

**Faculty of Computer Science & Technology  
Tripos Management Committee**

**Chairman: Dr David Greaves**

**Secretary: Ms Dinah Pounds**

Unconfirmed minutes of the Tripos Management Committee  
held on Friday 30 June 2017 at 13:30 in FW11

**AGENDA & NOTES**

**Members**

Dr David Greaves (*Chairman*)

Dr Hatice Gunes

Dr Robert Harle (*Part IA coordinator*)

Dr Sean Holden (*Part II and supervisions  
coordinator*)

Prof Andy Pitts (*Representative on  
Mathematics Faculty Board*)

Dr Mateja Jamnik

Dinah Pounds (*Secretary*)

Prof Peter Robinson (*Exchange*)

*Programme Organiser and Deputy HoD*)

Megan Sammons (*Student Administrator*)

Dr Damon Wischik

The Committee thanked Professor Pitts who is standing down due to sabbatical leave for his helpful contributions.

**1. Apologies for Absence**

Sean Holden

Mateja Jamnik

Damon Wischik

**2. Notification of any other business**

i. Part IB ticks

ii. Maths for NST Scientific Computing practical

iii. Course surveys

**3. The minutes of the previous meeting were approved.**

**4. Matters arising.**

50% PBST option. The Committee considered a student letter in support of the PBST option. Unfortunately, the numbers of students taking this option are now very small, with often very poor results and arranging supervisions is problematic for Directors of Studies. The Committee felt that the new IA 75% option and increased options to be introduced in Part II will compensate and agreed that this option be dropped in both directions as soon as the various prospectus allow. **Action DJG/DP**

**5. Correspondence.**

(see item 4)

**6. Reports from other committees**

SSCoF – no issues were raised

## EXCEPTIONAL ITEMS

7. Part IB and II exam report. Prof Anuj Dawar, Chairman of Examiners, reported that the exams went very smoothly. In particular, the electronic submission of Part II dissertations was successful and no one received a penalty for late submission.
  - i. Criteria for distinctions. The wording in the Marking and Classing document is slightly ambiguous. A rank within the top 5% on each paper and on the dissertation was, once again, not achieved by any student. A rank within the top 5% for the combined papers and the dissertation produced one distinction. This was deemed consistent as retrospectively applying this to the previous year when a distinction was introduced for the first time would not have changed the result. The Marking and Classing document will be revised to clarify this. **Action PR**
  - ii. Prof Dawar also outlined the new awards. The most improved student award was awarded to the highest ranked student who achieved a Class I in Part II having achieved a 2.1 in Part IB. The Winifred Georgina Holgate-Pollard Memorial Prizes will be awarded to the second highest ranked student in each year.
  - iii. Some exam question medians were very high this year but the examiners did not feel that scaling questions was appropriate. The Examiners asked that the TMC feedback this to the relevant assessors who should adjust their questions next year.
  - iv. Quite a large number of Part IA and IB students attempted up to 9 questions on an exam paper when only required to answer 5. There is nothing gained as only the best 5 marks count. Whilst a few students achieved high marks on most answers, many did not and may have benefited from spending longer on fewer questions.
  - v. Part II student guidance for dissertations word count and forms. The Committee agreed that all students should use the Moodle facility for their word count. Pink book guidance to be updated. **Action PR**
  - vi. Part II student guidance for their choice of project. The Examiners had a sense that some less able students were poorly advised on their choice of project. Choosing an over-ambitious project led to a poor mark. This advice will be reiterated at the forthcoming Director of Studies meeting. It was also agreed that overseers should be given the class and rank students achieved in IB to assist them in offering guidance and to see examiner comments following the exams for future reference. Briefing lecture slides may need to reinforce this. Overseer feedback on presentations should continue to be accessible by DoS.
  
8. **Access to past Part II dissertations will be available to all members of the Department via the website**
  
9. **New UTO participation as Directors of Studies.** It was confirmed that Departmental policy requires any UTOs in the Department who are not involved with college teaching to undertake some outreach. There is a shortage of UTOs taking on the Director of Studies role and new UTOs will be encouraged to do this, normally after 2 years in post. The Examiners have expressed some concern that some DoS were not offering good advice particularly regarding the choice of Part II projects. This Committee will consider the exam results and contact senior tutors if appropriate. **Action DP/DJG**

## 10. Development of Part II papers and units.

- i. From 2018-19, Papers 8 and 9 will have a core section and some practical ticks.
- ii. In preparation for Paper 10, each of the 3 themed group coordinators will be asked to compile at least 2 possible units of assessment before the start of Michaelmas term. **Action DP**

11. The timetable for 2017-18 is now agreed. A welcoming ice-breaker activity will be organised by Student Admin for IA Registration and a welcome information desk set up for Part IB on the first morning of lectures.

12. **Syllabus for Part IB Introduction to C (2017-06-30a).** The Committee welcomed the syllabus prepared by Dr Krishnaswami but would like more information about the delivery and assessment of the course.

**Afternote:** Dr Krishnaswami has confirmed that Introduction to C will be delivered in the same mode as IB Prolog with one lecture followed by online learning sessions in the Intel Lab.

## 13. Any other business

- i. The Committee propose that from 2018, all ticks have negative marking as is currently the practice in Part IB. This need not apply to NST students in IA. The intention is that students will submit a portfolio of ticks with some options to give more choice. Ticks will be branded into different strands.
- ii. NST have changed the format and timetabling of the Scientific Computing practicals. This makes the course impossible for CST 75% students to attend. The Committee propose we replace the course with one more suited to our students. Dr Wischik will draft a proposed course and explore linking with CUED.  
**Action DJW**
- iii. Course surveys highlighted issues with two of the new IA courses. These will be addressed by the lecturers and adjustments made.

14. **Date of next meeting** – 9<sup>th</sup> October 2017