

<b>UNIVERSITY OF WARWICK</b>			
<b>CDT MANAGEMENT COMMITTEE</b>			
<b>OPEN MINUTES OF THE MEETING HELD 9:00 – 11:00 21 OCTOBER 2020, MICROSOFT TEAMS</b>			
<b>Present</b>	Pam Thomas	PT	PVC Research (Chair)
	Nicola Attridge	NA	PGR Funding Manager, Student Finance
	Jon Coaffee	JC	Director of ESRC MGS
	Christophe Corre	CC	Director of BBSRC SynBio
	Nicola Glover	NG	Educational Support Manager, Life Sciences (NERC)
	Jonathan Millar	JM	Director of MRC DTP
	Vardis Ntoukakis	VN	Director of BBSRC MIBTP
	Magnus Richardson	MR	Director of EPSRC MathSys
	Jose Rodrigo	JR	Director of Warwick M&S CDT
	Roger Singleton-Escofet	RSE	Research Strategy & Development Manager, RIS
	Colin Sparrow	CS	Academic Director of Graduate Studies
	Terri Sullivan	TS	CDT Administrative Officer, Physics (EPSRC)
	Rebecca Vipond	RV	CDT Coordination Manager (Secretary)
	Sharron Wilson	SW	Doctoral Training Manager, Faculty of Arts
<b>Ref</b>	<b>Item</b>		
023	<b>Apologies for absence</b> Jennifer Burns (Director of AHRC M4C and CADRE) was not in attendance.		
024	<b>Declarations of Interest</b> No new declarations were made.		
025	<b>Minutes of last meeting on 20 April 2020</b> The minutes of the meeting held on 20 April 2020 were received and approved.		
026	<b>Matters arising from last meeting on 20 April 2020</b> There were no matters arising.		
<b>Chair's Update</b>			
027	<p><b>Chair's Business</b></p> <p>The chair reported that:</p> <ul style="list-style-type: none"> <li>PT has taken the role of CEO of the Faraday Institution and will move into this role full time after 1 April 2021.</li> <li>COA grants have been processed, allowing research delayed by the COVID pandemic to continue.</li> <li>COVID cases on campus are rising, but are lower than in other HEIs, possibly due to Warwick's term starting two weeks later than others</li> </ul> <p>The Chair requested feedback on how the pandemic has affected PGR students:</p> <ul style="list-style-type: none"> <li>The COVID pandemic has had a devastating impact on PGR life</li> <li>Extensions have been provided to final year PGRs but little advice has been given to others.</li> <li>In most cases, overseas fieldwork has halted.</li> <li>Some fieldwork can now continue, provided that all University policy and government guidance is followed.</li> </ul> <p><b>ACTION:</b> NA to seek advice from FinRegs concerning current guidance on travel for research purposes</p> <p><b>ACTION:</b> PT to set up a meeting between Doctoral College and University Executive / Comms to provide a bespoke PGR notice for week 4 of term.</p> <p><b>ACTION:</b> RV to set up a PGR focus group through Researcher Development Online to report on their experiences of the COVID pandemic.</p>		

<b>Governance</b>	
028	The Chair confirmed that the <a href="#">Terms of Reference</a> are prevailing.
<b>Finance and Resources</b>	
029	<p><b>Funded COVID-19 extensions March 20 – March 21</b></p> <p>The committee received the report (029-CDTMC). Key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• 195 (72%) UKRI-funded PGR students with a funding end date of 1 March 2020 – 31 March 2021 successfully applied for an extension to their registration and funding of up to 6 months.</li> <li>• 73 Warwick-funded PGR students with a funding end date of 1 March 2020 – 31 March 2021 also successfully applied for an extension to their funding and registration of up to 3 months.</li> <li>• The committee agreed that expectations were set correctly and that Warwick has been generous compared to some other similar HEIs.</li> </ul>
030	<p><b>Funded COVID extensions post March 21</b></p> <p>The committee received the report (030-CDTMC). Key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The average UKRI-funded extension length in the previous round was 4.5 months</li> <li>• Extensions were funded through additional funds from UKRI and Warwick.</li> <li>• There is not expected to be any additional funding released from UKRI above what has already been arranged.</li> <li>• Further extensions may need to be funded through current budgets. This will be a major impact on recruitment unless additional funding is provided.</li> <li>• UKRI expects HEIs to fund extensions where they are justified and to prioritise current students over the recruitment of future cohorts.</li> <li>• The committee discussed the aspects of the proposal including: <ul style="list-style-type: none"> <li>○ Whether to treat all PGRs the same, or to take a tiered approach based on funding end date</li> <li>○ Whether UKRI will permit extensions from one grant to be covered by a subsequent grant</li> <li>○ Giving PGRs adequate and timely reassurance about what they will be able to request</li> <li>○ The complications this will arise in multi-partner consortia</li> <li>○ The need to (where possible) protect recruitment of future cohorts in order to avoid reputational damage by maintaining a healthy number of PGRs</li> <li>○ Whether Warwick should consider reducing the length or quality threshold of a PhD thesis</li> </ul> </li> <li>• The Committee expressed support for: <ul style="list-style-type: none"> <li>○ Offering extensions to both UKRI- and Warwick-funded PGRs of three months as standard on a case-by-case basis, up to a maximum of six months when exceptional circumstances are raised, with examples of each to be given.</li> <li>○ Continuing to expect that PhD theses be of high quality, albeit possibly shorter in length.</li> <li>○ PGRs providing a factual statement about how the pandemic has impacted their thesis, but that this will not affect examination standards.</li> <li>○ Requesting UEB and ARC to consider providing additional funding to cover part/all of the cost of extensions, in order to maintain healthy PGR recruitment in future years.</li> </ul> </li> </ul> <p><b>ACTION:</b> NA to approach UKRI about funding extension costs from one grant with a subsequent grant</p> <p><b>ACTION:</b> RV to prepare an updated proposal to share with DGSs and UEB.</p>
031	<p><b>UKRI international student eligibility</b></p> <p>The committee received the report (031-CDTMC). Key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• From 01 August 2021 to 31 December 2027 up to 30% of UKRI-funded PGRs can be international.</li> <li>• UKRI will provide funding for stipend and UK fees only for all PGRs</li> <li>• UKRI have stated that the difference between the UK and OS fee rate can be covered by University or external funding, or from the student directly.</li> <li>• A University-wide policy to not charge students directly for the difference between the fee rates was proposed</li> </ul>

	<ul style="list-style-type: none"> <li>• This change will increase the volume of applications to all UKRI funded programmes</li> <li>• This announcement will affect multi-partner consortia and is likely to require new collaboration agreements to be prepared.</li> <li>• The proposal to provide fee waivers for UKRI funded International students is likely to have consequences for charging OS fees in other circumstances</li> </ul> <p><b>ACTION:</b> RV to provide guidance on how to assess International CVs</p> <p><b>ACTION:</b> RV to prepare a proposal to waive OS fees for UKRI-funded student for UEB and ARC.</p>
032	<p><b>Warwick recognition of CDT workload</b></p> <p>The Chair deferred this discussion to 2021 as workload models are not currently being considered.</p>
033	<p><b>Internal CDT year 2+ allocation</b></p> <p>The committee received a verbal report. Key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Doctoral College met with each Internally-funded CDT and negotiated a reduction in their October 2020 intake or a significant reduction in their RTSG budget.</li> <li>• The budgets agreed for October 2020 recruitment will remain at that level for October 2021 recruitment.</li> <li>• The Provost is aware that the reduced recruitment capacity of the Internally-funded CDTs is not ideal and makes it more difficult to maintain a cohesive cohort.</li> <li>• Large research grants often include a funded studentship to maintain the size of the PGR student body. There is a possibility that these funded studentships could be included in the CDT structure where appropriate in order to maintain a healthier CDT population.</li> </ul> <p><b>ACTION:</b> RV to confirm with each Internally funded CDT their allocation for October 2021 recruitment.</p>
034	<p><b>Coordinated CDT/PGR marketing strategy</b></p> <p>The committee received a brief verbal report. This matter is ongoing.</p> <p><b>ACTION:</b> RV to meet with SROAS to combine and centralise marketing and showcasing Warwick's CDTs.</p>
035	<p><b>UKRI EDI update</b></p> <p>The committee received a verbal report. Key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• UKRI reminds HEIs that EDI must be considered and supported at all stages of recruitment, exceeding all legal obligations.</li> <li>• Recruitment must be open, merit based, transparent and inclusive.</li> <li>• Staff must be trained at reducing bias and evidence based recruitment.</li> <li>• HEIs must have clear and well publicised policies on EDI related matters</li> <li>• Staff must collect information on PGRs including protected characteristics, social inclusion and caring.</li> <li>• HEIs must help PGRs adapt to the pandemic disruption, especially where there are disabilities or wellbeing concerns.</li> <li>• It was noted that the information requested to be collected goes beyond what is collected for staff at Warwick</li> <li>• UKRI focus on EDI appears to be aligned to that of the next REF cycle and is a BGS Priority area</li> <li>• In order to be able to justify any positive action, the relevant data must be collected.</li> </ul> <p><b>ACTION:</b> RV to provide CDT directors with information from the EDI team at Warwick</p> <p><b>ACTION:</b> JM to share recently MCR DTP's prepared EDI proposal document with CDTMC</p>
<b><i>Items below this line were for receipt and/or approval, without discussion</i></b>	
<b>Theme Heading</b>	
036	<p><b>Update on CDT administrators Forum</b></p> <p>The Committee received and noted the report (036-CDTMC).</p>
<b>Theme Heading</b>	

037	<p><b>Update on CDT Showcase</b></p> <p>The Committee received and noted the report (037-CDTMC).</p>
<b>Other</b>	
038	<p><b>Any other business</b></p> <p>The following business was raised:</p> <p><b>PGR Funding Team move to Doctoral College</b></p> <p>CS reported that NA and the PGR Funding team will be transferring from Student Finance to the Doctoral College.</p> <p><b>EPSRC Review of Postgraduate Research</b></p> <p>RSE reported that EPSRC is conducting a review of CDT and PGR and has called for evidence of value, skills, diversity, mode of delivery, and identification of priorities by 10 December 2020 (link to be provided).</p> <ul style="list-style-type: none"> <li>• JC notes that ESRC are conducting a similar exercise.</li> <li>• PT noted that a consistent and unified message from Warwick to both Research Councils would be valuable.</li> </ul>
<b>Next meeting: Thursday 11 March, 11:00 am, Microsoft Teams (Venue TBC)</b>	