

UNIVERSITY OF WARWICK		
CDT MANAGEMENT COMMITTEE OPEN MEETING (CDTMC)		
OPEN MINUTES OF THE MEETING HELD 13:00, 4 July 2023, FAB 2.43 (Hybrid)		
Present	Robin Allaby	NERC CENTA Director
	Nicola Attridge	PGR Finance Manager (Doctoral College)
	Lara Barzon	PGR Representative
	Daniel Branch	Academic Director of Graduate Studies (Doctoral College, Chair)
	Steven Brown	Analytical Sciences Director
	Jon Coaffee	Midlands Graduate School (MGS) Director, TRANSFORM lead
	Claire Edwards	Research Strategy & Development Manager
	Nicola Glover	SynBio and NERC CENTA Administrator
	Dave Lambert	Midlands4Cities (M4C) Director
	Jonathan Millar	MRC DTP in IBR Director
	Vardis Ntoukakis	MIBTP Academic Director
	Ashleigh Skelhorn	Midlands Graduate School (MGS) Consortium Manager
	Mike Tildesley	Mathsys Director
	Rebecca Vipond	CDT & PGR Scholarship Manager (Doctoral College, Secretary)
	Sharron Wilson	Midlands4Cities (M4C) Administrator
In Attendance	Claire Atkins	Transform CDT Administrator
	Caroline Biggs	Interim CDT & PGR Scholarship Manager (Doctoral College)
	Florin Ciucu	Computer Science CDT Director
	Stuart Coles	Sustainable Manufacturing Materials Co-Director
	Emilie Day	Analytical Sciences CDT Administrator
	Bertram During	Maths CDT Co-Director
	Jin Kang	Sustainable Manufacturing Materials Administrator
	Andrew Lake	Management Accountant, PGR Funding
	Beverly Morris	Midlands Graduate School (MGS) Administrator
	Evan Murtagh	Stats CDT Administrator
	Jose Gonzalez Ortiz	Future Mobility Technologies Co-Director
	Rachel Mason	Maths & Stats CDT Administrator
	Heather Robson	Transform CDT Administrator
	Bjorn Stinner	Maths CDT Co-Director
Ref	Item	
151	Apologies for absence Apologies were received from Anton Cleverly, David Leadley and Tomo Kimura	
152	Declarations of Interest No new declarations were made.	
153	Minutes of last meeting on 3 May 2023 The minutes of the meeting held on 3 May 2023 (153-CDTMC, Public) were approved .	
154	Matters arising from last meeting on 3 May 2023 <ul style="list-style-type: none"> The additional funding being awarded to institutions by research council training grants due to the increased stipend rates is proving hard to predict, with each council appearing to use a different allocation method. The PGR funding team is triaging this work, prioritising programmes that are entering their final recruitment year, and will work with leads to maximise use of all training grants. Recruitment of and marketing to home-fees PGRs has been noted as a significant issue in several meetings. The Doctoral College is putting together a group to tackle this wide-ranging issue and CDTMC members and attendees are welcome to join. ACTION: Doctoral College to lead a working group on PGR Recruitment.	
Chair's Update		

155	<p>Chair's Business</p> <p>The chair had no additional business to raise.</p>
Governance	
156	<p>Membership and Terms of Reference 2022-23</p> <p>The Terms of Reference were upheld, with a flow of business from CDTs to the committee encouraged. Papers and items for discussion should be submitted to the secretariat at least one week before the date of any meeting. The committee membership changed as follows:</p> <ul style="list-style-type: none"> • Pierre Botcherby steps down due to changing roles, replaced by Sharron Wilson. • Becky Vipond takes maternity leave August 23 – May 24, temporarily replaced by Caroline Biggs. • Claire Edwards steps down due to changing roles, replaced by Andrea Howard.
Finance & Resources	
157	<p>Equality, Diversity, and Inclusion</p> <p>The Committee received a verbal report with key details and discussions as below:</p> <ul style="list-style-type: none"> • The Doctoral College successfully launched a small pilot Doctoral Access Bursary to incoming Chancellor's International and Monash-Warwick Alliance 2023 offer holders. 5 incoming scholars were supported with a single payment of £2,000 to their international bank account, plus their home departments booking their incoming travel through the University travel agent. • The staff process for providing UKRI Disabled Students Allowance has been clarified, with roles and actions now stated clearly. PGRs with disability-related costs that cannot be met by this or other funding can approach the PGR Hardship Support Fund.
158	<p>Doctoral College CDT Consultation 2023</p> <p>The Committee received the report (158-CDTMC, Protected) with key details and discussions as below:</p> <ul style="list-style-type: none"> • This format of these new annual meetings worked well and complimented the round of Department Consultations, with any duplication to be reduced in the future. • Doctoral College has clarified that PGRs in receipt of a full-time stipend from the University or UKRI can work a maximum average of 12 hours per week to ensure they have sufficient time to focus on their studies and rest. • A further paper combining Department and CDT discussions will go to the Board of Graduate Studies in 2023/24. <p>ACTION 1: CDTs should invite Doctoral College staff to annual induction events.</p> <p>ACTION 2: Doctoral College can advise when consortium processes are equivalent to Warwick processes in order to reduce duplication for PGRs and supervisors.</p>
159	<p>CDT Leaderships Time Commitment</p> <p>The Committee received the report (159-CDTMC, Protected) with key details and discussions as below:</p> <ul style="list-style-type: none"> • The Doctoral College provided a breakdown of the academic leadership committed in all current CDT bid documents, noting that this does not necessarily reflect to real time commitment made by colleagues. The following recommendations were provided: <ul style="list-style-type: none"> ○ Small CDTs should have at least 0.5 FTE committed by a combination of PIs & CoIs. ○ Medium CDTs should have at least 0.6 FTE committed by a combination of PIs & CoIs. ○ Large CDTs should have at least 1.0 FTE committed by a combination of PIs & CoIs. ○ CDTs with a PG Dip should have at least 0.1 FTE committed by a course director. ○ CDTs with a Masters should have at least 0.2 FTE committed by a course director. • In response to a request made during the meeting, the previously reported recommended level of administration is also provided: <ul style="list-style-type: none"> ○ A small, basic CDT with requires 0.6 FA6 and 0.4 FA4 ○ Including a more intensive and formal training programme requires up to an additional 0.4 FA6

	<ul style="list-style-type: none"> ○ A consortium where Warwick does not lead requires 0.2-0.5 FA6 (depending on cohort size) and a commitment to fund a share of the lead partner’s administration. ○ Large consortia where Warwick leads require 1.0 FA7, 1.0-2.0 FA6 (depending on complexity) and up to 1.0 FA5, with partners expected to also include 0.2-0.5 FA6 (depending on size) in their own institutions. We should also seek to have partners fund contributions to the central administrative costs. ○ CDT-specific staffing can usually reduce once the last cohort has been recruited. <p>ACTION: Doctoral College to investigate the level of academic and administrative commitment made for CDTs in other Midlands HEIs.</p>
160	<p>CDT Open Forum, including matters to raise with BGS/RC</p> <p>No further items of discussion were raised by members and attendees.</p>
Items below this line were for receipt and/or approval, without discussion	
Subsidiary and Sub-Committee Reports	
161	<p>BGS EDI Working Group Minutes</p> <p>The Committee received and noted the report (161-CDTMC, Protected).</p>
Other	
162	<p>Any Other Business</p> <p>Supporting Scholarships in Analytical Sciences:</p> <ul style="list-style-type: none"> ● It was reported that the current fixed application deadline for Warwick Industrial Fellowships (WIF) is not compatible with seeking external industrial engagement. ● It was noted that Research Technical Professionals (RTProfs) can supervise PGRs where there is a strong research-related reason and where a second supervisor has sufficient experience to mentor the RTProf. ● A more considered way to grant international fee waivers was requested. There is confusion about what additional income is provided to departments when a home-fee PGR is recruited over an overseas-fee PGR. Granting fee waivers is not currently a robust mechanism for recruiting overseas PGRs at scale. There is an ongoing discussion with ARC and BGS concerning financial considerations relating to PGR. ● Most current PGR scholarship deadlines fall too early in the year to make a pipeline to retain the best overseas Warwick PGTs. It was noted that PGTs often apply for PGR scholarships to the current deadlines, though there is not a specific scheme to retain Warwick Masters students beyond the existing 1+3 programmes. ● For 2023 entry, all academic departments could allocate one Chancellor’s International Scholarship as “fast track”, where the candidate was notified of the result 2 months earlier than previously possible. The observed success of this process means it will be retained in future years. <p>ACTION 1: Doctoral College will discuss removing the WIF application deadline in collaboration with the Faculty of Science, Engineering & Medicine.</p> <p>ACTION 2: Doctoral College to confirm what income is generated when recruiting a home-fee PGR compared to an overseas-fee PGR</p>
Next meeting: TBC 2023-24	

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	Complete
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	Complete
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	Complete
	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	Complete
	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	Complete
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	Complete
	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 2022	Complete
119 – FCCG Report	ACTION: MIBTP to report on recruitment of the programme manager at the next meeting	Vardis Ntoukakis, Nov 2022	Complete
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	Complete
121- Equality, Diversity, and Inclusion	ACTION: Programme directors to seek new BGS EDI WG student representatives	Members, Nov 2022	Complete
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	Complete
145-FCCG Report	ACTION 1) Doctoral College to set out assumptions for increased stipend accommodations and put them to each research council, aiming to recruit fully as opposed to under-recruiting. Multi-partner consortia will need buy in from partners.	Secretariat, Jul 2023	Complete
	ACTION 2) Doctoral College to raise lack of information about additional awards in response to stipend increases with EPSRC.	Secretariat, Jul 2023	Complete
146-EDI	ACTION: Doctoral College to circulate a PGR Supervision document by correspondence prior to next meeting, including the opportunity to go through this in more detail with CDTs in mind.	Secretariat, Jul 2023	Complete

147-CDT Recruitment	ACTION: Doctoral College to look into an institutional marketing piece for recruitment of home-fee PGRs. What is the appeal of PGR and what does it lead to as academic is looking less appealing?	Secretariat, Jul 2023	See 154-Matters Arising
150-AOB	ACTION 1: Doctoral College to undertake a round of CDT-specific meetings.	Secretariat, Oct 2023	Complete
	ACTION 2: Doctoral College to contribute suggested time commitment for academic leaders of CDTs into ongoing University-wide workload project.	Secretariat, Oct 2023	Complete
	ACTION 3: Secretariat to introduce a new standing agenda item in CDTMC for matters to raise with BGS and/or Research Committee.	Secretariat, Jul 2023	Complete
154-Matters Arising	ACTION: Doctoral College to lead a working group on PGR Recruitment.	Secretariat, December 2023	On-going
158-DC/CDT Consultation	ACTION 1) CDTs should invite Doctoral College staff to annual induction events.	CDT Staff, Autumn 2023	On-going
	ACTION 2) Doctoral College can advise when consortium processes are equivalent to Warwick processes in order to reduce duplication for PGRs and supervisors.	Secretariat, on-going	On-going
159-CDT Leadership Commitment	ACTION: Doctoral College to investigate the level of academic and administrative commitment made for CDTs in other Midlands HEIs.	Secretariat, September 2023	On-going
162-AOB	ACTION 1: Doctoral College will discuss removing the WIF application deadline in collaboration with the Faculty of Science, Engineering & Medicine.	Secretariat, December 2023	On-going
	ACTION 2: Doctoral College to confirm what income is generated when recruiting a home-fee PGR compared to an overseas-fee PGR	Secretariat, September 2023	On-going