

UNIVERSITY OF WARWICK
BOARD OF GRADUATE STUDIES
OPEN MINUTES OF THE MEETING HELD 6 FEBRUARY 2020, COUNCIL CHAMBER, SENATE HOUSE

Present	Professor Colin Sparrow	CS	Chair
	Alex Baker	AB	Co-opted student member
	Ant Brewerton	AB2	Representative from Library
	Christopher Bisping	CB	Chair, Social Science Faculty Education Committee
	Professor Jennifer Burns	JB	Chair, Arts Faculty Education Committee
	Alice Churm	AC	Co-opted student member, PG Sabbatical Officer
	Dr Kurt Debattista	KD	Co-opted member of academic staff
	Dr Miriam Gifford	MG	Representative of Board of Faculty of Science, Engineering and Medicine
	Professor Des Hewitt	DH	Member of academic staff appointed by Senate
	Dr Pietari Kaapa	PK	Representative of Board of Faculty of Arts
	Dr Debbi Marais	DM	Representative of Board of Faculty of Science, Engineering and Medicine
	Professor Jose Rodrigo	JR	CDT representative, Science, Engineering and Medicine
	Michele Underwood	MU	Representative of Student Careers and Skills
	Professor Martin Wills	MW	Chair, Science, Engineering and Medicine Faculty Education Committee
	Dr David Wright	DW	Member of academic staff appointed by Senate
Attending	James Hutchinson	JH	Head of Student Finance and Student Funding
	Laura Larard	LL	Assistant Secretary, Head of Doctoral College
	Rhiannon Martyn	RM	Secretary, Administrative Officer, Doctoral College
	Chris Twine	CT	Academic Registrar
	Dr Rebecca Vipond	RV	CDT & PG Scholarships Coordination Manager, Doctoral College
Ref	Item		
030	<p>Apologies for absence</p> <p>Apologies were received from Professor Jon Coaffee, Dr Rebecca Freeman, Professor Jo Garde-Hansen, Sara Hattersley, Professor Clare Lyonette, Professor Eivor Oborn, Dr Jonathan Pearson, Dr Jennifer Smith, Professor Mark Steel.</p>		
031	<p>Declarations of Interest</p> <p>No new declarations were made.</p>		
032	<p>Minutes of last meeting on 7 November 2019</p> <p>The minutes of the meeting held on 7 November 2019 were received and approved.</p>		
033	<p>Matters arising from last meeting on 7 November 2019</p> <p>The matters arising were as follows:</p> <p>(a) Update on Membership of the Board (minute 004-BGS071119) The membership list (paper 033a-BGS060220) had been updated. Vacant positions on the Board were noted.</p> <p>(b) Update on Science, Engineering & Medicine Faculty Education Committee Update (minute 013-BGS071119) MW had provided the information in relation to employability (paper 033b-BGS060220)</p>		

	<p>(c) Update on PGR Submission Rates (minute 020-BGS071119) Examination outcome data would be discussed at item 044-BGS060220. ACTION: CS would contact academic departments to request further information on withdrawals during the first year of study and would report back to the next meeting of the Board.</p> <p>(d) Update on PTES Results (2019) (minute 021-BGS071119) Information on survey responses relating to students with caring responsibilities, ethnicity and value for money would be provided at the next meeting of the Board.</p>
Chair and Secretary's Update	
034	<p>Chair's Business and Actions</p> <p>(a) Doctoral College meetings with academic departments CS, RM and RV had been meeting with departments to understand how PGR recruitment targets are set and whether these are appropriate. Meetings were continuing but feedback received so far was that departments generally would support increased funding for scholarships, preferably allocated to and administered by departments, noting in some departments that availability of staff and space were barriers to increasing student numbers.</p> <p>(b) Reasonable adjustments in PGR examinations ACTION: CS would discuss with Disability Services and report back to the next meeting.</p> <p>(c) Update on PhD REF Completion Fund All funding had been allocated, with approximately 30 students having received support to complete in advance of the REF deadline. The Doctoral College and relevant academic departments will monitor to ensure that students remain on track for timely completion. A report on progress/completion will be presented to a future meeting of the Board.</p> <p>(d) Deputy Chair of BGS CS reported that Kirsty Hooper had resigned as Deputy Chair. Any members interested in taking on the role for summer term were advised to contact RM.</p>
035	<p>Secretary's Update</p> <p>(a) Update on scholarships competitions RM provided an update on the current stage scholarships competitions. It was noted that planned industrial action coincided with the scheduled assessment of applications – for any assessor unable to attend, the Doctoral College will ask for feedback in advance so that decisions can be made in a timely manner.</p>
Students' Union Update	
036	<p>Students' Union Update</p> <p>AC reported that the Students' Union was working with the Sessional Teaching Payroll team on student consultation meetings in relation to the changes to postgraduate teaching contracts.</p> <p>Plans were being made for the refurbishment of The Graduate and for the annual Interdisciplinary Postgraduate Conference.</p> <p>Nominations for Spring elections would be closing shortly, with results being available in week 9. AC reported that the Students' Union had noted the lack of uptake of opportunities for student representatives to sit on</p>

	University committees, perhaps due to changes in the role of Faculty representatives and a perceived lack of time to commit to additional duties. The Students' Union would be looking into this.
Faculty Education Committee Updates	
037	<p>Science Engineering & Medicine</p> <p>MW reported that the Committee had discussed the PGT Working Group, submission rates and the STP consultation. The Faculty deadline for WCPRS nominations had passed; CS would confirm Faculty quotas shortly. The Committee also considered the operation of the Faculty thesis prize.</p>
038	<p>Social Sciences</p> <p>CB reported that the Committee had nominated Jennifer Smith as Faculty representative on the Board. The Committee noted the positive trend in relation to submission rates and welcomed the introduction of the PGT Working Group.</p>
039	<p>Arts</p> <p>JB noted that the Committee welcomed the change of policy in relation to visiting research students. It was noted that there was no PGR representative on the Committee. The impact of creating SCAPVC on the CIS nomination quotas was also noted. The Committee welcomed the PGT Working Group but was concerned that the resignation of K Hooper left just one Arts representative on the Group. It was considered that departments in the Faculty with a small PGT population should be represented.</p>
Items for approval/discussion	
040	<p>CDT update</p> <p>RV reported that the CDT Management Committee had been established to oversee the implementation and management of all Centres for Doctoral Training at Warwick as set out in paper 040-BGS060220. Terms of reference had been agreed and membership was being considered. An administrators' forum would also be created.</p> <p>The Board welcomed the creation of the Management Committee, noting the differences between CDTs (e.g. some Centres have their own degree titles).</p> <p>ACTION: RV agreed to create a summary of all CDTs including course structure, qualification gained etc.</p>
041	<p>PGR sick leave policy</p> <p>The Board received a copy of the policy (paper 041-BGS060220). RM reported that the policy is currently operational for UKRI-funded students and will be considered by the Academic Resourcing Committee (ARC) in relation to roll-out to all funded students. The Doctoral College is currently working with Student Records PG Scholarships to resolve procedural issues.</p>
042	<p>PGR annual leave policy</p> <p>The Board considered and approved the policy set out in paper 042-BGS060220, with the addition of clarification that conference attendance should not be classed as annual leave.</p>
043	<p>Proposed amendments to Guidelines for Supervision</p> <p>RM reported that the guidance (set out in paper 043-BGS060220) was being reviewed to make it more explicit following a number of queries from academic departments. It was agreed that it should be made explicit that all students are entitled to high quality supervision.</p> <p>There was discussion around the experience/qualifications of supervisors, including the use of postdocs. There were concerns that issues may arise if a supervisor was on a short-term contract that would end during a supervisee's registration period.</p> <p>The Board indicated a preference to using the term 'supervisory team' rather than 'main' and 'secondary' supervisors. The Board's view was that the supervisory team should have appropriate expertise and experience – this would allow an inexperienced supervisor to gain experience alongside a more experienced</p>

	<p>colleague(s) without any detrimental effect to the student. It was noted that it would not always be practical to appoint a supervisory team, so the guidance should not be prescriptive in that regard.</p> <p>ACTION: RM to revise guidance in line with feedback and seek approval at the next meeting of the Board.</p>
044	<p>PGR examination outcomes</p> <p>LL presented the examination outcome data as set out in paper 044-BGS060220. The most common examination outcome across all faculties was pass subject to minor corrections. Following the introduction of pass with major corrections in 2017, the proportion of both minor correction and resubmission decreased. The percentage of resubmission outcomes was fairly steady, remaining under 10% overall, with the majority of students required to resubmit going on to successful completion.</p> <p>The Board agreed that it would be useful to receive this data on an annual basis.</p>
045	<p>PGT Update</p> <p>RM reported that Professor C Hughes was chairing the PGT Working Group following Dr K Hooper's resignation. Dr L Schwartz had been appointed as representative from the Faculty of Arts and Dr G Frigerio for Social Sciences. The Working Group was considering governance and procedural issues and will be reporting to Senate in the Summer. It is anticipated that the Working Group will continue into next academic year under the direction of a new post of Academic Director for PGT. CB noted that mandatory PGT course start dates had been discussed at the FEC in the context of Welcome Week and that the committee did not support this. MW confirmed that SEM had come to the same conclusion.</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
046	<p>BGS Priorities</p> <p>The Committee received and noted the report (046-BGS060220).</p>
Other	
047	<p>Any other business</p> <p>There was no other business.</p>
Next meeting: 09.30, Thursday 23 April 2020, Council Chamber, Senate House	