

UNIVERSITY OF WARWICK		
CDT MANAGEMENT COMMITTEE		
OPEN MINUTES OF THE MEETING HELD 11:00, 10 October 2022, Microsoft Teams		
Present	David Leadley (DL)	Deputy Pro Vice Chancellor, Research (Chair)
	Robin Allaby (RA)	NERC Centa Academic Director
	Nicola Attridge (NA)	PGR Finance Manager
	Daniel Branch (DB)	Academic Director of Graduate Studies
	Claire Edwards (CE)	Research Strategy & Development Manager
	Tomomi Kimura (TK)	Research Strategy & Development Manager
	Helen Knight (HK)	Hetsys & Diamond Science Technologies Administrator
	David Lambert (DL)	Midlands4Cities Academic Director
	Jonathan Millar (JM)	MRC DTP in IBR Academic Director
	Vardis Ntoukakis (VN)	MIBTP Academic Director
	Ashleigh Skelhorn (AS)	Midlands Graduate School Consortium Manager
	Mike Tildesley (MT)	Mathsys & IGPP Academic Director, CDTMC BGS Rep
	Rebecca Vipond	CDT & PGR Scholarship Manager (Secretary)
Attending	Claire Boyes (CB)	PG Admissions Manager (Items 109-115 only)
	Echo Zhou (EZ)	Deputy Director of Student Experience (items 109-115 only)
Ref	Item	
109	Apologies for absence Apologies were received from Pierre Botcherby, Jon Coaffee and Nicola Glover.	
110	Declarations of Interest No new declarations were made.	
111	Minutes of last meeting on 5 April 2022 The minutes of the meeting held on 5 April 2022 (111-CDTMC, Public) were approved .	
112	Matters arising from last meeting on 5 April 2022 (a) Procedure for accepting UKRI training grants UKRI training grants are accepted by the Doctoral College on behalf of the University. A process has been clarified and will be published on the Doctoral College webpages. ACTION: Doctoral College to publish procedure for accepting UKRI Training Grants	
Chair's Update		
113	Chair's Business The Committee received and noted an update from the Chair (113-CDTMC, verbal) (a) New CDT Academic Directors Maths & Stats – Bertrum During, Bjorn Stinner and Anastasia Papavasileiou replace Jose Rodrigo and Mark Steel. Midlands4Cities – Dave Lambert and Ross Forman replace Jenny Burns and David Wright TRANSFORM – Xiodong Lin replaces João Porto de Albuquerque	
Governance		
114	Membership and Terms of Reference 2022-23 The Terms of Reference were upheld. The committee membership for 2022-23 changed as follows: <ul style="list-style-type: none">David Leadley (Deputy Pro Vice Chancellor, Research) replaces Caroline Meyer (pro Vice Chancellor, Research) as chair.	

- Robin Allaby (NERC Centa Academic Director), Pierre Botcherby (Midlands4Cities Administrator), Claire Edwards (Research Strategy & Development Manager) and David Lambert (Midlands4Cities Academic Director) have joined as members.
- Jenny Burns (outgoing Midlands4Cities Academic Director), Christophe Corre (Synbio Academic Director), Ian Hamilton (student representative), Jose Rodrigo (outgoing Maths & Stats Academic Director) and Sharon Wilson (outgoing Midlands4Cities Administrator) have stepped down.

DECISION: The committee **recommended** Steven Brown (Analytical Sciences Academic Director) be invited join the committee, replacing Jose Rodrigo.

ACTION: The committee will invite at least one student representative to join the committee.

Finance & Resources

115-7

The Committee received a number of verbal reports with key details and discussions, as below:

(115) Visa and ATAS Delays (115 CDTMC)

Some CDT applicants who require visas are experiencing long delays in arrival and starting due to visa/ATAS delays. This is particularly exacerbated for 1+3 students, who must apply both for a visa for the Masters, then another for the PhD. The Committee sought assurance from Immigration & Compliance and PG Admissions that the delays were from external sources, and that Warwick processes were being expedited as swiftly as possible. It is anticipated that receiving ATAS clearance will continue to be slow due to increasing volumes of applications to the Home Office.

Candidates should be assigned a research project, apply for ATAS clearance and apply for a visa as early as possible to mitigate against Home Office delays. PGRs can commence study immediately after submitting a visa application from the UK – the new visa does not have to be granted to start, though commencement will be provisional upon the visa being granted in due course. Provided their course of study can accommodate it, PGRs may also defer their start date. Candidates who are experiencing exceptional delays can seek further guidance from Immigration using the [ATAS delay webform](#).

It is not possible for candidates awaiting a visa to formally commence online as this UKVI concession ended on 30 June 2022. However, it is acceptable to present applicants with pre-reading prior to commencement. If there is a separate taught course in the programme (e.g. PG Dip) which does not require ATAS clearance, it is possible for PGRs to commence that course while awaiting ATAS clearance to start the PGR course.

(116) PGR Stipend Increase

All eligible PGRs have now received the increased stipend rate. UKRI grants are being increased automatically to reflect the initial increase to costs. If it is not possible for an external partner to meet their proportion of the increased stipend rate for a current PGR, this will be underwritten by the University as permitted underspend. Programmes are asked to find other savings to meet the increased cost of increased stipends. Future collaboration agreements and studentships must include this and future increased stipend rate.

(117) Upcoming CDT Calls in 22/23

Leverhulme, EPSRC and UKRI AI CDT calls are due to open for bids in 2023. The level of value on in-kind contributions is not yet clear but it is hoped that future announcements will provide detailed guidance on expectations. There will likely be a cap on institutional bids so the Doctoral College with R&IS will hold internal selection panels as needed. Whether an incentive can be offered to directors was discussed and it was noted that the importance of writing and directing CDTs must be uniformly recognised in promotion schedules and workload models. The Chair noted that this has been raised with the University executive before and that Heads of Department already have the freedom to include this type of activity when considering promotion and workload. However, time to prepare bids is likely to be considered part of usual expected academic practice, similar to preparing research bids.

DECISION: The Committee **recommended** that 1+3 candidates be assigned a PhD project earlier than August in each year. PhD offers can remain conditional upon satisfactorily passing the pre-requisite Masters, which will not delay them in applying for ATAS clearance.

ACTIONS:

	<ol style="list-style-type: none"> 1. The Immigration CAS webpage will be amended to confirm applicants can apply for CAS from May each year. 2. MRC DTP Director will interrogate their PhD project assignment timeline to ensure that OS students have sufficient time to apply for ATAS and visa to start the PhD in October. 3. CDTs will check in with industry and other external partners to ensure the increase to stipend has been understood and, where appropriate, to seek increased funding in collaboration with R&IS.
118	<p>EPSRC DTP SOI & Feedback</p> <p>The Committee received the report (118-CDTMC, Restricted) and key points and discussions were as follows: EPSRC has received Warwick's Statement of Intent for the 2022 EPSRC DTP. Both general and individual feedback has been received from the Council and R&S and the Doctoral College are preparing a response. There were no alarming matters raised.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. The Doctoral College will run an EPSRC DTP student experience survey to capture student voice. 2. The Doctoral College will form a steering group consisting of representative from each academic department who benefits from EPSRC DTP funding to provide a more distinct governance structure.
119	<p>FCCG Report</p> <p>The Committee received the report (119-CDTMC, Restricted) and key points and discussions were as follows: All live UKRI training grants are given a rag rating plus commentary to indicate if they are performing well or if there are any emerging or urgent concerns. Overall, while there are some grants who will return funding due to under recruitment resulting from conditions beyond Warwick's control, the portfolio is performing well. There are some programmes with a forecast underspend and programme directors are encouraged to undertake additional activities as appropriate to reduce these. Doctoral College will advise at future bid writing stages to ensure costing are correct and practical, underpinned by a more ambitious PGR strategy.</p> <p>ACTION: MIBTP to report on recruitment of the programme manager at the next meeting</p>
120	<p>Internal CDT 2022 Report</p> <p>The Committee received the report (120-CDTMC, Restricted) and key points and discussions were as follows: The four internally funded CDT will be asked to report to the next meeting using the proforma shared.</p> <p>DECISION: the committee recommended sections on training and EDI recruitment statistics be added to the pro forma.</p> <p>ACTION: the internal CDT directors will be invited to attend the next meeting to present their reports.</p>
121	<p>Equality, Diversity, and Inclusion</p> <p>The Committee received a verbal report with key details and discussions, as below: Rebecca Vipond is now secretary to the Board of Graduate Studies EDI Working Group. The next BGS EDI WG will be in late November and will discuss EDI strategies in future scholarship and PGR funding bids.</p> <p>ACTION: Programme directors to seek new BGS EDI WG student representatives</p>
122	<p>Covid Extensions Report</p> <p>The Committee received the report (122-CDTMC, Protected) and key points and discussions were as follows: The majority of funded covid extensions decisions have now been made. The report summarised decisions by department and funding source and compared the EDI statistics of applications received to the full PGR population. Some biases were identified, though these may reflect the existing biases in the PGR funding profile.</p> <p>ACTION: An EDI analysis of funded covid extension decisions, to be compared to applications, will be completed, and reported at the next meeting.</p>
Items below this line were for receipt and/or approval, without discussion	

Subsidiary and Sub-Committee Reports	
123	<p>Summer 2022 open meeting minutes</p> <p>The Committee received and noted the report (123-CDTMC, Public).</p>
Other	
010	<p>Any other business</p> <p>(a) MIBTP mid-term Review</p> <p>BBSRC has completed the MIBTP 2020 midterm review, and the programme was found to be exceeding expectation.</p>
Next meeting: 19 January 2023, 10:00-12:00, Microsoft Teams	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
[2022-2023]			
112- Matters Arising	ACTION: Doctoral College to publish procedure for accepting UKRI Training Grants	Secretariat, Oct 2022	Ongoing
114 – Membership & TORs	DECISION: The committee recommended Steven Brown (Analytical Sciences Academic Director) be invited join the committee.		
	ACTION: The committee will invite at least one student representative to join the committee	Secretariat, Jan 2023	Ongoing
115-7 – Verbal Updates	DECISION: The Committee recommended that 1+3 candidates be assigned a PhD project earlier than August in each year. PhD offers can remain conditional upon satisfactorily passing the pre-requisite Masters, which will not delay them in applying for ATAS clearance.		
	ACTION 1) The PG Admissions webpage will be amended to confirm applicants can apply for CAS from May each year.	Echo Zhou, Oct 2022	Completed
	ACTION 2) MRC DTP Director will interrogate their PhD project assignment timeline to ensure that OS students have sufficient time to apply for ATAS and visa to start the PhD in October.	Jonathan Millar, Jan 2023	Ongoing
	ACTION 3) Programmes will check in with industry and other external partners to ensure the increase to stipend has been understood and, where appropriate, to seek increased funding with R&IS.	Secretariat, Oct 2023	Ongoing
118 – EPSRC DTO SOI & Feedback	ACTION: 1) The Doctoral College will run an EPSRC DTP student experience survey to capture student voice.	Secretariat, Jan 2023	Ongoing
	ACTION 2) The Doctoral College will form a steering group consisting of representative from each academic department who benefits from EPSRC DTP funding to provide a more distinct governance structure.	Secretariat, November 2023	To be reported at the Jan 2023 meeting
119 – FCCG Report	ACTION: MIBTP to report on recruitment of the programme manager at the next meeting	Vardis Ntoukakis, Nov 2022	To be reported at Jan 2023 meeting
120 – Internal CDT 2022 Report	DECISION: the committee recommended sections on training and EDI recruitment statistics be added to the pro forma.		
	ACTION: the internal CDT directors will be invited to attend the next meeting to present their reports.	Secretariat, Nov 2022	To be reported at Jan 2023 meeting

121- Equality, Diversity, and Inclusion	ACTION: Programme directors to seek new BGS EDI WG student representatives	Members, Nov 2022	Ongoing
122- Covid Extensions Report	ACTION: An EDI analysis of funded covid extension decisions, to be compared to applications, will be completed, and reported at the next meeting.	Secretariat, Jan 2023	Ongoing