

PGR (MRes/ PhD) GRADUATE STAFF-STUDENT LIAISON COMMITTEE

Graduate Staff-Student Liaison Committee Meeting held on
Wednesday 1st February 2017, 1 – 2pm in Room S2.77

MINUTES

Staff representatives: Natalie Deven, Maryanne Heafey, Jeremy Smith, Nick Zammit, Helen Riley, Kelly Taylor.

Student representatives: Apurav Yash Bhatiya (MRes 1), Antonio Schiavone (MRes 2), Carlo Schwarz (PhD 1).

Chairman: Carlo Schwarz.

Secretary: Antonio Schiavone.

1. **Apologies:** Sharun Mukand, Robin Naylor, Thijs Van Rens, Daniel Díez Alonso, Andy Ferrara.
2. **Minutes of last meeting:** were approved as an accurate record of the last meeting.
3. **Matters Arising:** None, other than those already on the agenda.
4. **Library Issues:**
 - Helen Riley will host a meeting with PhD and MRes students regarding the available data sets and how to make the best use of the library while writing dissertations. This will be organized to take place early in term 3.
 - Helen Riley reminded students of the Research Refresh meetings happening every Thursday morning at Wolfson as a good opportunity for networking.
5. **Computing Issues:**
 - MRes study room (S2.134): some computers still not working. Maryanne Heafey agreed to pass this on to the IT team, so that this is dealt with as soon as possible.
6. **Curriculum Organization, Design and Content:**
 - EC9AA module: MRes 1 students will have to work on a project over the summer working with a member of the faculty. Maryanne Heafey will in the next few weeks be uploading up to date guidance on this to the module web page (on the resources tab).

Curriculum Development:

7. Teaching and Learning on Courses:

- MRes Dissertations – funding for experiments: Students had asked whether the department would provide funding for experiments. The departmental response was that if funding is required for an experiments, then this should come from the supervisor’s research allowances.
- MRes Dissertations – Maryanne Heafey shared information on submission deadline, choice of topic & supervisor and updated guidelines for the dissertation will be uploaded to the MRes module web page soon. Maryanne Heafey will look at arranging a meeting to explain process of writing dissertation, resources available etc:
- Information on what PhD first year are doing:
Jeremy suggests people who want info about other PhD students to frequent the Common Room and chat with them.

8. Methods of Examination and Assessment:

- Solution to exam papers (MRes 1):
Individual feedback is provided on the student’s script in the form of marks awarded and an indication of where marks were lost. The department policy is not to provide solutions to the exam at postgraduate level. Further verbal feedback can be obtained from the lecturer. Any doubt about correction and marking of a test should be discussed with the lecturer, but students must be aware that they cannot challenge the mark awarded (i.e. academic judgement) but where there is a genuine mistake this will be corrected.

9. Student Support and Guidance: No matters.

10. Others:

- The door separating the two parts of the MRes study room will be brought back after a keypad is installed on the second entrance.
- An external Examiners Report on the PG courses is distributed to the student representatives.
- The headline findings of the Institutional Teaching and Learning Review, will be made available to students via the departmental web pages once these are available.
- Jeremy reports a discussion with Thijs and Sascha regarding a possible change in the organization of funding for PhD students after ESRC was reformed. Once we have