

**UNIVERSITY OF WARWICK
BOARD OF GRADUATE STUDIES**

OPEN MINUTES OF THE MEETING HELD 05 February 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
	Dr Kurt Debattista	KDB	Co-opted, WMG
	Dr Oliver Davis	OD	Member, Arts
	Professor Des Hewitt	DH	Member, Senate
	Dr Kirsty Hooper	KH	Deputy Chair
	Dr Pietari Kaapa	PK	Member, Arts
	Dr Clare Lyonette	CL	Member, Social Sciences
	Dr Debbie Marais	DM	Member, SEM
	Professor Eivor Oborn	EO	Co-opted, Social Sciences
	Mr Bill O'Brien Jnr	BO	Member, Social Sciences
	Dr Jonathan Pearson	JP	Co-opted, SEM
	Professor Martin Wills	MW	Chair, SEM FEC
Dr David Wright	DW	Member, Senate	
Attending	Tracy Horton	TH	PGR Professional Development
	Rhiannon Martyn	RM	Secretary & Head of the Graduate School

Ref	Item
001	<p>Apologies for absence</p> <p>Apologies were received from: C Bisping, N Gane, M Gifford, S Hattersley, E King, M Turner, M Underwood</p>
002	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
003	<p>Minutes of last meeting on 6 November 2018</p> <p>The minutes of the meeting held on 6 November 2018 were received and approved.</p>
004	<p>Matters arising from last meeting on 6 November 2018</p> <p>The matters arising were as follows:</p> <p>(a) Update on English Language Support (minute 20/18-19)</p> <p>The Chair reported that a paper was presented at the Education Executive meeting on 8 January 2019, at which the Academic Registrar agreed to look further into the issues</p>
Chair's Update	
005	<p>Chair's Business</p> <p>The Chair did not have any business to report.</p>
Deputy Chair's Update	
006	<p>Deputy Chair's Business</p> <p>The Deputy Chair did not have any business to report.</p>
Students' Union Update	
007	<p>Students' Union Update</p> <p>The PG Sabbatical Officer was not in attendance.</p>

Chairs of the Faculty Education Committees

008	<p>Science, Engineering & Medicine</p> <p>The Committee received a verbal report with key details and discussions, as below:</p> <p>(a) Annual course reviews</p> <p>The report template provides structure but departments add to it. It would be helpful to prepopulate the template with basic statistics. This is currently with the Faculty to investigate implementing.</p> <p>(b) Items noted</p> <p>PTES results. BGS priorities. Scholarships selection process.</p>
009	<p>Social Sciences</p> <p>No members of the Committee present were able to provide a report.</p>
010	<p>Arts</p> <p>The Committee received a verbal report with key details and discussions, as below:</p> <p>(a) BGS priorities</p> <p>There is still concern over the flow of communication between BGS and the FEC, but it is understood that this is largely due to the timing of meetings.</p> <p>There is significant interest in the priority to investigate PGR teaching opportunities. There is concern that there isn't a level playing field with student expectations not being met in some departments while others are potentially overloading students with teaching. They welcome a balanced discussion involving departments and students.</p> <p>It has been noted that the draft Employability Strategy is very undergraduate-focussed, in particular failing to recognise teaching as a key employability skill.</p>
011	<p>PhD Submission Rates</p> <p>The Committee received the report (12-BGS050219) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The data was noted with no queries. • The causes of the 8% dropout rate in year one are largely unknown/not well understood. <p>ACTION: The Graduate School will investigate sector norms for PhD submission rates.</p>
012	<p>Visiting students fees</p> <p>The Committee received the report (13-BGS050219) and key points and discussions were as follows:</p> <p>(a) Increased period of free study</p> <p>Most departments would welcome a longer free visit, although smaller departments may struggle with the associated loss of fee income which might deter them from accepting visiting students.</p> <p>Having a more generous visiting student policy is supportive of the University's internationalisation strategy.</p> <p>Students who have to transfer to Warwick because their supervisor has, but not in time to qualify for a Warwick degree, should not have to pay fees.</p> <p>(b) Fund to support outgoing PhD visits</p> <p>The Board supported this proposal, and suggested that it could be expanded to allow departments to bid for funds to enable exceptional visiting students to stay for longer than 16 weeks free of charge.</p> <p>ACTION: The Chair will submit a full proposal to the Fees Working Group re (a), and investigate possible sources of support for (b).</p>

013	<p>REF completion funding</p> <p>The Committee received the report (14-BGS050219) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The Board supported the proposed terms. <p>ACTION: The Graduate School will offer the scheme from March 2019 (having sought clarification that this fund is synonymous with other references to REF support funding for PhDs).</p>
014	<p>Maternity leave policy</p> <p>The Committee received the report (15-BGS050219).</p> <p>DECISION: The Committee approved the Policy for maternity, adoption, paternity and shared parental leave for research students for implementation.</p>
015	<p>PGR professional skills certification</p> <p>The Committee received the report (16-BGS050219) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • There will be no fee for certification. • Certificates will usually be issued on completion of the PhD but transcripts can be produced at any time. • The proposal applies to Arts and Social Sciences students as the STEM students have the PG Cert in Transferable Skills (https://warwick.ac.uk/fac/sci/pioneers/pgcts/phd). The relationship between the two needs to be addressed. • Having certification available for all PGRs will complement the Employability Strategy. • Tracy Horton should be invited to join the working group on student skills. • This proposal responds to student feedback in some departments. • Ideally the University would give guided encouragement to students to apply for HEA and/or other professional body membership or to complete the skills certificates. <p>ACTION: The Working Group will refine the proposal and consult more widely, before implementing for the next academic year.</p>
016	<p>Students' Union research on conditions of postgraduate teachers</p> <p>The Committee received the report (20-BGS050219) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> • AB reported concerns that some departments are using UGs to teach in inappropriate circumstances. • WBS reported ongoing issues with STP processes impacting on payments to PGRs. • The Chair requested that the survey explores how teaching duties interact with students' research and their experience as PhD students.
Items below this line were for receipt and/or approval, without discussion	
Theme Heading	
017	<p>Update on BGS priorities</p> <p>The Committee received and noted the report (17-BGS050219).</p> <ul style="list-style-type: none"> • The Chair noted that this will be a standing agenda item.
Theme Heading	
018	<p>Update on PhD exam workflow project</p> <p>The Committee received and noted the report (18-BGS050219).</p>
Theme Heading	
019	<p>Update on the list of course proposals approved during 2018/19</p> <p>The Committee received and noted the report (19-BGS050219).</p>

	<ul style="list-style-type: none"> The Chair noted that BGS used to be responsible for approving PGT courses before the new course approvals process was introduced. Receiving the update on a regular basis would enable BGS to keep up with changes. A process for approving new PhD types (e.g. PhD 'by practice') has yet to be worked through and a proposal will be put to BGS in due course.
Other	
020	<p>Any other business</p> <p>There was no other business.</p>
Next meeting: 09:30, Tuesday 30 April 2019, Council Chamber (Senate House)	