

**UNIVERSITY OF WARWICK  
BOARD OF GRADUATE STUDIES**

**OPEN MINUTES OF THE MEETING HELD 30 April 2019, Senate House**

Ref	Item
<b>Present</b>	Professor Colin Sparrow CS Chair
	Alex Baker AB Student representative
	Christopher Bisping CB Chair, Social Sciences FEC
	Ant Brewerton AB2 Library representative
	Dr Dave Britnell DB For Louise Gracia, Dean of Students
	Professor Jenny Burns JB Chair, Arts FEC
	Sara Hattersley SH Member, ADC
	Dr Kirsty Hooper KH Deputy Chair
	Ellie King EK PG Sabbatical Officer
	Dr Debbie Marais DM Member, SEM
	Professor Eivor Oborn EO Co-opted, Social Sciences
	Dr Jonathan Pearson JP Co-opted, SEM
	Professor Martin Wills MW Deputy Chair, SEM FEC
	Dr David Wright DW Member, Senate
<b>Attending</b>	Emily Dunford ED SPI
	Emma Melia EM SPI
	Rhiannon Martyn RM Secretary & Head of the Graduate School
021	<p><b>Apologies for absence</b></p> <p>Apologies were received from: C Lyonette, K Debattista, O Davis, L Gracia, M Turner, N Gane, D Hewitt, B O'Brien Jr, M Underwood, K Kirwan, P Kaapa</p>
022	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>
023	<p><b>Minutes of last meeting on 5 February 2019</b></p> <p>DW noted that his attendance was not recorded – RM to correct.</p> <p>The minutes of the meeting held on 5 February 2019 were received and approved.</p>
024	<p><b>Matters arising from last meeting on 5 February 2019</b></p> <p>The matters arising were as follows:</p> <p><b>(a) Update on English Language Waivers (minute 004/18-19)</b></p> <p>The Committee received the report (22-BGS300419) from the Academic Registrar.</p> <p><b>(b) Visiting students fees (minute 012/18-19)</b></p> <p>The Chair reported that a report had been considered by the Fees Working Group on 3 April 2019. The FWG has requested costing information to evaluate the potential impact of extending the time period in which visiting students are not charged fees. The proposal will be revisited at the next FWG meeting.</p>
<b>Chair's Update</b>	
025	<p><b>Chair's Business</b></p> <p>The Chair reported that the response rate for PRES was at 15% (with the target being 50%) with the deadline being 17 May. The Chair asked Committee members to reinforce the promotion of the survey to students.</p> <p>The Chair reported that 32 REF completion fund applications had been processed so far with approx. half being successful. The main reasons for rejecting an application relate to the expected submission date being much earlier than the REF submission date, or the student having benefited from fully funded studentships. Some</p>

	applications have been supported from the hardship fund which is now over four fifths committed (an improvement on previous years).
<b>Deputy Chair's Update</b>	
026	<p><b>Deputy Chair's Business</b></p> <p>The Deputy Chair reported that the PGT scholarship competitions were midway through the awarding process.</p>
<b>Students' Union Update</b>	
027	<p><b>Students' Union Update</b></p> <p>The PG Sabbatical Officer reported that:</p> <ul style="list-style-type: none"> <li>• the Interdisciplinary PG Conference is taking place on 20 June;</li> <li>• the PG Ball is on 10 June at a new venue;</li> <li>• a report will soon be available on research into PGs who teach (the research is helping to inform the work to replace STP with contracts of employment);</li> <li>• research into supervisor/student relationships is ongoing;</li> <li>• as a result of the Academic Representation Transformation project the system of faculty reps will change next academic year to a team-based system intended to address current issues with representation including the lack of PGR voice; and</li> <li>• this project is also implementing improvements to the electoral process.</li> </ul> <p>SH noted that her research into PGs who teach and supervision should be synthesised with EK's research.</p>
<b>Chairs of the Faculty Education Committees</b>	
028	<p><b>Science, Engineering &amp; Medicine</b></p> <p>The FEC has not met so far this term.</p>
029	<p><b>Social Sciences</b></p> <p>Although the FEC has not met so far this term, CB reported that at the Spring meeting scholarships were discussed and some of the annual course reviews considered.</p>
030	<p><b>Arts</b></p> <p>The FEC has not met so far this term.</p>
031	<p><b>Maximum Periods of Study</b></p> <p>This report will be presented at the next meeting.</p> <p><b>ACTION:</b> add to the agenda for the meeting on May 21.</p>
032	<p><b>Student Personalised Information Systems Update</b></p> <p>The Committee received the report (24-BGS300419) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Universal Admissions pilots were going well and rollout was on track for September. DW raised the issue of variable PhD application processes in departments. EM commented that the system has been built to accommodate open places and long individual negotiations with supervisors. There will be a further piece of work to look at addressing capturing these preliminary communications.</li> <li>• Work on the PGR examination administration system is progressing. ED clarified for the Chair that the replacement of CDROMs with a more suitable electronic file submission method is still in scope.</li> <li>• EM would like to know of any other PG-specific issues which could benefit from a SPI project.</li> </ul>
033	<p><b>Collaborative PhD approval and review</b></p> <p>The Committee received the report (25-BGS300419) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• RM reported that the processes had been developed to clarify the route for approval of collaborative PhDs following issues experienced by departments and central teams.</li> </ul>

	<ul style="list-style-type: none"> <li>• MG expressed concern that the process appeared to be unhelpfully protracted when often the call to respond to funding opportunities comes with tight deadlines. RM explained that approval has been achieved quickly in spite of the number of people being asked to input into the approval process.</li> <li>• DW questioned whether UKRI-funded CDTs/DTCs need to follow the same process. RM clarified that they will in order to address a lack of transparency between RIS collaborative activities and the Partnerships Committee (and other stakeholders).</li> </ul>
034	<p><b>Future of the Graduate School</b></p> <p>The Committee received the report (26-BGS300419) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Chair reported that the proposal had been shared with the Education and the Research Executives, with the main concern being the future of PGT at the institutional level. In reality, activities in support of PGT have been gradually moving away from the Graduate School's remit. Implementing the proposal presents an opportunity to promote the importance of PGR study, with an allied opportunity for BGS to bring education and research closer together.</li> <li>• The Committee unanimously approved the proposal to focus the Graduate School's remit on postgraduate research – i.e. cease all PGT-only activities. There was some support for an alternative title to 'Doctoral College', e.g. 'Graduate Research School'. This covers the inclusion of PGT research students in the remit and, potentially, post-docs and ECRs. There was concern that the latter are an overlooked community within the University, although the Head of the Graduate School reported that a group had recently formed to remedy this situation.</li> <li>• AB raised concerns about the operational delivery of strategic aims in relation to Library services.</li> <li>• There was also consensus that the BGS should no longer have PGT in its terms of reference, with this being covered already by the Faculty Education Committees and the Education Committee. However, there remains a sense that this isn't enough in terms of institutional strategic oversight for and governance of PGT. The Chair and Deputy Chair resolved to take this issue back to the Education Committee on behalf of BGS</li> </ul> <p><b>ACTION: RM &amp; CS to meet with Library colleagues about proposed handover of PGT activities</b></p> <p><b>ACTION: RM &amp; CS to discuss future of PGT with Education Executive</b></p>
035	<p><b>Analysis of External Examiners' reports for PGT 2017/18</b></p> <p>The Committee received the report (27-BGS300419) and key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Chair noted that the majority of examiner's comments were positive, with the small number of negative comments being addressed by the Review of Assessment.</li> <li>• KH noted that all references to UG should be read as PG.</li> </ul>
<b><i>Items below this line were for receipt and/or approval, without discussion</i></b>	
036	<p><b>Update on BGS priorities</b></p> <p>The Committee received the report (28-BGS300319).</p>
<b>Other</b>	
037	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• SH informed the committee that her section of LDC has been renamed the Academic Development Centre</li> <li>• EK informed the committee that the SU representative awards are now open for nominations</li> </ul>
<b>Next meeting: 09:30, Tuesday 21 May 2019, Council Chamber (Senate House)</b>	