Present Professor Colin Sparrow Alex Baker Ant Brewerton Professor Jenny Burns Dr Kurt Debattista Dr Kurt Debattista Dr Gyrefessor Des Hewitt Dr Kirsty Hooper Dr Pietari Kaapa Dr Clare Lyonette Dr Jonathan Pearson Professor Martin Wills Dr Joavid Wright Attending Attending Apologies for absence Apologies from last meeting held on 6 November 2018 The matters arising from last meeting on 6 November 2018 Professor Gliss Hewert (manuer contents) Dr Bustudent representative AB Student representative Chair AB Student representative AB Student representative Library representative Library representative Library representative AB Student representative AB Student representative Library representative De Member, Senate De Member, Senate Dr Member, Scial Member, Scial Member, Scial Sciences Dr Oco-opted, Scial Sc		UNIVERSITY OF WARWICK						
Professor Colin Sparrow	BOARD OF GRADUATE STUDIES							
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The PG Sabbatical Officer was not in attendance.		The Po	G Sabbatical Officer was not in atte	ndance.				

	Chairs of the Faculty Education Committees			
008	Science, Engineering & Medicine			
	The Committee received a verbal report with key details and discussions, as below:			
	(a) Annual course reviews			
	The report template provides structure but departments add to it. It would be helpful to prepopulate the template with basic statistics. This is currently with the Faculty to investigate implementing.			
	(b) Items noted			
	PTES results. BGS priorities. Scholarships selection process.			
009	Social Sciences			
	No members of the Committee present were able to provide a report.			
010	Arts			
	The Committee received a verbal report with key details and discussions, as below:			
	(a) BGS priorities			
	There is still concern over the flow of communication between BGS and the FEC, but it is understood that this is largely due to the timing of meetings.			
	There is significant interest in the priority to investigate PGR teaching opportunities. There is concern that there isn't a level playing field with student expectations not being met in some departments while others are potentially overloading students with teaching. They welcome a balanced discussion involving departments and students.			
	It has been noted that the draft Employability Strategy is very undergraduate-focussed, in particular failing to recognise teaching as a key employability skill.			
011	PhD Submission Rates			
	The Committee received the report (12-BGS050219) and key points and discussions were as follows:			
	The data was noted with no queries.			
	The causes of the 8% dropout rate in year one are largely unknown/not well understood.			
	ACTION: The Graduate School will investigate sector norms for PhD submission rates.			
012	Visiting students fees			
	The Committee received the report (13-BGS050219) and key points and discussions were as follows:			
	(a) Increased period of free study Most departments would welcome a longer free visit, although smaller departments may struggle with the associated loss of fee income which might deter them from accepting visiting students.			
	Having a more generous visiting student policy is supportive of the University's internationalisation strategy.			
	Students who have to transfer to Warwick because their supervisor has, but not in time to qualify for a Warwick degree, should not have to pay fees.			
	(b) Fund to support outgoing PhD visits The Board supported this proposal, and suggested that it could be expanded to allow departments to bid for funds to enable exceptional visiting students to stay for longer than 16 weeks free of charge.			
	ACTION: The Chair will submit a full proposal to the Fees Working Group re (a), and investigate possible sources of support for (b).			

013	REF completion funding
	The Committee received the report (14-BGS050219) and key points and discussions were as follows:
	The Board supported the proposed terms.
	ACTION: The Graduate School will offer the scheme from March 2019 (having sought clarification that this fund is synonymous with other references to REF support funding for PhDs).
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014	Maternity leave policy
	The Committee received the report (15-BGS050219).
	DECISION: The Committee approved the Policy for maternity, adoption, paternity and shared parental leave for research students for implementation.
015	PGR professional skills certification
	The Committee received the report (16-BGS050219) and key points and discussions were as follows:
	There will be no fee for certification.
	• Certificates will usually be issued on completion of the PhD but transcripts can be produced at any time.
	The proposal applies to Arts and Social Sciences students as the STEM students have the PG Cert in
	Transferable Skills (https://warwick.ac.uk/fac/sci/pioneers/pgcts/phd). The relationship between the two needs to be addressed.
	 Having certification available for all PGRs will complement the Employability Strategy.
	Tracy Horton should be invited to join the working group on student skills.
	This proposal responds to student feedback in some departments.
	Ideally the University would give guided encouragement to students to apply for HEA and/or other
	professional body membership or to complete the skills certificates.
	ACTION: The Westing Copyright after the preparation of equal to the preparation of the pr
	ACTION: The Working Group will refine the proposal and consult more widely, before implementing for the next academic year.
016	Students' Union research on conditions of postgraduate teachers
	The Committee received the report (20-BGS050219) and key points and discussions were as follows:
	 AB reported concerns that some departments are using UGs to teach in inappropriate circumstances. WBS reported ongoing issues with STP processes impacting on payments to PGRs.
	 The Chair requested that the survey explores how teaching duties interact with students' research and
	their experience as PhD students.
	Items below this line were for receipt and/or approval, without discussion
	Theme Heading
017	Update on BGS priorities
	The Committee received and noted the report (17-BGS050219).
	The Chair noted that this will be a standing agenda item.
	Theme Heading
018	Update on PhD exam workflow project
	The Committee received and noted the report (18-BGS050219).
	Theme Heading
019	Update on the list of course proposals approved during 2018/19
	The Committee received and noted the report (19-BGS050219).
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	The Chair noted that BGS used to be responsible for approving PGT courses before the new course approvals process was introduced. Receiving the update on a regular basis would enable BGS to keep up with changes. A process for approving new PhD types (e.g. PhD 'by practice') has yet to be worked through and a proposal will be put to BGS in due course.			
Other				
020	Any other business			
	There was no other business.			
Next meeting: 09:30, Tuesday 30 April 2019, Council Chamber (Senate House)				