Royal Holloway
University of London
Department of Computer Science

Minutes of the Postgraduate Staff Student Committee meeting held on 6 November 2012

Present:

Chairman: Paulo Ricca Goncalves (Third Year representative), Prof José Fiadeiro (Head of Department), Prof Zhaohui Luo (Director of Graduate Studies), James Smith (First Year representative), Valentina Fedorova (Second Year representative), Chenzhe Zhou (Overseas representative). In attendance: Mrs Janet Hales (Postgraduate Administrator).

1. **Apologies for absence** were received from Clifford Edwards (MSc by Research representative).

2. **Election of Chair**

   Paulo Ricca Goncalves was elected Chair for 2012-13.

3. The **Constitution for Staff Student Committees** laid down by the College was noted.

4. **Minutes of the previous meeting**

   The Minutes of the meeting on 13 June 2012 were accepted.

5. **Matters arising**

   It was still difficult to persuade students to participate in the Cakes Talks programme, in spite of encouragement that it was a valuable and enjoyable activity. Chenzhe Zhou agreed to take over the task of Cakes Talks organiser and would draw up a programme. The DoGS would email all supervisors asking them to ensure their students give Cakes Talks.   **Action DoGS/Overseas rep**

   The Journals Room, postgraduate research labs and toilets had all been upgraded during the summer vacation.

6. **Director of Graduate Studies Report**

   The list of current students in the department was noted. Eight new students (four of them alumni of the department) had joined the department (including two for MSc by Research, and one second year PhD transferring from Leicester University with José Fiadeiro).

   Nearly all individual annual reviews had been completed including upgrades. Most reviews due in 2013 would be held in late May/early June.

   The department's PGR Annual Report to the College for 2011-12 was noted.

   Hourly paid teaching (demonstrating) help with undergraduate courses was being done by most PGR students. Anyone wishing to help with more mathematical courses was encouraged to contact the Maths Dept to see if they needed any more demonstrators.

7. **Report from Postgraduate Management Committee**

Recruitment, advertising and sponsorship had been discussed at a meeting of the Committee earlier this day.

A new fund had been set up (budget £2,000) to encourage research students to make exchange visits between universities to give talks. Students and supervisors should suggest people they would like to invite here, and should offer a return visit. Paulo Ricca undertook to email everyone about this. **Action Chair**

8. **PGR Attendance monitoring**

A new requirement from the college for supervisors to record PGR attendance on ten dates throughout the year would be implemented in the department. This would not impact on students.

A new form which could be useful for students to record their supervisory meetings log (required for individual annual reviews) would be made available on the website, although the log did not have to be in this particular format. **Action PGA**

9. **Feedback on services (library, IT etc) and research environment** was invited but no comments were made.

10. **Annual Colloquium 2013**

It was proposed to hold the Colloquium on Wed 29 May. However, with more PGR students enrolled, it would be difficult to fit everyone into the usual one-day event. A two day event might pose difficulties. One option would be to have a mix of talks (by second and third year students) and poster sessions (all). **Action All**

11. **Other business**

It was suggested that anyone applying for a Research Training Support Grant should first give a cakes talk in order to qualify.

It was noted that the Students' Union was offering training to Staff Student Committee representatives and anyone interested should take up this opportunity.

12. **Date of next meeting**

Spring term 2013, tba.

JH 20/11/12