

UNIVERSITY OF WARWICK CDT MANAGEMENT COMMITTEE OPEN MINUTES OF THE MEETING HELD 13:00 – 15:00 11 March 2021, MICROSOFT TEAMS			
<b>Present</b>	Colin Sparrow	CS	Academic Director of Graduate Studies (Acting Chair)
	Nicola Attridge	NA	PGR Funding Manager, Student Finance
	Jennifer Burns	JB	Director of AHRC M4C and CADRE
	Jon Coaffee	JC	Director of ESRC MGS
	Christophe Corre	CC	Director of BBSRC SynBio
	Nicola Glover	NG	Educational Support Manager, Life Sciences (NERC)
	Helen Knight	HK	CDT Administrative Officer, Physics (EPSRC)
	Jonathan Millar	JM	Director of MRC DTP
	Bridgit Penman	BP	Co-Director of BBSRC MIBTP
	Jose Rodrigo	JR	Director of Warwick M&S CDT
	Roger Singleton-Escofet	RSE	Research Strategy & Development Manager, RIS
	Ashleigh Skelhorn	AS	Consortium Manager of ESRC MGS
	Mike Tildesley	MT	Director of EPSRC MathSys
	Rebecca Vipond	RV	CDT Coordination Manager (Secretary)
Sharron Wilson	SW	Doctoral Training Manager, Faculty of Arts	
Ref	Item		
039	<b>Apologies for absence</b> <ul style="list-style-type: none"> <li>Pam Thomas (PVC Research, Chair) was not in attendance. Colin Sparrow acted as chair for this meeting.</li> <li>Vardis Ntoukakis (Director of BBSRC MIBTP) was not in attendance, Bridget Penman attended in his place.</li> </ul>		
040	<b>Declarations of Interest</b> No new declarations were made.		
041	<b>Minutes of last meeting on 21 October 2020</b> The minutes of the meeting held on 21 October 2020 were received and approved.		
042	<b>Matters arising from last meeting on 21 October 2020</b> There were no matters arising.		
Chair's Update			
043	<b>Chair's Business</b> The new Leverhulme TRANSFORM programme does not currently have representation on this committee. <b>ACTION:</b> JC will act as representative of ESRC MGS and Leverhulme TRANSFORM through his position in both programmes.		
Governance			
044	The Chair confirmed that the <a href="#">Terms of Reference</a> are prevailing.		
Finance and Resources			
045	<b>Post-Brexit EU PGR Eligibility</b> The Committee received the report (045-CDTMC). Key points and discussion were as follows: <ul style="list-style-type: none"> <li>The Doctoral College has set up a <a href="#">staff guidance webpage</a>, including notes on funding for UKRI training grants and ERC PGR scholarships.</li> <li>There is a mechanism for granting fee waivers when a student is charged the full overseas fee rate, but the particular sources of funding noted only provide home fee rates.</li> </ul>		

	<ul style="list-style-type: none"> <li>2021 entry Chancellors' International Scholarships can be awarded to EU applicants with any fee status.</li> </ul>
046	<p><b>Phase 2 Funded COVID Extensions</b></p> <p>The committee received the report (046-CDTMC). Key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>Phase 2 funded COVID extensions for UKRI or Warwick-funded PGR students launched in December 2020.</li> <li>Students funded by the Wolfson Foundation are now also eligible for support through this scheme.</li> <li>The first deadline on 31 January 2021 saw 61 applications submitted, of which 48 were approved, 9 were partially approved and 4 were declined.</li> <li>Applications were declined due to ineligibility or not providing a sufficient case for support.</li> <li>A change in policy was approved to enable the panel to consider a third exceptional circumstance for requests of more than three months. <ul style="list-style-type: none"> <li>Specific, extraordinary and unavoidable disruption that cannot be mitigated against by even significant changes to the research project, beyond disruptions due to University closures (March – July 2020), ongoing reduced capacity of workspaces, travel disruptions or remote working.</li> </ul> </li> <li>The change in policy was communicated to all departments. Students who applied to the January deadline will have the opportunity to be considered again under the new policy at the April deadline (including the 9 partially approved applications).</li> <li>The next deadline for applications is 30 April 2021.</li> <li>Costs for phase 2 will be met by existing UKRI training grant underspend, the new UKRI PGR COVID Extension block grant and a single central University cost code.</li> <li>Currently there has been no reduction in future recruitment to meet costs for COVID extensions and this remains university policy.</li> </ul>
047	<p><b>Phase 3 Funded COVID Extensions</b></p> <p>The committee received the report (047-CDTMC). Key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>UKRI and Warwick-funded students with a funding start date of 1 March 2020 onwards and a funding end date of 1 October 2021 onwards have not yet had the opportunity to apply for a funded COVID extension (approx. 600 students).</li> <li>A proposal to provide these students with the opportunity to apply for up to three months of funded where they demonstrate specific, extraordinary and unavoidable disruptions that cannot be mitigated against by even significant changes to the research project, with longer extensions being considered only in the most exceptional circumstances, was considered.</li> <li>Clarification of what specific, extraordinary and unavoidable disruptions would mean in practice was discussed, explicitly including home schooling/caring and disability. Rigorous assessment of applications was agreed to be important in order to keep costs reasonable.</li> <li>Under-recruitment to current programmes was considered as an option for funding COVID extensions. It was agreed that this was undesirable if it could be avoided, but that it was necessary to find funding to support strong valid cases for COVID extensions.</li> <li>CDTMC members were in support of the proposal and the Doctoral College will approach the University Executive to seek further financial support in order to maintain Warwick's research culture and reputation as a centre for excellence in PG training by not reducing recruitment to cover the costs of COVID extensions.</li> </ul> <p><b>ACTION:</b> RV and CS to approach University executive with this proposal and subsequently launch phase 3.</p>
048	<p><b>FCCG Report</b></p> <p>The committee received the report (047-CDTMC). Key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>Credit balances of current PGR training grants were provided.</li> <li>There were no current or forecasted concerns raised about any PGR training grants.</li> </ul>

049	<p><b>Warwick Recognition of CDT workload</b></p> <p>Recognition of training grant income being considered comparable to research grant income for matters such as workload and performance markers was raised. The Chair accepted that CDTMC is in support of this and noted that the creation of CDTMC is a step towards the University recognising the importance of CDT related matters, including workload. Any particular issues on this matter may be raised in the future.</p>
050	<p><b>Coordinated CDT/PGR Marketing Strategy</b></p> <p><b>ACTION:</b> RV will meet with SROAS and CDT admin staff to combine and centralise marketing and showcasing Warwick's CDT for 2022 entry.</p>
<b>Items below this line were for receipt and/or approval, without discussion</b>	
<b>Subsidiary and Sub-Committee Reports</b>	
051	<p><b>Update on CDT administrators Forum</b></p> <p>The CDT Administrator forum met on 01 March 2021. No matters were raised to this committee.</p>
<b>Other</b>	
052	<p><b>Any other business</b></p> <p>The following business was raised:</p> <p><b>PGR Sick Pay Update</b></p> <ul style="list-style-type: none"> <li>Following instruction from the funder, the sick pay allowance for UKRI-funded students who are ill due to COVID or COVID related issues has been raised from 13 weeks per 12 months to 28 weeks per 12 months. Standard process will be followed.</li> </ul> <p><b>Termination of funding due to involuntary PWD</b></p> <ul style="list-style-type: none"> <li>Where a studentship is terminated due to non-engagement, students must be informed of the termination of any funding as part of the process. Termination processes should be expedited at a reasonable pace so as to not provide excessive additional stipend to students who have ceased to engage.</li> </ul>
<b>Next meeting: TBC</b>	