

UNIVERSITY OF WARWICK		
BOARD OF GRADUATE STUDIES		
OPEN MINUTES OF THE MEETING HELD 14:30, THURSDAY 15 JUNE 2023, ONLINE VIA TEAMS		
Present	Professor Dan Branch	Chair
	Dr Nikola Chmel	Deputy Chair of the Faculty Education Committee of the Board of the Faculty of Science, Engineering and Medicine
	Rachel Dickinson	Representative of Dean of Students Office
	Dr Ross Forman	Member of academic staff appointed by the Board of the Faculty of Arts
	Lee Griffin	Deputy Chair
	Sara Hattersley	Representative from the Academic Development Centre
	Karen Jackson	Representative from the Library
	Dr Natasha Khovanova	Co-opted member of academic staff
	Professor David Lambert	Deputy Chair of the Faculty Education Committee of the Board of the Faculty of Arts
	Dr Xiaodong (Wes) Lin	Member of academic staff appointed by the Board of the Faculty of Arts
	Professor Graeme MacDonald	Co-opted member of academic staff
	Prof Debbi Marais	Member of academic staff appointed by the Board of the Faculty of Science, Engineering and Medicine
	Dr Daniel Matthews	Member of academic staff appointed by the Board of the Faculty of Social Sciences
	Hamza Rehman	Co-opted student member / Postgraduate Officer (Students' Union)
	Professor Stephanie Schnurr	Member of academic staff appointed by the Board of the Faculty of Social Sciences
	Ashleigh Skelhorn	CDT Representative from the Social Sciences and Arts
	Professor Mark Steel	Member of academic staff appointed by the Board of the Faculty of Science, Engineering and Medicine
	Professor Michael Tildesley	CDT Representative from the from the Sciences
	Michele Underwood	Researcher Development Manager
	Professor Martin Wills	Member of academic staff appointed by the Senate
Attending	Nicola Attridge	Finance Manager (PGR Funding)
	Claire Boyes	Admissions Service Manager
	Matthew Dingley	PGR SSLC representative - Chemistry
	Nicola Ellis-Thomas	Project Officer (Postgraduate Scholarships)
	Adam Child	Academic Registrar
	Laura Larard	Administrative Officer (Doctoral College) (Assistant Secretary)
	Rhiannon Martyn	Head of Doctoral College (Secretary)
	Stella Neophytou	Postgraduate Student Development Officer
	dipbuk Panchal	PGR SSLC representative - Sociology
	Kim Robinson	Deputy Director and Head of Education Policy and Governance
	Daniel Sutherland	PGR SSLC representative – Centre for Educational Development, Appraisal and Research (CEDAR)
	Louise Sutcliffe	Postgraduate Student Development Officer
	Dr Rebecca Vipond	CDT & PG Scholarships Coordination Manager
	Chris Waite	PGR SSLC representative – Warwick Writing Programme
	Ruth-Anne Wallbank	PGR SSLC representative – English and Comparative Literary Studies
Ref	Item	

041	<p>Apologies for absence</p> <p>Apologies were received from Dr Kurt Debattista, Dr Emily Henderson, Dr James Lloyd-Hughes, Chih-Hsiang Lo, Gemma Marakas, Professor Davide Nicolini, Dr Naomi Waltham-Smith and Anne Wilson.</p>
042	<p>Declarations of Interest</p> <p>No new declarations were made.</p>
043	<p>Minutes of last meeting on 8 February 2023</p> <p>The minutes of the meeting held on 8 February 2023 (046-BGS150623) were approved.</p>
044	<p>Matters arising from last meeting on 8 February 2023</p> <p>(a) ChatGPT (minute 032(b)-BGS080223 refers) See minute 046(a).</p> <p>(b) Supervision (minute 037-BGS080223 refers) The Doctoral College had been discussing plans for supervisor training and support with staff and PGRs via departmental meetings (see minute 045a) and would welcome any further comments.</p>
Chair and Secretary's Update	
045	<p>Chair's Business</p> <p>(a) PGR Strategy The Chair reported that the strategy proposal had received broad endorsement from various committees. Valuable feedback had been received from PGRs and staff via departmental meetings and a revised version will be brought to the next meeting of the Board.</p> <p>(b) Departmental meetings The annual meetings between the Doctoral College and academic departments were almost complete. Feedback relating to PGR community and experience will be collated and referred to the Director of Student Experience. A summary of the issues discussed during the meetings will be brought to the next meeting of the Board.</p> <p>(c) Postgraduate Research Experience Survey (PRES) The Postgraduate Student Development Officer thanked members for their support in promoting the survey within their departments. Responses would provide a rich source of feedback.</p> <ul style="list-style-type: none"> • Results will be shared with individual departments in July; • Information on results and action planning will be presented to the Board at its next meeting; • Departments will be asked to respond to results as part of the PGR programme review process next term; • The Doctoral College will work with the Students' Union to consider next steps. <p>The Chair thanked colleagues in the Doctoral College for the work undertaken to co-ordinate the survey.</p>
046	<p>Deputy Chair's Business</p> <p>(a) Artificial Intelligence and Academic Integrity The Deputy Chair reported on work taking place across the University, including Warwick International Higher Education Academy (WIHEA) learning circles, and a re-thinking of the wider concept of academic integrity. The culture of academic integrity is being considered, including how assessments are designed and delivered, and students' understanding of what is and isn't acceptable in relation to the use of AI tools. Centralised guidance will be produced, with a draft shared with the Board in due course.</p> <p>(b) PGT Strategy The proposed strategy has been considered by academic departments and Faculty Education Committees. Feedback would be considered and a revised version would be circulated.</p>

	<p>(c) Postgraduate Taught Experience Survey (PTES) The survey had closed, but no further details were available at the time of the meeting. Results will be shared with the Board at its next meeting.</p>
047	<p>Secretary's Business</p> <p>(a) Festival of Doctoral Research The first Festival of Doctoral Research will be taking place between 3-5 July. The event, which is open to all PGRs will be delivered on a hybrid basis with emphasis on interdisciplinary research, careers and celebrating PGR research. The Doctoral has been working closely with PGRs who are leading on the development of the programme. Members of the Board would be welcome to attend.</p> <p>(b) Institutional Teaching and Learning Review (ITLR) The review process has been completed, with the panel having met with the Doctoral College, PGRs and staff from academic departments. The Secretary reported that the panel had provided positive feedback to the Doctoral College in its role as service provider for PGRs and had indicated agreement with some of the issues raised in the self-evaluation documentation relating to institutional barriers. The panel's report had not yet been received but will be shared with the Board in due course.</p> <p>(c) Industrial action The Doctoral College has communicated to departments about allowances that can be made to mitigate against the impact of the Marking and Assessment Boycott. In the case of examinations, departments can nominate alternative examiners or reschedule vivas, taking into account the individual circumstances of affected PGRs. Departments can schedule annual review/upgrades accordingly, as was the case during the pandemic. It is important to ensure that where progress reviews are delayed, PGRs are encouraged to continue to progress their research.</p> <p>(d) DC changes The CDT & PG Scholarships Coordination Manager maternity cover role had been filled, further details will be shared with departments shortly.</p> <p>(e) Researcher Development update The Researcher Development Manager reported that the summer programme had started, with a focus on careers and conferences. Information had been circulated to PGRs and supervisors.</p>
Students' Union Update	
048	<p>Students' Union update</p> <p>GTA report</p> <p>The Postgraduate Officer (Students' Union) reported on the findings of the Graduate Teaching Assistant Survey (paper 048-BGS150623). The key issues identified in the responses were training, support, contract/pay and hours worked. It was noted that the GTA framework/contract had not been reviewed since its inception.</p> <p>The Chair reported that the Academic Resourcing Committee (ARC) had agreed that issues around the GTA contract/process should be considered at a Faculty level.</p> <p>ACTION: The Chair and the Postgraduate Officer (Students' Union) would discuss how to take these issues forward.</p>
Faculty Updates	
049	<p>Faculty updates</p> <p>The Deputy Chair of the Faculty Education Committee of the Board of the Faculty of Science, Engineering and Medicine reported that the Committee had discussed an IATL project aiming to create a new code of practice to support disabled students in their academic learning experience and broader student experience. The remit would include PGRs so would warrant further discussion at the Board/Equality and Diversity Working Group.</p>
PGR SSLC Business	

050	<p>(a) Food options on campus, especially outside of term and parking options for PGT students The PGR SSLC representative from Chemistry reported that issues relating to availability of food on campus outside of term time and parking for PGT students had been raised with the Doctoral College who had agreed to provide feedback to the Director of Student Experience.</p> <p>(b) Feedback from the SSLC/Doctoral College meeting held on 15 June 2023 Discussion at the meeting covered a variety of issues including on-campus accommodation for PGRs and induction.</p>
Items for approval/discussion	
051	<p>Academic Governance Review The Deputy Director and Head of Education Policy and Governance reported that the Academic Governance Review would be taking place, overseen by a Senate Working Group. The review would include committee business mapping to ensure terms of reference were fit for purpose, review of membership, and a committee member survey with a view to ensuring that the academic governance structure is appropriate and effective. Members should expect to receive an invite to complete the survey within the next month. The recommendations of the Working Group are due to be considered by the Senate in January 2024 with a view to implementing any changes for the 2024/25 academic year.</p>
052	<p>Postgraduate Research Experience Survey (PRES) See minute 045(c)</p>
053	<p>PGR scholarships and CDT bid update The Project Officer (Postgraduate Scholarships) reported that, following the changes to the Chancellor's International Scholarships (CIS) scheme (set out in paper 053-BGS150623), a higher number of acceptances had been received than in any previous year. Departmental feedback on the revised process would be welcomed ahead of the new scheme launching in October. Formal announcements of results from the China Scholarship Council and EUTOPIA competitions were expected shortly.</p> <p>The CDT & PG Scholarships Coordination Manager reported that the Doctoral Access Bursary pilot had been launched to support CIS offer-holders who faced affordability barriers in coming to the UK with the costs associated with visa requirements/NHS surcharge. If the scheme is successful, the Doctoral College would consider rolling this out across other scholarship schemes.</p> <p>The CDT & PG Scholarships Coordination Manager also provided an update on the University's ongoing Centre for Doctoral Training (CDT) bids.</p>
054	<p>Quality assurance monitoring and policy</p> <p>(a) Thesis submission extensions policy The Head of the Doctoral College reported that the proposed policy (set out in paper 054a-BGS15063) would re-establish the pre-pandemic approach to the consideration of extension requests (with the addition of additional scrutiny for requests of longer than six months) and formalise existing practice around extensions to the correction/resubmission period post-thesis submission.</p> <p>The Board approved the proposed policy.</p> <p>(b) EngD and PhD submission rates The Board resolved to consider data on submission rates at its next meeting.</p> <p>(c) PGR complaints data The Board received and noted the paper 054c-BGS15063.</p>
Items below this line were for receipt and/or approval, without discussion	
055	<p>BGS Equality, Diversity and Inclusion Working Group minutes 23 March 2023</p>

	The Board received and noted the paper 055-BGS15063.
056	CDT Management Committee minutes 3 May 2023 The Board received and noted the paper 056-BGS15063.
057	Warwick SJTU Joint PhD Programme The Board received and noted the paper 057-BGS15063.
058	PhD Business and Management The Board received and noted the paper 058-BGS15063.
Other	
059	Any other business The Chair noted thanks to departing members of the Board for their contributions, especially to the Postgraduate Officer (Students' Union).
Next meeting: TBC	