

**UNIVERSITY OF WARWICK**  
**PGR EDI Working & Advisory COMMITTEE**  
**11am, Thursday, 22 JAN 2025, MS Teams**  
**MINUTES OF THE MEETING**

<b>Present</b>	James Burford (JB)	(Chair) Associate Professor, Education Studies
	Yousuf Antria (YA)	Immigration Services Manager, Student Experience
	Megan Caulfield (MC)	Programme Manager, Dean of Students
	Jonathan Hickman-Heron (JHH)	Academic Director (Postgraduate Research)
	Damien Homer (DH)	Head of Disability Services, Wellbeing Support Services
	Aishah Ibrahim (AI)	PGR, Warwick Medical School
	Gillian Messaoud (GM)	(Secretary) PGR Development Officer (ED&I), Doctoral College
	Mara Silva Hope (MSH)	PGR, Sociology
	Vicky Strudwick (VS)	Head of Research Culture Partnerships, IAS
<b>Attending</b>	Jo Bowers (JB)	Widening Participation Lifecycle Officer, Widening Participation
<b>Ref</b>	<b>Item</b>	
001	<b>Apologies for absence</b> Apologies were received from Sara Hattersley (Associate Professor, Academic Development Centre), Cheryl Jones (Widening Access and Lifecycle manager, Widening Participation), Jagjeet Jutley-Neilson (Associate Professor, Psychology), Reihaneh Rahmatjou (PGR, CLL) & Chris Thompson (MGS Placements Manager, Doctoral College)	
002	<b>Declarations of Interest</b> No declarations of interest were made.	
003	<b>Minutes of last meeting on 26 JUN 2025</b> The Secretary apologised for not attaching the minutes ( <a href="#">003-PGREDIWAG260625, Public</a> ) from the previous meeting to the agenda. The minutes are available on the group's web pages. Members were invited to send any comments or clarifications to the Secretary by email.	
004	<b>Matters arising from last meeting on 26 JUN 2025</b> The Secretary provided updates ( <a href="#">004_PGREDIWAG_22JAN2026</a> ) on outstanding matters from previous meetings including progress on diversity in PGR recruitment (Neon Data Observatory project), REF updates, reasonable adjustments for viva guidance, and setting priorities for the current academic year.	
<b>Chair's Update</b>		
005	<b>Chair's Business</b> The Secretary explained their wider role within the Doctoral College and how they will take guidance from this group on EDI priorities to develop into projects.	
<b>Governance</b>		
007	<b>Membership and Terms of Reference</b> The Chair noted new members joining the group this academic year and welcomed them. The terms of reference remain unchanged. VS suggested that reporting structure to include pathway to inform Supervisors on EDI matters. JHH proposed that this may be achieved through PGR Supervisor WAG. <b>ACTIONS:</b> Discuss reporting structure to Supervisors with wider Postgraduate Research Subcommittee to confirm appropriate pathway for the community.	
008	<b>MADE Report Implementation Update</b>	

	<p>The Secretary presented a comprehensive update (<a href="#">008_PGREDIWAG_22JAN2026</a>) on implementation of the MADE report recommendations, outlining successes (new mitigating circumstances policy, revised Code of Practice, inclusive assessment options, Doctoral Values project) and challenges (departmental variation in implementation, technical limitations, sustainability of pathway programmes).</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. VS &amp; GM to meet to discuss pathway programme collaboration (On hold pending legal advice - April 2026)</li> <li>2. JHH update Rhiannon (Doctoral College) to clarify and discuss legal issues concerning potential positive action work</li> <li>3. YA &amp; GM to meet re: visa communications to international students</li> <li>4. GM to check if mitigating circumstances policy covers vivas and progression points explicitly</li> </ol>
009	<p><b>Disability Team PGR Ready Update</b></p> <p>DH provided an update on Disability Services' work and processes including in response to the Abraha ruling, DSA process improvements, relaxed evidence requirements, and new PGR-specific reasonable adjustments (believed to be sector-leading).</p> <p><b>ACTION:</b> Dissemination of new processes in response to the Abraha ruling needs to be reinforced, to emphasise it empowers departments make reasonable adjustments decisions closer to the time of an assessment.</p>
010	<p><b>PGR EDI Intuitive Mapping</b></p> <p>The Chair introduced a proposal to create a matrix to identify inequalities and exclusions across the PGR life cycle (<a href="#">010_PGREDIWAG_22JAN2026</a>). Members provided feedback on prioritisation, universal actions, and suggested cross-referencing with existing university-level mapping.</p> <p><b>DECISION:</b> Proposed mapping matrix was approved.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Commence populating matrix for review at new PGR EDI WAG meeting.</li> <li>2. All PGR EDI WAG members to share any initiative they are aware of with Secretary and Chair.</li> <li>3. MC to share Inclusive Education team's existing EDI mapping.</li> </ol>
<b>Items below this line were for receipt and/or approval, without discussion</b>	
<b>Other</b>	
011	<p><b>Any other business</b></p> <p>VS shared that EPSRC has funded a Warwick researcher (Kat Phillips in Statistics) for a project titled 'Scaling Up PhD Your Way into Research' under their <a href="#">EDI hub</a>.</p>
<b>Next meeting: Tuesday, 17 MAR 2026, 11am, MS Teams</b>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
<b>[2025-2026]</b>			
003 - Minutes of last meeting on 26 JUN 2025	<b>ACTION:</b> Circulate minutes of 26 JUN 2025 meeting	Secretary, 17 MAR 2026	Update for next Committee where minutes will be presented

007 - Membership and Terms of Reference	<b>ACTION:</b> Discuss reporting structure to Supervisors with wider Postgraduate Research Subcommittee to confirm appropriate pathway for the community.	JHH, 17 MAR 2026	On-going
008 - MADE Report Implementation Update	<b>ACTION 1)</b> VS & GM to meet to discuss pathway programme collaboration (On hold pending legal advice - April 2026)	VS & GM,	Paused
	<b>ACTION 2)</b> JHH update Rhiannon (Doctoral College) to clarify and discuss legal issues concerning potential positive action work	JHH, 17 MAR 2026	On-going
	<b>ACTION 3)</b> YA & GM to meet re: visa communications to international students	YA & GM, 17 MAR 2026	On-going
	<b>ACTION 4)</b> GM to check if mitigating circumstances policy covers vivas and progression points explicitly	GM, 17 MAR 2026	On-going
009 - Disability Team PGR Ready Update	<b>ACTION:</b> Dissemination of new processes in response to the Abraha ruling needs to be reinforced, to emphasise it empowers departments make reasonable adjustments decisions closer to the time of an assessment.	GM & DH, 17 MAR 2026	On-going
010 - PGR EDI Intuitive Mapping	<b>DECISION:</b> Proposed mapping matrix was approved.		
	<b>ACTION 1)</b> Commence populating matrix for review at new PGR EDI WAG meeting.	JB & GM, 17 MAR 2026	On-going
	<b>ACTION 2)</b> All PGR EDI WAG members to share any initiative they are aware of with Secretary and Chair.	Members, 17 MAR 2026	On-going
	<b>ACTION 3)</b> MC to share Inclusive Education team's existing EDI mapping.	MC, 17 MAR 2026	On-going