UNIVERSITY OF WARWICK Postgraduate Research Subcommittee of Senate MINUTES OF THE MEETING HELD 09:00, 13 November 2025, Online		
Present	Prof Jonathan Hickman-Heron	Academic Director PGR (Chair)
	Prof Kirstie Haywood	Member (Deputy chair)
	Maanya Raju	SU VP PG (Student co-chair)
	Sara Hattersley	Nominee of the Head of the Academic Development Centre
	Prof Andy Clark	Co-Chair of QSC
	Dr David Lees	Dean of Students / Nominee of
	Rhiannon Martyn	Head of the Doctoral College
	Dr Damien Homer	Director of Wellbeing and Safeguarding / Nominee of
	Kim Robinson	Nominee of Director of EPQ
	Roberta Wooldridge-Smith	Director of Student Opportunity
	Liz Hough	Nominee of the Director of Admissions
	Rebekah Luck-Owen	Nominee of the Director of Admissions
	Karen Jackson	Nominee of the University Librarian
	Michael Cavaliere	Faculty Rep PGR - SEM
	Ethan Dommett	Faculty Rep PGR - SEM
	Prof David Lambert	Deputy Chair (Education), Faculty of Arts
	Dr Leda Mirbahai	Deputy Chair (Education), SEM Faculty
	Dr Anna Michalska	Deputy Chair (Education), Social Sciences Faculty
	Dr Claire Bastie	Director of PGR (SEM)
	Prof Stephanie Schnurr	Director of PGR (Social Sciences)
	Prof Özlem Atikcan	DTP Director from the Arts, Humanities and Social Sciences
	Prof Natasha Khovanova	Members of staff from the University Community assigned by the Senate Nominations Panel
	Dr Maryam Massood	
Attending	Nicola Attridge	PGR Funding Manager, Doctoral College
	Tomoni Kimura	Research Strategy and Development Manager, R&IS
	Stella Neophytou	Admin. Officer, Doctoral College (Assistant Secretary)
	Rebekah Luck-Owen	Postgraduate Admissions Officer, Postgraduate Admissions
	Louise Sutcliffe	PGR Development Officer, Doctoral College
	Dr Michele Underwood	Researcher Development Manager, Doctoral College
	Dr Rebecca Vipond	CDT/DTP & PGR Scholarships Manager, Doctoral College
	Dr Jamie Burford	Chair EDI Working Group
	Stephen Grice	For item 009, Head of PG Admissions
	Gillian Messaoud	PGR Development Officer (EDI)

Ref	Item
001	**Apologies for absence** Apologies were received from Will Curtis, Daniel Franklin, Emily Henderson, Daniel Matthews, Caroline Petit, Mark Pulsford, Marie Sams, Echo Zhou.
002	**Declarations of Interest** No new declarations were made.
003	**Minutes of last meeting on 05 June 2025** The minutes of the meeting held on 05 June 2025 (003-PRS131125, Public) were **approved.**
004	**Matters arising from last meeting on 05 June 2025** **(a) Update on SU PG Officer proposed changes (minute 046c-PRS050625 refers)** **ACTION:**

	The Chair will follow up with the SU VP **(b) Update on calendar reform discussions (minute 56-PRS050625 refers** The Secretary confirmed that a consultation paper will be on the agenda for the next meeting of PRS.
	Chair's Update
005	**Chair's Business** Following the Academic Governance Review, the Postgraduate Research Subcommittee was introduced as one of four educational subcommittees under Education, also reporting to the Research Committee. PRS provides a long-term road map for PGR policy and PGR Strategy. Items for discussion at the recent Senate meeting included the government white paper, which includes reference to improving access and participation for PGRs, and strategic items on academic freedom and environmental sustainability. The Chair formally recorded thanks to Prof Dan Branch for his years of service as the former Academic Director. For this academic year, the following changes to chairing of PRS have been made: Prof Kirstie Haywood will be Deputy Chair and Michael Cavaliere will be the student co-chair. The Working Group Chairs are Dr Jamie Burford for the PGR EDI Working Group, Adam Child for the PGR Scholarships Working & Advisory Group (SWAG), Prof Jonathan Hickman-Heron for the PGR Supervision Working Group, and Roberta Wooldridge-Smith for the PGR Training Working Group.
006	**Secretary's Business** The Researcher Development Manager (Doctoral College) reported that a supervisor training and development programme is underway. It offers 30 – 60-minute online toolbox sessions, longer skills-based sessions, Communities of Practice led by supervisors, and sessions by other training providers e.g. RIS. There have already been 200 bookings for the annual programme, but colleagues were invited to help with promotion and encourage wider involvement. Warwick is also participating in the second iteration of a Eutopia training programme for supervisors. The Mitigating Circumstances policy is now live on the Doctoral College website. The Progression Code of Practice has been communicated to departments. The Doctoral College is piloting Turnitin with a selection of departments to work out the details of how the reports should be handled. A welcome event for new PGRs will be held on 20th November, and the PGR Festival in May. The arrangements for supervisors employed at other universities have so far been informal, which can be risky for students. The contracting team have created a letter formalising the agreement, which departments will have to use in future.
	Governance
007	**Membership and Terms of Reference 2025-26** The Committee received and noted the revised membership (007-PRS1311235, Public).
	For discussion
008	**Submission rates** The Committee received the report 008-PRS131125. The Administrative Officer reported that on-time submission rates are expected to go up for the 2021 cohort compared to the two previous cohorts which were impacted by the pandemic more heavily. This data is reported regularly at the Committee and it can be useful in measuring the performance of our PGRs and setting targets for completion. These will be discussed at the Supervisor working and advisory group and articulated to supervisors. Benchmarking data is not available, but 80% is the accepted normal for completion rates.

	ACTIONS: 1. Add to Supervisor WAG agenda 2. Include pre-Covid years for comparison in the report for the February meeting of PRS
009	**Recruitment update** The Head of PG Admissions reported an increase in overseas applications and an increase against target. The departments that showed growth in applications compared to last year were the School of Life Sciences, Physics, Maths and Statistics, and Engineering. The number of offers made were similar to last year. The Decline/Reject Data remain static. Enrolment data gives a positive picture as it seems to be increasing against target. There is a steady increase in Visiting students applications. **ACTION:** 1. Slides to be circulated
010	**GTA subcommittee terms of reference and membership** It was agreed in June to form the GTA working & advisory group. The terms of reference will be discussed at the first meeting of the WAG. Sara Hattersley (Academic Development Centre) will Chair the group, which will be dedicated to advising on the experience of GTAs. The group will strive to achieve optimal conditions for GTAs, receive and report sector benchmarking data, appraise current policies and practices, and propose changes for the better. It will not be within the group's remit to negotiate contracts. PGRs should be well-represented within the group. Members should be across Faculties, the Postgraduate Teaching Community, the Students Union, members of staff who mentor or support GTAs in their role, Professional Services, and colleagues from the ADC. The PGR representative from the SEM Faculty suggested that GTAs who are PGTs and fourth-year UGs should also be represented in the group. The Chair of QSC suggested that the voice of UGs who are taught by GTAs should be included. The Chair of the group welcomed volunteers to join and recommendations for other members. Dr Maryam Masood volunteered. The group will report at the next Committee meeting. **ACTION:** 1. The Chair will arrange the first meeting to take place after Christmas with secretarial support from the Doctoral College
011	**PGR Strategy update** The updated strategy is on the Doctoral College website. The updates will be shared with the Research Committee, the Education and Student Experience Committee and then Senate in the summer term.
011a	**PGR strategy alignment with UKRI expectations and other drivers** The Head of the Doctoral College proposed that the PGR Strategy should reflect how we measure ourselves against UKRI expectations for doctoral training, which includes expectations for students who are funded and institutions who provide the training. This will help us to define our own expectations regardless of funding. The PGR Strategy should reflect how far we are from delivering comprehensively in different areas. Funding, recruitment and training of PGRs and supervisors are areas we need to continue to focus on through the respective working groups. A report on PGR training looking at existing provision and any potential gaps will come to the next PRS meeting. Recruitment and admissions will be on the agendas of both the EDI WAG and SWAG.

	The PGR strategy should be linked to and complement the Research and ESEC Strategies. At present, there are no KPIs agreed for PGRs. The PGR strategy should include how we want to measure PGR success. The Director of Student Opportunity suggested measuring career readiness, intended outcomes and what they do after graduation, as one of the many ways to articulate success. The idea of the Year of the PGR was presented. A bid for funding from ECRF will be submitted, an outcome of which will be a repository of PGR stories which will be useful for this purpose. The Deputy Chair reported that the Warwick Research Culture Week will take place in the week w/b 23rd March and that the Year of the PGR should align to the Research Culture roadmap. The PGR representative for the SEM Faculty welcomed the observation that the majority of PGRs do not go on to academic careers and that non-academic careers should be celebrated as well. The SU VP PG reported on the discontinuation of Research Refresh in the Library and called for collaboration with the PG society, which the Doctoral College is supporting. **ACTIONS**: 1. Chair and Secretary to form a Task and finish group for the Year of the PGR to begin in the spring term. 2. A further draft of the Strategy, informed by feedback from the working groups, will be brought to the next PRS for discussion.
012	**Faculty Student Experience and Education and/or Faculty Research Impact meeting business** The Deputy Chair (Education) from the SEM Faculty reported that expectations about GTAs need to be clarified in all directions. Priorities include the sense of belonging, the transition of students from a taught culture to a research culture, and reasonable adjustments in lab settings. The Deputy Chair (Education) from the Social Science Faculty reported the three priorities to be employability, assessment and feedback and AI, and academic integrity. The Deputy Chairs for PG will meet and compare notes.
Items below this line were for receipt and/or approval, without discussion	
013	**Reports from working groups** a) Scholarships (July) b) Training (September) c) Supervision The Committee received and noted the reports (013a-PRS131125, 013b-PRS131125, 013c-PRS131125).
014	**Annual committee effectiveness report** The Committee received and noted the report (014-PRS131125)
015	**Notes from September meeting** The Committee received and noted the report (015-PRS131125)
016	**Supervisor code of practice** The Committee received and noted the code of practice (016-PRS131125)
Other	
017	**Any other business** There was no other business.
Next meeting: Wednesday 11 February 2026, 11.00, Online	