

UNIVERSITY OF WARWICK BOARD OF GRADUATE STUDIES OPEN MINUTES OF THE MEETING HELD 29 APRIL 2021, ONLINE VIA MICROSOFT TEAMS			
Present	Professor Colin Sparrow	CS	Chair
	Alex Baker	AB	Co-opted student member
	Ant Brewerton	AB2	Representative from Library
	Christopher Bisping	CB	Deputy Chair
	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 Emma Francis	EF	Co-opted member of academic staff
	Dr Rebecca Freeman	RF	Dean of Students
	Dr Peter Gammon	PG	Co-opted member of academic staff
	Professor Jo Garde-Hansen	JGH	Representative of Board of Faculty of Arts
	Sara Hattersley	SH	Representative from Academic Development Centre
	Dr James Lloyd-Hughes	JLH	Representative of Board of Faculty of Science, Engineering and Medicine
	Professor Davide Nicolini	DN	Co-opted member of academic staff
	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
Roberta Wooldridge Smith	RWS	Representative of Student Opportunity	
Dr David Wright	DW	Member of academic staff appointed by Senate	
Attending	Laura Larard	LL	Assistant Secretary, Administrative Officer, Doctoral College
	Rhiannon Martyn	RM	Secretary, Head of Doctoral College
	Stella Neophytou	SN	Postgraduate Student Development Officer
	Dr Rebecca Vipond	RV	CDT & PG Scholarships Coordination Manager, Doctoral College
Ref	Item		
047	Apologies for absence Apologies were received from Nicola Attridge, Shingai Dzumbira, Dr Pietari Kaapa, Dr Debbi Marais, Chris Twine, and Michele Underwood.		
048	Declarations of Interest No new declarations were made.		
049	Minutes of last meeting on 11 February 2021		

	The minutes of the meeting held on 11 February 2021 were received and approved, subject to minor amendments.
050	<p>Matters arising from last meeting on 11 February 2021</p> <p>(a) Reasonable adjustments for PGR examinations (minute 029a-BGS110221) Carried forward to next meeting.</p> <p>(b) Proposed amendments for guidelines to supervision (minute 029b-BGS110221) Carried forward to next meeting.</p> <p>(c) Extensions update (minute 032b-BGS110221) BV reported that the Funded COVID Extensions Policy Phase 3 had launched. This applies to PGRs funded by UKRI, the University or Wolfson. The policy is no longer based on funding end date but PGRs are asked to apply in their final year of funding so that requests can be effectively triaged. The policy is available at: https://warwick.ac.uk/services/dc/policies_guidance/funded_students/covid3/. It was noted that there is still an expectation that PGRs will make every effort to mitigate against disruption to their research where possible.</p> <p>(d) BAME project update (minute 039-BGS110221) RM reported that work was still being undertaken on two consortium bids, both of which were progressing well (closing date is 28 May).</p> <p>(e) PGR examination outcomes (minute 042-BGS110221) RM reported that the Doctoral College has met with colleagues in Strategic Planning and Analytics to obtain a comprehensive set of EDI data, looking at all protected characteristics (where held) in addition to the data on examination outcomes. This will be presented to the Board in early 2021/22.</p>
Chair and Deputy Chair's Update	
051	<p>Chair's business and actions</p> <p>CS reported that Professor Dan Branch had been appointed as the next Academic Director (Doctoral College).</p>
052	<p>Deputy Chair's business and actions:</p> <p>CB reported that the PGT Strategy Group was reviewing Terms of Reference and proposing small changes to result in a clearer delineation between BGS and PGT work (see item 060). The Group is currently looking into various aspects of PGT provision and plans to have more strategic outlook in the next academic year.</p> <p>CB also reported that a general meeting about PGT teaching would be taking place to share best practice and gather concerns that can be fed back in relation to online teaching.</p>
053	<p>Secretary's business</p> <p>RM reported that the Doctoral College would be meeting with SSLC chairs for first time following recent feedback with a view to making this a regular forum.</p>
Students' Union Update	
054	<p>Students' Union Update</p> <p>The PG Sabbatical Officer was not present at the meeting so no update was available.</p> <p>It was reported that SD had been elected as the next President of Students' Union.</p>
Chairs of the Faculty Education Committees Updates	
055	<p>Science, Engineering and Medicine</p> <p>MW reported that the Faculty Education Committee would be meeting next week. The Faculty reported positive results in relation to Warwick Industrial Fellowship allocations.</p>

056	<p>Social Sciences</p> <p>NWS reported that the Faculty Education Committee had not yet met this term, but would be looking at ways to recognise the work of PGR teachers throughout the pandemic as well as creating a new subcommittee on decolonisation.</p>
057	<p>Arts</p> <p>JB reported that although the Faculty Education Committee was still to meet this term, colleagues welcomed the extension of the application deadline for Warwick Industrial Fellowships/Warwick Collaborative Fellowships. The Committee's current priorities include PGR wellbeing and support and the return to campus, particularly in relation to non-UK based students.</p>
Items for approval/discussion	
058	<p>BGS priorities 2020/21</p> <p>The Board noted and approved the amendments to the priorities for the remainder of the academic year as set out in paper 058-BGS290421.</p>
059	<p>Equality, Diversity and Inclusion and postgraduate research</p> <p>RM reported that the proposal set out in paper 059-BGS290421 was to create a working group of the Board to review the current situation at Warwick in relation to Equality, Diversity and Inclusion (EDI), identify areas of best practice from the sector, and propose a comprehensive strategy (with action plan) which addresses all aspects of EDI throughout the PGR experience to ensure that no PGR has a negative experience. The intention is to include all protected characteristics where possible, noting some of the challenges due to data collection and availability.</p> <p>It was noted that student representation on the group would be beneficial.</p> <p>ACTION: RM to contact volunteers to set up meeting to discuss further.</p>
060	<p>Governance and management of PGT provision</p> <p>CB reported that following a review of BGS business over the past three years and Terms of Reference of other committees, it was proposed that the Board's Terms of References be amended to remove explicit reference to PGT matters (paper 060-BGS290421), noting that membership should not be changed.</p> <p>The Board supported the proposal, noting that following the review of academic governance in 2016/17 much of the PGT business that had previously been considered, became the responsibility of other committees such as the Education Committee, Academic Quality and Standards Committee, Student Learning Experience and Engagement Committee and Faculty Education Committees. The proposed changes would not result in any changes to the way in which PGT business is currently considered, but would rather be a reflection of existing practice.</p> <p>ACTION: The Board recommended the proposal for consideration by the Academic Quality and Standard Committee.</p>
061	<p>Academic integrity policy</p> <p>CB presented the draft Academic integrity policy as set out in paper 061-BGS290421. Information would be separated into Regulation, procedure and guidance. Early resolution was being proposed where possible, preferably at the department level through the use of Academic Conduct Panels. It was also proposed that an academic lead be appointed at University level.</p> <p>The Board noted that the policy, as drafted, referred to the internal examiner raising any concerns around academic integrity in PGR theses, but that an internal examiner was not always appointed. In such cases the responsibility would sit with the examination advisor.</p> <p>The Board also noted that there was no University procedure requiring that PGR theses be run through source-matching software.</p>

	ACTION: CB to revise the policy in relation to internal examiners for PGR and submission of earlier material, noting that the Doctoral College would consider creating further guidance specifically relating to PGR (e.g. auto-plagiarism, co-authoring, scholarship applications, relationship to research integrity) at a later date.
062	Doctoral College departmental visits CS reported that the latest round of departmental visits had concluded, expressing thanks to departmental staff and colleagues in the Doctoral College. Annual PGR reviews had been received from the majority of departments, and overall departments seemed to be more optimistic that might have been expected.
063	PhD Minor and Major Corrections The Board considered paper 063-BGS290421, noting that there was some ambiguity in the current definition of minor corrections. ACTION: CS to bring a proposal for a revised definition to the next meeting of the Board for consideration.
Other	
064	Any other business (a) Date of next meeting It was agreed that the next meeting of the Board should be postponed by two weeks, to take place on Thursday 17 June 2021.
Next meeting: 09:30, THURSDAY 17 JUNE 2021, ONLINE VIA MICROSOFT TEAMS	