicine</p> <ul style="list-style-type: none"> • M Wills gave an oral report on the WCPRS applications of which seven were successful (three being converted to Case awards) and there are potentially more to come. • The restructuring of the Graduate School was discussed and was deemed uncontroversial with support for the inclusion of masters by research students (and other research degrees) in the remit. • A paper on PhD submission rates was received.
046	<p>Social Sciences</p> <ul style="list-style-type: none"> • The Graduate School proposal was not discussed at length and the reaction was positive. • PhD submission rates were considered.
047	<p>Arts</p> <ul style="list-style-type: none"> • It was a very full agenda of mostly undergraduate business. The Graduate School changes and PhD submission rates were below the line.
048	<p>Review of Assessment</p> <p>The Committee received a presentation from David Lamburn and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The variation across departments in time of day submission deadlines is to be harmonised and will exclude out of hours submissions. Thought needs to be given to students submitting from places in different time zones. • MW asked if January exams will have separate resits. DL responded that some departments want them in May/June but it is likely to be September. • DW questioned what provision had been made for self-certification for missed assessments when group work was involved. CG responded that departments have to indicate in module approval whether assessment included group work and, if so, whether self-certification was permitted. • There was general support for aligning the PGT borderline with UG at within 2% of the class boundary.
049	<p>Update on PTES and PRES responses</p> <ul style="list-style-type: none"> • There was a 34% response rate for PRES, lower than in 2017, but which is considered representative. We will receive the benchmarking data from Advance HE in late summer. • PTES is open until June 14th with a current response rate of 25% (the target being 45%).
050	<p>Maximum periods of study</p> <p>The Committee received the report (30 BGS210519) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • Feedback from Faculty Education Committees was generally supportive – the main concerns being WP and mature students.

	<ul style="list-style-type: none"> • CL asked whether the current 11 year max. period for part-time PhD students was reducing to 10 years. CG confirmed that it was, noting that the option remains for the Academic Director to allow extensions. • CS noted that there was no mention of students transferring from other institutions. He also observed that he had approved several extensions beyond eight years for f/t PhD students and that some of these have since submitted. • It was noted that there is always the option when a student is permanently withdrawn for them to submit later. • MU noted that it doesn't help students to allow them to drag out their degree, particularly if they are accruing debt.
051	<p>Review of 2019 central scholarships competitions</p> <p>The Committee received the report (31 BGS210519) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • It's the second year using the new ranking criteria and the process ran smoothly with all CIS awards allocated. • 15 EU Chancellors awards were offered (with 10 available) but several were declined due to students receiving funding from other sources (especially AHRC awards through the new M4C CDT). • 20 of the 25 possible China Scholarship Council awards have been confirmed by the CSC. • The second application window for the Warwick Taught Masters is open. • The new online application and assessment system is on track to launch in September with Universal Admissions (for applications only at this stage). The nominations function will be available later in the year (work will be done to improve the nomination form). • JP noted that the BPM referencing system was clunky and that other universities asked specific questions, querying whether this was being addressed in UA. • DW noted that the departmental nomination quotas effectively result in Arts losing two to Social Sciences. ES responded that departments are linked to one faculty only and the nominations are based on this information as taken from Academic Statistics. CS responded that there were no plans at present to change the current methodology.
052	<p>Update on SkillsForge and PGR professional development</p> <p>The Committee received the report (32 BGS210519) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • DW commented that it was reasonable to expect students and supervisors to engage in development activities in year one as it can help students with the upgrade process. • SH remarked that SkillsForge was intended to be a tool for both students and supervisors. RM responded that the decision was taken in the early stages of the project not to require supervisors to engage. • MG commented that the percentage of supervisors not logging on was not necessarily concerning but we do need to continue to raise awareness. • MU observed that it was a helpful tool for supervisors to use with students when they are struggling and they want to recommend support options. • EO noted that it needs to be easier for supervisors to navigate and access what's available from the front filter page.
053	<p>Summary of Graduate School department visits</p> <p>The Committee received the report (33 BGS210519) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • DM noted that the WMS meeting had covered PGT and PGR and that it was useful for the department to have this shared discussion. • DH noted that it had been an interesting discussion, particularly being able to discuss the research element of masters courses. • EK asked whether the visits would be made more formal in future. CS responded that they would adopt some of the features of the TEG model.
054	<p>Summary of event for supervisors</p> <p>The Committee received the report (34 BGS210519) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • There was good attendance with an interesting mix of experience.

	<ul style="list-style-type: none"> • SH asked whether student feedback on supervision had been sought. RM noted that this was being picked up in the IATL Super in Supervision project. • EK noted that it fits with work she has been doing on supervisory relationships and that work should be coordinated. • EO noted that they were looking into supervision in WBS as several issues had been raised and it wasn't clear whether this was specific to the department. • MU noted that she offers sessions in the RSSP on supervision and what students can expect which is based on conversations she has had with supervisors. The main issue is not discipline specific – it is the contracting (or lack of) which takes place at the outset of the supervisory relationship. • MG noted that professional services staff are also interested in training opportunities as they frequently complement supervision. • Feedback from the event confirms a strong desire for future networking events.
055	<p>PGR teaching experience research report</p> <p>The Committee received the report (35 BGS320519) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • EK summarised the main issues as: lack of consistent support for PGRs who teach; time for preparation and workload in general; and concerns about being able to deliver to the required standard of quality. • MU observed that other universities require PGRs to have a PGCert before being allowed to teach. • DW noted that the time allocations were clearly insufficient, with preparation and marking time being hidden forms of labour. • MG noted that practise varies a lot by department, including the interpretation of roles. • CS reported that data produced for the STP Review Group showed that around 1,000 students were teaching but the proportion in each department varied from almost all students to less than a quarter. And some students were teaching for only a couple of hours per year and some for 300 hours per year. • CS also noted that the primary relationship with PGRs should continue to be support and supervision of their research. • SH noted that all students have to do the Preparing to Teach in HE course which only takes 15 hours. They have the option to go on to the PGR APP which currently has 70 students signed up. • SH will bring a report to a future meeting on the numbers of students taking up training and the issues they report experiencing.
056	<p>Update on Graduate School proposal and PGT</p> <p>The Committee received the report (36 BGS210519) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • CB noted that FECs want guidance on what PGT business to address. • EK noted that Teaching Quality covers several aspects of PGT oversight, and that the student experience aspect comes under SLEEC. • AB noted that in addition to the strategic issues, governance and operational ones also need to be considered. He also offered to join the working group. • DH commented that CES feels marginalised. And that there needs to be a way to monitor PGT provision to enable us to address PGT TEF when it is established.
Other	
057	<p>Any other business</p> <ul style="list-style-type: none"> • None
Next meeting: Council Chamber (Senate House)	