

UNIVERSITY OF WARWICK			
BOARD OF GRADUATE STUDIES			
OPEN MINUTES OF THE MEETING HELD 09:30, THURSDAY 16 SEPTEMBER 2021, ONLINE VIA MICROSOFT TEAMS			
Present	Professor Colin Sparrow	CS	Chair
	Professor Dan Branch	DB	Incoming Chair (from 01.10.2021)
	Professor Jennifer Burns	JB	Chair, Arts Faculty Education Committee
	Professor Jon Coaffee	JC	CDT representative, Social Science and Arts
	Dr Kurt Debattista	KD	Co-opted member of academic staff
	Dr Ross Forman	RF	Representative of Board of Faculty of Arts
	Dr Rebecca Freeman	RF	Dean of Students
	Dr Peter Gammon	PG	Co-opted member of academic staff
	Lee Griffin	LG	Deputy Chair
	Sara Hattersley	SH	Representative from Academic Development Centre
	Dr Xiaodong (Wes) Lin	WL	Representative of Board of Faculty of Arts
	Dr James Lloyd-Hughes	JLH	Representative of Board of Faculty of Science, Engineering and Medicine
	Professor Graeme MacDonald	GM	Co-opted member of academic staff
	Dr Debbi Marais	DM	Representative of Board of Faculty of Science, Engineering and Medicine
	Professor Davide Nicolini	DN	Co-opted member of academic staff
	Nathan Parsons	NP	Co-opted student member, PG Sabbatical Officer
	Professor Jose Rodrigo	JR	CDT representative, Science, Engineering and Medicine
	Dr Jennifer Smith	JS	Representative of Board of Faculty of Social Science
	Dr John Snape	JS2	Representative of Board of Faculty of Social Science
	Professor Mark Steel	MS	Representative of Board of Faculty of Science, Engineering and Medicine
Dr Naomi Waltham-Smith	NWS	Chair, Social Science Faculty Education Committee	
Professor Martin Wills	MW	Chair, Science, Engineering and Medicine Faculty Education Committee	
Dr David Wright	DW	Member of academic staff appointed by Senate	
Attending	Elizabeth Hough	EH	Assistant Director (Head of Admissions Services)
	Laura Larard	LL	Assistant Secretary, Administrative Officer (Doctoral College)
	Rhiannon Martyn	RM	Secretary, Head of Doctoral College
	Louise Sutcliffe	LS	Postgraduate Student Development Officer
	Dr Rebecca Vipond	RV	CDT & PG Scholarships Coordination Manager
Ref	Item		
001	Apologies for absence Apologies were received from Ant Brewerton, Michele Underwood and Roberta Wooldridge Smith.		
002	Declarations of Interest No new declarations were made.		
003	Terms of reference		

	The terms of reference (003-BGS160921) were received and approved.
004	Membership of the Board The membership of the Board (004-BGS160921) was received and approved, subject to minor amendments.
005	Freedom of Information Act: Publication Scheme It was noted that minutes of meetings of the Board are published on the University website, as part of its Publication Scheme under the Freedom of Information Act 2000.
006	Nomination of student member on the University Research Governance and Ethics Committee It was reported that the Secretary had approached Faculty Board for a nominee.
007	Minutes of last meeting on 17 June 2021 The minutes of the meeting held on 17 June 2021 (007-BGS160921) were received and approved, subject to minor amendments.
008	Matters arising from meeting held on 17 June 2021 (a) Reasonable adjustments for PGR examinations (minute 068(a)-BGS170621) The guidance received from the Disability Team, Wellbeing Support Services had been published online: https://warwick.ac.uk/services/dc/pgrassessments/gtehdr/presentation_th/#four1 (b) Proposed amendments for guidelines to supervision (minute 068(b)-BGS170621) The updated guidelines are available at: https://warwick.ac.uk/services/dc/policies_guidance/supervisionpgr/management/ (c) Minor corrections (minute 078-BGS170621) The proposed changes to the definition of minor corrections as set out in Regulation 38 had been approved by Senate and guidance updated. ACTION: Doctoral College to communicate amendment to definition to academic departments and examiners.
Chair and Secretary's Update	
009	Chair's Business New/revised PGR courses (see item 017-BGS170621 below the line) The Chair reported that minor amendments to the DBA as set out in 017-BGS160921 had been approved by Chair's action.
010	Secretary's Business The Secretary reported that the Doctoral College would be operating on a hybrid working basis going forward and had moved to the first floor, University House. Two PGRs had been appointed to cover a maternity post, working on student engagement.
Students' Union Update	
011	Students' Union Update The PG Sabbatical Officer reported that they had met with the incoming Chair and Secretary to discuss ongoing working with the Doctoral College and invited members to contact them directly with any PG issues.
Faculty Updates	
012	Faculty of Arts The Chair of the Faculty Education Committee for Arts reported that: (a) Student representation remains an issue in the Faculty; (b) The Committee will continue to give attention to EDI issues;

	<p>(c) There was progress in opening up training opportunities to students from all six institutions involved in the Eutopia alliance;</p> <p>(d) That the Faculties of Arts and Social Sciences were looking to widen collaboration with the Monash Warwick Alliance;</p> <p>(e) Departments would be moving into the new Faculty of Arts building which includes specific PGR spaces.</p>
013	<p>Faculty of Social Sciences</p> <p>The Chair of the Faculty Education Committee for Social Sciences reported that the Committee would continue with last year's strategic priorities which included wellbeing and support (including specific consideration of the needs of PGR teachers). A new sub-group dedicated to student inclusion, empowerment and community had been created with a three-year remit.</p>
014	<p>Faculty of Science, Engineering and Medicine</p> <p>The Chair of the Faculty Education Committee for Science, Engineering and Medicine reported that the Committee would next meet in late October and were concerned to ensure that the link with PGT is maintained following the re-focusing of the Board's terms of reference to concentrate on PGR issues.</p>
Items for Approval/Discussion	
015	<p>BGS Priorities 2021-22</p> <p>The Chair agreed that the issue of 'fellowship' status/access to University facilities after completion, which was investigated last year, should be progressed if possible.</p> <p>It was agreed that the priorities were mainly process-based but that it would be useful to draw out strategic elements.</p> <p>It was noted that it may be useful to re-visit the priorities once the outcomes of PRES had been fully considered.</p> <p>ACTION: RM to bring amended version to next meeting for consideration.</p>
016	<p>Postgraduate Research Experience Survey</p> <p>LS reported that the response rate of 47% was the highest for some time. The Doctoral College had met with SSLC Chairs and results had been shared with academic and relevant professional services departments.</p> <p>It was noted that there may be an issue of differing interpretation of some of the questions. JS reported that the Department of Economics structured their ongoing communication with students in relation to issues that would be included in surveys, using the same language as would be used in surveys to ensure a shared understanding. The Board could consider providing advice to departments along these lines.</p> <p>The Board also noted that there may be a gap in PGR expectation and experience of supervision and that this may be a useful area to work on with SSLCs. There was also discussion about options for supervisor training/mentoring. The Doctoral College would continue discussions with the Academic Development Centre.</p> <p>The Board agreed that it would be useful to identify mechanisms for capturing the views of PGRs before the next PRES survey in 2 years, especially in the light of the rapidly changing situation. It was noted that this should not necessarily be a full PRES-type survey but could include other methods such as focus groups.</p>
Items below this line were for receipt and/or approval, without discussion	
017	<p>New/revised PGR courses</p> <p>Revision to DBA as noted at item 009 above.</p>
Other	
018	<p>Any other business</p> <p>The following business was raised:</p> <p>(a) Format of future meetings</p>

The Secretary noted that the Board would continue to meet remotely for the time being but that it was hoped that a face-to-face meeting may be possible later in the academic year.

(b) Warwick Postgraduate Teaching Community (PTC) and Journal of PGR Pedagogic Practice

SH reported on the [Warwick PTC](#) which was intended to galvanise the PGR teaching community and create a community of practice. A full report would be provided at the next meeting. The Journal of PGR Pedagogic Practice would be launching soon; the support of Board members in sharing information with departments would be welcomed.

(c) Departure of Chair

The Board noted its thanks to Professor Sparrow, who in turn thanked Board members, departments, Directors of Graduate Studies and the Doctoral College team for their support during his tenure as Academic Director.

Next meeting: 09:30, THURSDAY 11 NOVEMBER 2021, ONLINE VIA MICROSOFT TEAMS