

UNIVERSITY OF WARWICK

Minutes in the Meeting of the CDT Management Committee

Monday 27 January 2020, 13:00 – 15:00, CMR 1.0, University House

Present: Robin Allaby, Nicola Attridge, Sally Blakeman, Steven Brown, Jennifer Burns, Yvonne Colmer, Kerry Davies, Hakan Ferhatsmanoglu, Mehrdad Dianati, Nicola Glover, Naomi Grew, Angeliki Harissiou, Stephen Jarvis, James Kermode, Rhiannon Martyn, Philip Mawby, Jonathan Millar, Vardis Ntoukakis, Faye Padfield, Jade Perkins, Magnus Richardson, Jose Rodrigo, Roger Singleton Escofet, Colin Sparrow, Julie Staunton, Terri Sullivan, Pam Thomas (Chair), Rebecca Vipond (Secretary), Sharon Wilson, David Wright, Jayne Yuruker

Apologies: Navdeep Bains, Kelly Chennery, Nikola Chmel, Jon Coaffee, Claire Hurley, James Hutchinson, Paul Jennings, Mark Newton, David Scanlan, Lila Tennent, Chris Twine

1/19-20 Terms of Reference

AGREED:

- (a) To oversee the implementation and management of all centres of doctoral training (CDT) at Warwick, hereafter called CDTs.¹
- (b) To monitor the progress of all CDTs that are affiliated with Warwick.
- (c) To actively oversee internally funded CDTs.
- (d) To propose strategy for applying for new externally funded CDTs, to ensure quality applications in line with Warwick's and funders' research priorities.
- (e) To make recommendations to the Board of Graduate Studies and Research Committee, regarding provision of externally and internally funded CDTs.
- (f) Act as the body who considers requirements for CDTs and raises issues to the relevant academic department or governance committee.

2/19-20 Introduction of New CDT & PG Scholarships Coordination Manager

RECEIVED:

Rebecca Vipond has been appointed to the Doctoral College as CDT & PG Scholarships Coordination Manager, as of 1 January 2020. This new role will oversee the operation of all CDTs, DTPs and CTPs at Warwick to:

- (a) Give a single point of contact for CDT staff and act as a liaison between stakeholders;
- (b) Ensure that appropriate standards of consistency and compliance are met;
- (c) Recognise and champion the excellent CDTs that Warwick already provide;
- (d) Support successful applications for new initiatives.

3/19-20 Overview of Externally Funded CDTs

CONSIDERED:

¹ CDTs are defined for this purpose as PGR communities that are recruited, trained and administered in a series of cohorts, including but not limited to all cohort-based Centres of Doctoral Training (CDT), Doctoral Training Partnerships (DTP), Collaborative Training Partnerships (CTP) and Doctoral Training Centres (DTC), regardless of funding source.

CDTMC recognises 23 CDTs that are supporting current PGRs, with a further five that have now reached completion. These are detailed in the attached paper [3/19-20 – CDTs at Warwick].

ACTION:

CDTs to pass recent reports submitted to their funding body to CDTMC Secretary for overview purposes.

4/19-20 [Management of Warwick CDTs](#)

CONSIDERED:

Warwick has funded five CDTs (* on [3.19-20]) that are considered to be strategically important but were unfortunately not funded in the last EPSRC CDT call. These new CDTs will report to CDTMC in lieu of reporting to an external funding body. This reporting will take the form of an annual review, and will feed through to Research Committee for review on behalf of ARC and to approve recruitment of future cohorts. The annual review will include statements on budget and expenditure, recruitment, added value, cohort training and outcomes.

ACTIONS:

CDTMC Secretary to set up an annual review process and timeline in consultation with CDT administrators and Doctoral College, to compliment the current recruitment cycle and to be based upon requirements set out by funding bodies where appropriate. The CDT review process will also dovetail with departmental annual PGR course review where appropriate.

5/19-20 [Creation of a Warwick CDT Showcase Document](#)

CONSIDERED:

The creation of a Warwick CDT Showcase Document that will give an institutional overview of the current landscape of centres of doctoral training at Warwick and highlight success. This will capture any pertinent history or preceding CDTs, timeline and current funders, internal and external partners, recruitment, outputs and outcomes and any future plans.

ACTIONS:

CDT Admin to submit requested data for this Showcase by the next CDTMC meeting (see 10/19-20)

CDTMC Secretary to create the CDT Showcase Document by the start of the 20/21 academic year.

6/19-20 [Establishing a CDT Administrators Forum](#)

RECEIVED:

The CDT Coordination Manager will establish a forum of all CDT Administrators that will report into CDTMC, chaired by the CDT Coordination Manager (suggested meeting twice each term). This forum will be an opportunity to share best practice and raise any administrative matters for consideration by CDTMC.

ACTION:

CDTMC Secretary to contact all CDT administrators with dates of CDT Administrators Forum.

7/19-20

[Upcoming call for Applications: Leverhulme Doctoral Scholarships](#)

RECEIVED:

The Leverhulme Trust has announced an open call for 10 Centres of Doctoral Training of £1.35 million each (15 scholarships over 3 cohorts), with a deadline for applications of June 2020. Institutions are able to submit one application and so RIS is coordinating an internal competition, with one page abstracts to be considered in February 2020 by a review panel.

Details of the call: <https://www.leverhulme.ac.uk/leverhulme-doctoral-scholarships>.

ACTION:

CDTMC Secretary to forward Leverhulme call to all attendees.

8/19-20

Matters Arising

CONSIDERED:

- (a) The recognition of externally funded CDTs by the university as research grant income.

CDTMC Chair stated that the University recognises the amount of work that goes into running a CDT. While income from CDT cannot be considered research income when reporting to external bodies, e.g. HESA, the University could do more to highlight the scale and importance of running a CDT internally, which CDT directors can bring up, in particular with HoDs, with CDTMC chair's support.

- (b) The relationship of the University CDTMC to the University Capital Space and Amenities Group (CSAG).

Space for PGRs remains a key issue, especially for CDTs with increasing funder expectations that universities will provide dedicated training and cohort-building facilities. Suggestion that CDTMC acts as a body to formally report to the relevant committee about space and other issues. A report will be prepared once CDTMC Secretary has completed the initial fact-finding stage of the Showcase Overview Document. CDTMC Chair to discuss this process with the Provost and TOR (f) added in response.

- (c) The relationship of the University CDTMC to the Academic Resource Committee (ARC).

See point 8/19-20(b)

- (d) The funding of studentship extensions to cover maternity, paternity, adoption and extended sick leave following new guidance from UKRI.

Query raised about where funding for this new policy comes from. PG Funding reported that funding comes from original funding source. The University understands that this will lead to additional costs and/or reduced training or student numbers

9/19-20

Any Other Business

- (a) EPSRC has announced a review of their CDT programme.
- (b) HetSys want to roll out a PG Cert course for other PhD students but are being blocked as non-fee bearing courses leading to a qualification/credit are not supported by systems. Hetsys admin to follow up with CDTMC chair.
- (c) Scholarship nominations (e.g. Chancellor's International) related to MathSys CDT currently come out of the formally related academic department's allocation quota. Where a prospective student would be working in an affiliated department, the Doctoral College will consider if nomination should come out of the affiliated department's quota in the 2021/22 completion.
- (d) Could some of the funding for URSS projects be reserved for CDTs to assist with recruitment strategies?

ACTION:

Director of Doctoral College to raise this with Education Executive.

10/19-20

Schedule of CDTMC Meetings

CONSIDERED:

Identifying representatives to sit on CDTMC going forwards. 10 Representatives will include CDT directors and administrators (at least one per Research Council and one from each faculty), the relevant professional services, and the Doctoral College.

ACTIONS:

CDTMC Secretary to email all attendees to identify the representatives who will sit on CDTMC and set dates for term 3 19-20, and terms 1, 2, 3 20-21.

As at 27 January 2020.