University of Warwick
Department of Computer Science

Minutes, Postgraduate Research Staff-Student Liaison Committee (SSLC)

CS1.07 11am - 12pm Thursday 13th July, 2017

1 Present
Matthew Bradbury 3rd Year PhD Representative.
David Purser CDT Representative (SSLC Chair).
Denys Flores Arams 2nd Year Representative (International Representative).
Richard Kirk 1st Year PhD Representative (SSLC Secretary).
Dr. Florin Ciucu Head of PGR studies.
Dr. Mike Joy Senior Tutor.
Dr. Jane Sinclair Acting Senior Tutor.
Sharon Howard Departmental and PGR Secretary.

2 Apologies
Prof. Nasir Rajpoot and Ruth Cooper were absent with apologies.

3 Corrections and Approval of minutes of the Previous Meeting
Held on 12th May 2017

Clarification was required on the Matters Arising from the Minutes from the last meeting regarding LDC courses. This point was intended as clarification over the process of submitting LDC certificates to the department.

No other issues were raised, thus the minutes are approved.

4 Matters Arising from the Minutes
Sharon Howard sent an email regarding the Annual Review process.

It was discussed that Advisors and Coadvisors should be organised 3 months from starting the course, otherwise may be allocated by Director of Postgraduate Research.

An email was sent reminding people to attend WPCCS.

The process in order to switch supervisor is discussed. In order to change supervisors, it must be agreed by the old supervisor, new supervisor and the Head of PGR students (Dr. Florin Ciucu). It was also noted that this should be done sparingly, as it is “a big deal”.

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5 Annual Reviews Update

It was discussed as to whether the Annual Review should become its own module on Tabula, thus making it more official and making it easier to see who hasn’t completed it.

Drafts of a supervisor meeting template are being made, with the aim of having them complete by the end of the calendar year. There were mixed opinions about there potential effectiveness.

The Annual Review should be done between 9 and 12 months of starting, not necessarily in rounds when others were having theirs, but specific to the individual’s start date. For the majority starting in October this would be over the summer.

Should the supervisor be unable to organise the Annual Review of the Advisors/Coadvisors, it is the students responsibility to organise this.

The Advisors and Coadvisors should be organised within the first 3 months of the student starting the course.

6 WPCCS

WPCCS 2017 was on the 30th June 2017 in the Oculus Building.

£1652 was spent, with the big expenditures being the new conference guides, food and drinks for both breaks and lunch, and posters.

It was noted that approximately 20 staff were at the colloquium at one point.

The WPCCS 2017 report is being worked on, with the aim of being delivered soon. Following the meeting the report is now available at http://warwick.ac.uk/cspgrsslcm/minutes/wpccs_2017_report.pdf

7 PhD Issues

No issues were raised.

8 STP Update

The STP is coming into affect from the new academic year.

Academics are allowed to approach PGR students about the structure of the work, but there are no guarantees that the student will be allocated to the module because they have discussed a module.

Action (SSLC Chair/Ruth Cooper) Gain clarification over how modules and students with particular skills required will be taken into consideration when PGR students are allocated to modules.

PGR students are allowed to decline contracts for modules offered to them.

There are 2 rates of pay offered by the STP system. The first is the Assistant Tutor/Demonstrator, which will be offered at £13.67 (including holiday pay). The second is the Associate Tutor/Demonstrator Leader, which will be offered at £15.85 (including holiday pay). It has been advised that only one rate of pay is used.

At the end of each week, the PGR student will have to fill out 1 of 2 forms:

• Pay claim - This form is used when the agreed amount by the department and the module organiser has been done, and as such, is a simpler form.
- Time sheet - This form is used when the amount of time spent was larger than the agreed amount. This is a more complex form, and has to be approved by the Department Administrator (Ruth Cooper) before it can be paid.

Module organisers are able to adjust the arranged quota should they feel it is necessary. In this case, they should contact the Department Administrator (Ruth Cooper) as soon as possible.

**Action (SSLC Chair/Ruth Cooper)** Gain clarification over the procedure should a seminar or lab be cancelled.

### 9 Welfare and Communication Committee Matters

It is understood that the committee met in June, with Alexandra Cristea as the chair.

No issues were raised.

### 10 Any Other Business

The completion rates within the department was discussed. Should a student not complete their degree, it is seen as a “black-mark” against both the department and the supervisor, but not the student. An extension to this will be given for medical or exceptional circumstances. Techniques for encouraging and supporting the completion within 4 years was discussed.

The dates for applying for graduation ceremony for both the summer and winter ceremonies can be found on the *Awards and Ceremonies* section of the Academics Officer website.

The idea of a 6 month resubmission option was discussed, in order to go along with 3 (minor corrections) and 12 month (resubmission) options.

### 11 Date of the next meeting

The next meeting will take place after the staff meeting in October. More details will be confirmed closer to the time. Additional recruitment of incoming student will also take place.