

<b>UNIVERSITY OF WARWICK</b>			
<b>CDT MANAGEMENT COMMITTEE</b>			
<b>OPEN MINUTES OF THE MEETING HELD 11:00 – 13:00 5 April 2022, MICROSOFT TEAMS</b>			
<b>Present</b>	David Leadley	DL	Deputy PVC-Research (Chair)
	Nicola Attridge	NA	PGR Funding Manager, Doctoral College
	Dan Branch	DB	Academic Director of Graduate Studies
	Jennifer Burns	JB	Director of M4C
	Nikki Glover	NG	Administrator of SynBio & NERC CENTA
	Ian Hamilton	IH	CDT Student Representative
	Tomo Kimura	TK	Research Strategy & Development Manager, R&IS
	Helen Knight	HK	CDT Administrative Officer, Physics (EPSRC)
	Jonathan Millar	JM	Director of MRC DTP
	Vardis Ntoukakis	VN	Director of BBSRC MIBTP
	Jose Rodrigo	JR	Co-Director of Warwick FMS CDT
	Ashleigh Skelhorn	AS	Consortium Manager of ESRC MGS
	Rebecca Vipond	RV	CDT Coordination Manager (Secretary)
<b>In attendance</b>	Pierre Botcherby	PB	CDT EDI Project Officer
	Rhiannon Martyn	RM	Head of Doctoral College
<b>Ref</b>	<b>Item</b>		
093	<b>Apologies for absence</b> <ul style="list-style-type: none"> <li>Caroline Meyer, Jon Coaffee, Sharron Wilson, Mike Tildesley sent their apologies.</li> <li>David Leadley attended as interim chair.</li> </ul>		
094	<b>Declarations of Interest</b> No new declarations were made.		
095	<b>Minutes of last meeting on 11 January 2022</b> The minutes of the meeting held on 11 October 2022 were received and approved.		
096	<b>Matters arising from last meeting on 11 January 2022</b> <ul style="list-style-type: none"> <li>Discussion of the process and criteria for assessing externally funded PGR training grant bids are ongoing between the University Executive and the Doctoral College.</li> <li>Discussion of a central understanding for granting fee waivers where external funding does not cover the full overseas fee are continuing between ARC and the Doctoral College</li> </ul>		
<b>Chair's Update</b>			
097	<b>Chair's Business</b> <ul style="list-style-type: none"> <li>Warwick was recently informed by EPSRC that the 2022 entry allocation of the Mathematical Sciences DTP will not be forthcoming. Due to the late timing of this notice, a number of students have already been recruited upon the assumption that this funding would be available. To preserve student experience, overallocated places will be underwritten, with the understanding that, where possible, these are reduced by aligning with existing funding if current applicants decline funded places. No students will have an existing offer of funding rescinded, but no further centrally-funded scholarship offers can be made in the affected departments until the overallocation has been realigned in full.</li> <li>MIBTP are currently interviewing for two administrative roles (FA6, FA4) to complement the existing administrator (FA5). The MIBTP midterm review has been announced (finance deadline May, full report deadline summer). The Doctoral College will provide support. There is likely to be a focus on EDI.</li> <li>A meeting between the University Executive and the Doctoral College is set to discuss how best to recognise and support academics who lead large training grants, in line with recognition of research grants. UKRI have previously shown some preference for early- and mid-career training grant holders, and the expense to the institution when underpinning unsuccessful bids can be significant.</li> </ul>		

Governance	
098	<p>The Chair confirmed that the <a href="#">Terms of Reference</a> are prevailing.</p> <ul style="list-style-type: none"> <li>• Sharron Wilson will step down and be replaced by Pierre Botcherby.</li> <li>• Christophe Corre has stepped down and suggested Robin Allaby as his replacement.</li> </ul> <p><b>ACTION: RV to invite Robin Allaby to join CDTMC</b></p>
Finance and Resources	
099	<p><b>Funded Covid Extensions</b></p> <p>The paper CDTMC-099 was received. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• The final deadline for the centralised funded covid extension policy passed on 30 January 2022, to which all eligible students were able to apply. 360 applications were submitted, a significant increase compared to previous deadlines.</li> <li>• An increased percentage of speculative applications (where either the disruption, the mitigation, or thesis completion plans were not well defined) were observed.</li> <li>• All applications have now been reviewed and results communicated. Applicants can appeal decisions if they can provide substantive additional information that was not available at the first review, or if there was a technical issue, such as a missing signature.</li> <li>• The funding for covid extensions from the UKRI block grant is now spent in full.</li> <li>• The Doctoral College successfully increased the internal budget to support the high number of applications to the final deadline.</li> <li>• PGR students and supervision teams must now expect to complete their research projects within their original funded period, with cases for support of funded covid extension applications becoming increasingly exceptional.</li> <li>• A decentralised phase of the policy has now been launched for any final exceptional cases, with individual UKRI CDTs able to make their own decisions, having agreed any ringfenced funding from existing or generated grant underspend with PGR Finance in advance.</li> <li>• The Doctoral College holds a small contingency fund of any final applications from students funded by Warwick scholarships.</li> <li>• The decentralised policy is now available online at <a href="https://warwick.ac.uk/fundedcovidextension">https://warwick.ac.uk/fundedcovidextension</a>.</li> <li>• Additional financial support in the form of <a href="#">Hardship funding</a> and <a href="#">PGR Paid Sick Leave</a> remains available.</li> <li>• Unfunded <a href="#">extensions to registration</a> will also remain, though UKRI funded students should be reminded that their funder's expectation is that they will submit within their funding period.</li> <li>• Currently UKRI and HESA are not scrutinising 4-year submission rate data, however this is expected to revert as universities move to usual in-person business.</li> <li>• Thesis examiners are reminded to continue to consider mitigation in volume of work for PGR students who have been impacted by the pandemic, based on their expertise and any explanations provided in the <a href="#">covid impact statement forms</a>.</li> </ul> <p><b>ACTION: RV will prepare a detailed report on Funded Covid Extensions for Autumn 2022.</b></p>
100	<p><b>PGR Funding Standards &amp; Updates</b></p> <p>The paper CDTMC-100 was received. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• A set of four guiding principles for using industrial funding associated with a PGR studentship have been agreed between the Doctoral College and Research &amp; Impact Services <ul style="list-style-type: none"> <li>○ Raise the inclusion of standard benefits (paid sick leave, parental leave etc) in all collaboration agreements from the point of discussion with external partners.</li> <li>○ Confirm the length and value of funding for a studentship prior to the studentship commencing, including where studentships are match funded from multiple sources.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Agree what industrial funding will be used for when it is linked to a studentship or CDT programme prior to the start of the award. This should be compliant with any associated terms and conditions (e.g. UKRI iCASE), and should maximise benefit for the studentship.</li> <li>○ Agree what the student’s responsibilities are, including informing the external partner of changes as the studentship continues, such as temporary withdrawal.</li> <li>● EPSRC has recently clarified conditions for <a href="#">iCASE and case conversion awards</a> <ul style="list-style-type: none"> <li>○ From 2022 entry, all awards must be 4 years in length and include a minimum 1/3 contribution from industry.</li> <li>○ The 1/3 contribution from industry is subject to the same funding restrictions as UKRI funding. Any ineligible costs can be met, but only from funding beyond the 1/3 contribution.</li> <li>○ Final costs must be split 3:1 UKRI:industry, including when there is underspend.</li> </ul> </li> <li>● The central <a href="#">Funded PGR Policy</a> has been updated and is now ready to link to Terms and Conditions of most internally awarded PGR studentships, plus UKRI funded studentships. It is hoped that CDTs and Departments will adopt these terms to streamline and clarify expectations with student.</li> <li>● There is currently a lack of resilience when accepting training grants from UKRI, currently formally accepted by the Doctoral College on behalf of the University so a formal published procedure is required. Academic staff preparing UKRI training grant bids must consult the Doctoral College from the start as they can provide advice and guidance in collaboration with R&amp;IS.</li> <li>● It is not imperative to engage with the Doctoral College if training grants bids are not to to UKRI, but Doctoral College remains available for consultation in all PGR matters.</li> </ul> <p><b>ACTION: NA &amp; RV to prepare and circulate a formal procedure for accepting training grants</b></p>
101	<p><b>Institutional CDT Blueprint</b></p> <p>The paper CDTMC-101 was received. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>● Upon consultation with the individual CDT programmes, the Doctoral College has produced a set of recommendations of administrative support for CDTs models, to underpin excellent student experience and quality assurance to external partners and funders. <ul style="list-style-type: none"> <li>○ Small (6-12 in a cohort) CDTs should have 0.6-1.0 FA6 (depending on complexity of training element) plus 0.4 FA4</li> <li>○ Leads in a large consortium should have 1.0 FA7, 1.0-2.0 FA6 (depending on cohort size) plus 1.0 FA5</li> <li>○ Partners in a large consortium should have 0.2-0.5 FA6 (depending on cohort size)</li> <li>○ Where is it possible and permitted, contributions to CDT administrative costs should be sought from training grants and/or partner contributions.</li> </ul> </li> <li>● The risk of under-resourcing CDTs are poor student experience and retention, being unable to meet the conditions of externally awarded training grants, and ongoing grant funding being retracted.</li> <li>● These recommendations should be used by R&amp;IS and academic colleagues when preparing new training grant bids. The Doctoral College can be called upon to lend weight to these conversations where required.</li> </ul>
102	<p><b>1+3 Programme Problems</b></p> <p>The paper CDTMC-102 was received. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>● Where students undertake a PGT followed by PGR qualification in one cohesive programme (1+3), several common issues have been identified.</li> <li>● At present, while administratively the PGT and PGR elements are recognised as separate, many of the structural problems can only be lessened by clear and timely communications. However, a more structural solution should be investigated.</li> <li>● Currently, students will have two statuses over the lifetime of the programme and the differences between the PGT and PGR must be communicated clearly to all parties, especially when programmes are cross-faculty or long-standing and requirements to engage can be forgotten. International students currently require two visas.</li> </ul>

	<b>ACTION:</b> RV and the 1+3 programme administrators to set up a focus group to discuss the possibility of merging the elements of 1+3 programmes administratively, to be able to provide a more consistent student experience and to conduct market research into how other institutions manage this type of programme.
103	<p><b>FCCG Report</b></p> <p>The paper CDTMC-103 was received. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• The current positions of all the externally funded training grants were reported, including a RAG rating which assesses the relative risk level, including being over/under budget amongst other factors.</li> <li>• Central Finance now recognise that training grants are as high risk as research grants if not managed carefully, in particular where future years of income rely on satisfactory interim reporting.</li> <li>• The majority of active training grants are operating as expected, with no issues raised.</li> <li>• Some grants will have to return unspent funding, usually due to activity that could not take place on grants that could not be redeployed due to funder restrictions.</li> </ul>
104	<p><b>Equality, Diversity &amp; Inclusion</b></p> <p>A verbal report was received. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• EDI remains a priority for the Doctoral College, with a number of new initiatives commencing (currently focussing on supervision and central funding). A large dataset has been collected and extracts of this can be shared with CDTs when requested.</li> <li>• Initiatives from CDTs can be shared and supported centrally, including ringfencing scholarships where there is data to underpin the action.</li> <li>• A PGR-focussed EDI role to sit within Doctoral College is being discussed, which would be integrated into other departmental and central teams and the ongoing Research Culture work.</li> <li>• PGR movement from post-92 to pre-92 Universities is increasing and may not be beneficial. New collaborations, e.g. cotutelles, are being investigated.</li> <li>• MIBTP was awarded a new EDI grant with a tight spending deadline and the Doctoral College supported launching a new project to review EDI recruitment data and run a focus group to collect qualitative lived experience testimony from PGRs in the life and health sciences. This event ran on 28 March and discussed demographics and barriers. Some preliminary points from this project are: <ul style="list-style-type: none"> <li>○ There can be a negative experience when following EDI procedures in practice.</li> <li>○ General equality is not a practical solution.</li> <li>○ Provision to EDI support should be seen and communicated as an entitlement, with any barriers to access visibly reduced.</li> <li>○ In order to maximise effectiveness, EDI initiatives need to be more longitudinal.</li> <li>○ There is appetite to collaborate with regional partners, in particular through the multi-partner CDTs.</li> </ul> </li> </ul> <p><b>ACTION:</b> RV to invite Sotaro Kita (Research Culture) to the next CDTMC meeting.</p>
105	<p><b>Centralised PGR Scholarship Marketing Efforts</b></p> <p>A verbal report was received. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• A new set of <a href="#">centralised scholarship webpages</a> have launched in the online prospectus. The Doctoral College has been liaising with Marketing to ensure information is correct and up to date.</li> <li>• RV presents regularly at postgraduate virtual online open days and advertises CDTs and their unique attributes to prospective applicants from across the world.</li> </ul>
<b>Items below this line were for receipt and/or approval, without discussion</b>	
<b>Subsidiary and Sub-Committee Reports</b>	
106	<p><b>CDT Administrators Forum</b></p> <p>The CDT Administrator forum met on 2 February 2022. No matters were raised to this committee.</p>
107	<p><b>BGS EDI Working Group Minutes</b></p> <p>The minutes of previous BGS EDI Working Group meetings were circulated to committee members.</p>
108	<p><b>Paid Internships Procedure</b></p>

	A unifying staff procedure to follow when PGR students undertake internships and placements during their studies is now available online at <a href="https://warwick.ac.uk/dc/schols_fund/staff_guidance/pgr/internships/">https://warwick.ac.uk/dc/schols_fund/staff_guidance/pgr/internships/</a>
<b>Other</b>	
109	<p><b>Any other business</b></p> <p>A Summer 2022 Open Meeting was suggested and approved. CDT directors will be invited to bring papers on any matters they wish to raise.</p> <p><b>ACTION:</b> RV will contact all CDT directors and CDTMC members to a hybrid open meeting, to be held in June 2022.</p>
<b>Next meeting: TBC June 2022 (Microsoft Teams)</b>	