



# UNIVERSITY OF CAMBRIDGE

Department of Computer  
Science and Technology

## Minutes of the meeting of the Directors of Studies Forum held on Friday 27 April at 2pm in FW11

**Chairman Dr R.R. Mortier**

**Secretary Mrs M. Sammons**

### Members

Prof J. Bacon (JE)  
Dr A. R. Beresford (Q)  
Prof A. F. Blackwell (DAR)  
Dr P. J. Buttery (CAI)  
Dr D. Chisnall (ME)  
Prof A. Dawar (ROB)  
Dr J. K. Fawcett (CHU, N, M, HO, HH, LC)  
Dr D. J. Greaves (CC)  
Dr T. G. Griffin (K)  
Mr C. K. Hadley (G)  
Dr R. K. Harle (Sabbatical)  
Dr S. B. Holden (T)  
Mr M. Ireland (SID)  
Dr G.C. Jenkinson DOW, ED, F)  
Dr T. M. Jones (CAI)  
Mr Martin Kleppmann (CC)  
Dr A.V.S Madhavapeddy (PEM)  
Prof S. W. Moore (TH)

Prof C. Mascolo (JE)  
Dr R. M. Mortier (CHR)  
Dr R. D. Mullins (JN, PET)  
Prof A Mycroft (ROB)  
Dr A.C. Norman (T)  
Ms D. Pounds (Manager Teaching Admin)  
Dr A. C. Rice  
Prof P. Robinson (CAI)  
Dr Bogdan Roman (CSAT representative)  
Mrs M. Sammons (Teaching Admin Asst)  
Dr T. M. Sauerwald (EMM)  
Dr R. Sharp (ROB)  
Prof F. M. Stayano (Sabbatical)  
Mrs C. Stewart (Dept Sec)  
Dr S. Taraskin (CTH)  
Dr G. Titmus (CAI)  
Dr C. P. Town (W)  
Dr R. R. Watts (SE, CL)

### 1. Apologies for absence.

**Prof J M Bacon, Dr P J Buttery, Prof A Dawar, Dr R K Harle (sabbatical,) Dr A V S Madhavapeddy, Prof C Mascolo, Dr A C Norman, Prof P Robinson, Dr G Titmus.**

Welcomes were extended to Dr Graeme Jenkinson for covering RKH's colleges while on sabbatical and Mr Martin Kleppmann covering for DJG's sabbatical leave.

### 2. The minutes from the previous meeting were received.

Following a meeting with AFB, DP and the IB 50% representative students, once the students received the explanation that Paper 3 contains NLP and their lectures had been timetabled to accommodate them attending the NLP lectures, the students felt happier with the outcome.

### 3. Matters arising from previous minutes

- i. Welcomes were extended to Dr Graeme Jenkinson for covering RKH's colleges while on sabbatical and Mr Martin Kleppmann covering for DJG's sabbatical leave.

- ii. Discussion of the Pink book and a note was made of the evaluation and how it should include a short paragraph on professional practice. Students should submit two PDFs, one to include only chapters 1 – 5 which will be checked by Turnitin and one containing the complete dissertation.
- iii. It was noted that following the March Faculty Board meeting changes to IA had been agreed and will go ahead. This refers to phasing out of the 50% option, the final intake for this will be 2019. NST will no longer borrow CST Paper 1 and will have their own computer science paper. The careful marketing of the course will be needed to ensure we continue to attract more female undergraduates.
- iv. Representatives from Part IB met with the Teaching Committee to discuss feedback on the structure of Paper 7. It was observed that, rather than removing NLP from the tripos for 50% students, NLP content has been added to Part 1a in Paper 3, with the new Formal Models of Language course presenting classical theoretical approaches, and Machine Learning and Bayesian Inference providing technical background that has become more relevant to contemporary methods in NLP research. The representatives agreed that it addressed one of the main concerns from 50% students. In addition, the timetable has been structured to enable all students to attend all Part II course lectures and we plan to timetable DSP lectures so that they would not conflict with Paper 7 courses. We also hope to add two DSP questions to the Paper 7 exam for 50% students and a second Economics, Law and Ethics question to Paper 7, providing further choice of questions, but that it may still be necessary to make it compulsory to answer one of the questions, depending on the accreditation situation next year. The representatives were happy with these proposals, and agreed that this would address the main concerns of 50% students, while remaining consistent with the principle that 75% students ought to have additional choice in Part II.

#### **4. Tripos matters**

##### **i. Admissions**

The admissions process went smoothly this year. Applications have again increased by 30%. Of the applicants 18% were from females and 26% of offers went to females.

36% of the female applicants elected to take the 50% option and 26% overall for the 75% option. It was agreed that the webpages be structured positively to attract female students. The new film to be shortly featured on the Lab's admissions page shows positivity for females.

##### **ii. CSAT**

The CSAT will be used again in 2018 for 2019 applications and ABR is happy to organise its administration. Presently ABR is compiling a report to illustrate the survey of the students that sat the 2017 CSAT test.

Currently ABR has 15 undergraduate willing to help with the administration of the test.

**iii.a.** The outline is to use the existing CSAT.

**b.** Enlist Lab students to assist with practice material plus an interactive session which is going to be up and running by the end of June.

**c.** To replicate the idea used by Simon Peyton-Jones which is crowd sourcing exam questions.

**d.** Use intern students to assist over the summer.

#### **iv. IA Revision**

DJG has been investigating the terms of students working over the vacation. It appears there are no University wide rules applicable governing students working over the summer. During Michaelmas and Easter vacations, two hours to a total of six weeks working Monday – Friday. This also encompasses work set.

RJG is taking over DJG's Part IA lecture of Numerical Methods to be called Numerical Analysis. A paper was attached for consultation purposes.

As noted previously, the standard ML will be changing to OCAML where AVSM has agreed to sort out and re-write. As the pre-arrival course on Moodle has to be in place by 1 September for the new academic IA admissions, it was suggested to approach ACR about converting these exercises to OCAML.

**Action avsm and acr**

#### **v. Part II Units**

DP reported that all selections have been made by IB students with no issues of excessive numbers for any particular subject.

Professor Peter Sewell wished to emphasize that students should be made aware that some modules were reading and discussion sessions and not taught courses.

The IB students will receive the usual "Project briefing" lecture with the addition of the explanation about Part II units and how this operates.

Directors of Studies were reminded to enquire of their students how well they had received the additional lecture of, "Essay Writing" presented by Dr Jeunese Payne.

PIII applications are being received now with the added inclusion of a proposal of a project and module choices.

It was noted that in future years, groups of five students or less will not run.

### **5. Student Admin Report**

#### **i. Film**

The film for the undergraduate webpage which has been made in liaison with the Admissions office has been viewed and is thought to better reflect the image the department is hoping to portray and as mentioned above, shows more positivity for potential female students applying.

#### **ii. Exam marks**

Students will be allowed to request to check exam marks only via their DoS. This can be done directly to the Department without applying to the Applications Committee. It was noted this process would be more complicated for IA students. Students would need to apply through their DoSes within 28 days.

#### **iii. Open Days Thur and Fri 5 and 6 July**

A request was urged for another academic volunteer or two to assist CKH in the marquee from 10-12:30.

### **6. There was no other business**

### **7. Date of next meeting: Wednesday 4 July at 10:00 in FW11**