

**UNIVERSITY OF WARWICK**  
**BOARD OF GRADUATE STUDIES**  
**OPEN MINUTES OF THE MEETING HELD 11 FEBRUARY 2021, ONLINE VIA MICROSOFT TEAMS**

<b>Present</b>	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
	Shingai Dzumbira	SD	Co-opted student member, PG Sabbatical Officer
	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 Pietari Kaapa	PK	Representative of Board of Faculty of Arts
	Dr James Lloyd-Hughes	CL	Representative of Board of Faculty of Science, Engineering and Medicine
	Dr Debbi Marais	DM	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
	Professor Mark Steel	MS	Representative of Board of Faculty of Science, Engineering and Medicine
Michele Underwood	MU	Researcher Development Manager	
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	
<b>Attending</b>	Nicola Attridge	NA	Finance Manager (PGR Funding)
	Laura Larard	LL	Assistant Secretary, Administrative Officer (Doctoral College)
	Rhiannon Martyn	RM	Secretary, Head of Doctoral College
	Stella Neophytou	SN	Postgraduate Student Development Officer
	Louise Sutcliffe	LS	Postgraduate Student Development Officer
	Chris Twine	CT	Academic Registrar
	Dr Rebecca Vipond	RV	CDT & PG Scholarships Coordination Manager
<b>Ref</b>	<b>Item</b>		
026	<b>Apologies for absence</b> Apologies were received from Dr J Snape		
027	<b>Declarations of Interest</b> No new declarations were made.		

028	<p><b>Minutes of last meeting on 12 November 2020</b></p> <p>The minutes of the meeting held on 12 November 2020 were received and approved.</p>
029	<p><b>Matters arising from last meeting on 12 November 2020</b></p> <p>The matters arising were as follows:</p> <p>(a) <b>Reasonable adjustments for PGR examinations (minute 008a-BGS1211220)</b> Deferred to a future meeting</p> <p>(b) <b>Proposed amendments for guidelines to supervision (minute 008b-BGS121121)</b> Deferred to a future meeting</p> <p>(c) <b>BGS priorities (minute 016-BGS121120)</b> The BGS priorities (029c-BGS110221) were updated to increase the priority of PGRs who teach.</p> <p>(d) <b>Covid impact statement (minute 024-BGS121120)</b> Information on the Covid impact statement had been published and communicated to students and academic departments.</p>
<b>Chair and Deputy Chair's Update</b>	
030	<p><b>Chair's business and actions</b></p> <p>(a) <b>Chancellors' International Scholarship assessors</b></p> <p>The Faculty assessors were confirmed as set out in 030-BGS110221.</p>
031	<p><b>Deputy Chair's business and actions:</b></p> <p>(a) <b>PGT strategy update</b></p> <p>The PGT strategy group is continuing to meet and is reviewing pre-arrival communications and induction. The group is also exploring its future relationship with BGS and will bring a paper to a future meeting of the Board.</p> <p>(b) <b>Data on graduate outcomes (minute 010-BGS121120)</b></p> <p>It was reported that Graduate Outcomes had replaced the Destination of Leavers from Higher Education survey (DLHE) and that the data in its current format is acknowledged to be of limited use due to the lack of comparison between institutions. Feedback on various elements of the methodology would be provided to HESA.</p>
032	<p><b>Secretary's business</b></p> <p>(a) <b>Doctoral College update</b></p> <p>The Secretary reported that the PG Funding team had joined the Doctoral College from Student Finance and Funding. The administration of PGT academic appeals, Investigating Committees of Senate and Continuation of Registration Committees had been transferred to the Student Complaints and Appeals team. The Doctoral College would retain responsibility for PGR cases and appeals.</p> <p>The Doctoral College had conducted a recent two question survey of PGRs asking how they were and for suggestions of additional support that could be provided. Some common preliminary themes were concerns about deadlines and lack of access to facilities (labs), loneliness and frustration, together with some more positive responses. The Doctoral College would investigate the possibility of applying automatic extensions to registration periods following concerns raised by second year students and liaise with Wellbeing Support Services in relation to the accessibility of resources to PGRs. Further analysis will be undertaken and results and outcomes fed back to PGRs in due course.</p> <p>Any departments needing more information on the PGR response to Covid should contact the Doctoral College directly.</p> <p>(b) <b>Extensions update</b></p>

	<p>Phase 2 funded extensions are currently being considered; a total of 61 applications had been received from 15 departments. BV reported that amendments to the policy would be communicated shortly.</p> <p><b>(c) Researcher Development Concordat</b></p> <p>Work is being undertaken with Organisational Development and the Institute of Advanced Study to develop a researcher development framework in relation to commitment to the Concordat. This is in the early stages.</p>
<b>Students' Union Update</b>	
033	<p><b>Students' Union update</b></p> <p>The PG Sabbatical Officer reported concerns from some PGRs about lack of support and communication from the Doctoral College/University/Department. The Academic Registrar noted that the Doctoral College's role was to implement policy decisions which were made elsewhere and that although everyone wants certainty, there were limitations as to what could be done, but that the Doctoral College would continue to communicate with PGRs and academic departments. The Doctoral College and Library would be interested in ideas as to how they can better support PGRs.</p> <p>SU elections are in progress; the SU would welcome any support in encouraging PG engagement in the process.</p>
<b>Chairs of the Faculty Education Committees Updates</b>	
034	<p><b>Science, Engineering &amp; Medicine</b></p> <p>The Chair of the Faculty Education Committee for Science, Engineering and Medicine reported that the Committee had discussed widening participation, scholarships and wellbeing support (in relation to Disclosure in particular).</p>
035	<p><b>Social Sciences</b></p> <p>The Chair of the Faculty Education Committee for Social Sciences reported that the Committee had discussed the Inclusive Education strategy and had identified new priorities including blended learning and the future of digital education, student inclusion, empowerment and community. A new sub-committee focusing on inclusion, empowerment and community was being established.</p>
036	<p><b>Arts</b></p> <p>The Chair of the Faculty Education Committee for Arts reported that the Committee had discussed the Inclusive Education strategy, received an update on the status of EU students, and had appointed a Faculty lead on diversity and inclusion. The Committee also noted the lack of PG student representation on Faculty committees, an observation that was shared by the other faculties.</p>
<b>Items for approval/discussion</b>	
037	<p><b>ADC Update</b></p> <p>The representative from Academic Development Centre reported that the ADC had become an academic department in August 2020. The team had launched the Warwick Online Learning Certificate, which PGR teachers had helped to deliver, and was supporting and upskilling students in online and blended learning. Consultation was also being undertaken with Faculties and departments to support digital/online pedagogies.</p> <p>Nominations for the Warwick Awards for Teaching Excellence (WATE) awards will be open until 15 March. Board members were encouraged to disseminate information across their departments and submit nominations; nominations for PGR teachers would be particularly welcomed.</p> <p>Demand for the Preparing to Teach in Higher Education course, which is mandatory for Graduate Teaching Assistants, remains high with two cohorts (500 students) currently running.</p>

	<p>SH is working with a small group of PGRs to develop a PGR digital teacher hub to provide support and mentoring as a result of a successful bid for a WIHEA project grant. Further information will be provided at a future meeting of the Board.</p> <p>A PGR teacher symposium to showcase and encourage new PGR teachers is planned for Autumn 2021.</p>
038	<p><b>Annual PhD reviews 2019/20</b></p> <p>The Board received the summary of annual PhD reviews (038-BGS110221), noting that the summary and individual reports would be disseminated to Faculty Education Committees. The Chair noted that issues raised in individual reports would be discussed further in the Doctoral College's upcoming meetings with departments.</p> <p>It was agreed that in future this reporting would be incorporated with PRES action plans to reduce administrative burden on departments, taking place every two years.</p>
039	<p><b>BAME project update</b></p> <p>The Board received the update (039-BGS110221) noting that, taking into account the prospective Midlands4Cities AHRC bid, the University may be partnering on three bids.</p>
040	<p><b>New course proposal – PhD in Applied Screen Studies Practice as Research</b></p> <p>The Board supported the proposal (040-BGS110221), noting that a query about the title of the proposed course had been raised by the representative of Board of Faculty of Arts (JGH). The Chair would raise this separately with the proposing department.</p>
041	<p><b>PhD and EngD Submission Rates 2020</b></p> <p>The Board received the report (041-BGS110221), noting the expected downturn in on-time submissions due to the Covid-19 pandemic.</p>
042	<p><b>PGR examination outcomes</b></p> <p>The Board received the report (042-BGS110221), noting that data on examination outcomes by gender, ethnicity and disability had been provided for the first time. There may be scope to provide data on outcomes by other protected characteristics in future e.g. social class, sexuality (if collected at registration).</p> <p>The Board noted the gap between white and black British students demonstrated by the data and recommended that this information should be shared more widely.</p>
043	<p><b>Postgraduate Research Experience Survey (PRES) 2021</b></p> <p>The Postgraduate Student Development Officer reported that PRES would be open between 26 April and 21 May 2021. The proposed institutional questions set out in 043-BGS110221 were approved by the Board, noting that it may also be useful to include a question on community/sense of wellbeing.</p> <p>The Deputy Chair reported that the Postgraduate Taught Experience Survey (PTES) would not be running this year, instead the University would be conducting its own surveys with taught students.</p>
044	<p><b>Postgraduate admissions data</b></p> <p>The Board received the data (044-BGS110221), noting that this did not allow comparison with the data for last year or for trends to be detected. It was resolved that a representative from Admissions would be invited to a future meeting.</p>
045	<p><b>Status for graduated PGRs</b></p> <p>The Chair reported that several departments had been in touch requesting a status for graduated PGRs to enable them to remain associated with the University to assist job searches. It was reported that some departments had previously created a postdoctoral associate status in similar circumstances but had been informed by HR that this should no longer happen.</p>

	<p>The Board agreed that it would be useful for graduated PGRs to remain formally associated with the University, especially so with the effects of the pandemic on the job market.</p> <p>It was resolved that a group would be set up to explore this further – any interested parties should contact the Chair.</p>
<b>Other</b>	
046	<p><b>Any other business</b></p> <p><b>(a)</b> The Chair reported that the Academic Director (Doctoral College) role has been advertised with a closing date of 14 March 2021.</p>
<b>Next meeting: 09:30, THURSDAY 29 APRIL 2021, ONLINE VIA MICROSOFT TEAMS</b>	