UNIVERSITY OF CAMBRIDGE
Department of Computer Science and Technology

Faculty of Computer Science and Technology
Meeting of the Tripos Management
Committee

Friday 17 October at 14:00 via Zoom

Unconfirmed Minutes

Members

Prof Robert Harle (*Chair; Director, undergraduate teaching*) (RKH)
Prof Paula Buttery (*Deputy HoD)* (PJB)
Aidan Bishop (*Undergraduate Teaching Administration*) (AB)
Dean Dodds (*Undergraduate Teaching Administration - minutes*) (DD)
Lise Gough (*Postgraduate Education Manager*) (LG)
Dr Tobias Grosser (*Deputy Director, IB undergraduate teaching)* (TCG)
Dr Martin Kleppmann (*Deputy Director, Part II undergraduate teaching)* (MK)
Dr Roman Kolcun (*Advisor*) (RK)
Dr Jon Sterling (*Advisor)* (JS)
Caroline Stewart (*Departmental Secretary)* (CS)
Becky Straw (*Undergraduate Teaching Administration Manager)* (BS)
Prof Simone Teufel (*Chair of Examiners*) (SHT)
Prof Jamie Vicary (*Deputy Director, IA undergraduate teaching*) (JV)

1	**Apologies for Absence** **Tobias Grosser, Lise Gough, Dead Dodds, Martin Kleppmann**
2	**Declarations of Interest** None
3	**Notification of AoB** Examiners reports and lecture recording policy
4	**Approval of the minutes of the meeting of 30 June 2025** Approved
5	**Action from the meeting of 30 June 2025** Completed actions from the last meeting can be found in the document 'completed TMC actions'
5.1	(4.1) PB noted that Engineering and MML had upper bands on the supervision hours they expected. Colleges would have seen this from other departments but not us. RKH and MK will take the matter of Part II project supervision payment guidance to the DoS forum. **(Action: RKH to take to DoS Forum).**

5.2	(4.2) RKH asked CHE to provide more information about students gaming the system. CHE said it would be quite anecdotal but would write a few paragraphs.File from CHE: unit-of-assessment-marks-scaling.pdf **(Action: ST)**
5.3	(4.3) Point 22, RKH wished to have Damon's feedback re target median as he had created the current recommendation. AVSM wondered if there needed to be a zero hurdle model. RKH asked CHE to write a response, TMC will consider at the next meeting. BS asked CHE for comment. **(Action: JV to liaise with Damon and bring this item back to the next TMC)**
5.4	(4.4) Point 27, A faculty discussion should take place to decide the appropriate scope of a Part II Project, with respect to working style and technical content. The TMC will discuss this in the near future. (**Action: TMC)** RKH hesitant to discuss without MK. **(Action: TMC)**
5.5	(4.5) (re part II penalties) The committee voted to retain the traditional dissertation formula. The marking and classing document and all relevant webpages will be updated. ● Individual project: Project proposals must be approved and final projects submitted by the dates specified on the Part II Project important dates web page. Penalties are automatically applied for late submission of your project dissertation, (n + 10)/40 where n is the number of days late.). ● All Part II Module coursework must be submitted by the dates specified in the Head of Department's Announcement. Penalties are automatically applied for late assignments: the mark awarded for the submission is reduced by a quarter of the total marks for that submission. (No action needed)
5.5	(7.1) SBH believed appropriate content for a dissertation would need to be made explicit, some were overinflated and students achieved high marks for little work. MK will draft a document to clarify this **(Action: MK)** For next meeting as MK not here. **(Action: TMC)**
5.6	(7.1) SBH spoke about making it clear that UTO markers must mark. Many UTO makers hadn't marked the dissertation and had their PhD students do the work for them. SBH wished to be much firmer and explain to UTOs that it was their job. RKH asked how this was discovered, SBH explained that during moderation, UTOs admitted they had not marked the piece. AVSM found this unacceptable. RKH,MK and SBH will discuss offline who these people were, compile a list and discuss this with them. **(Action: RKH, MK & SBH)**. No further action needed. It has been made clear that UTO markers are expected to mark dissertations, not PhD students.
5.7	(7.4) AVSM was concerned about the number of non-UTO lecturers, Algorithms differing from syllabus and rumours of Churchill only supervision sheets. RKH wished to hear more. (Action: AVSM & RKH). **(Action: JV to look at part IA courses, TG to look at part IB, MK to look at part II and report back at next TMC)**

5.9	(7.8) AVSM suggested adding AB testing and guest lectures to Cloud Computing. AVSM volunteered to write a proposal during his sabbatical. **(Action: AVSM)**. No proposal has come in, TMC is willing to receive a proposal. RKH to take off agenda for now.

6 Other matters arising

No other matters

7 General Teaching Matters

7.1 Part II Projects

(Action: To bring to next TMC)

7.2 IA Bootcamp

Well received overall. No formal feedback yet. **(Action: RKH to receive feedback from students)**

7.3 Software and Security Engineering exam

Fewer lectures (6-8 instead of 12) this year. There will be 1 exam question this year instead of 2

7.4 24/25 examiners reports

IA: 📕 Part IA Examiners Report 2025.pdf

Nothing major to flag. ST suggests calling the question setters 30 min before the exam begins to make them aware that they are "on call" and should have their exam questions to hand. RKH suggests sending a message they have to acknowledge and then calling if they don't respond within an hour

(Action: ST to write a paragraph/policy for next TMC)

IB/II: Awaiting
External: Awaiting
Other two reports at next TMC

7.5 Lecture recording policy update
📄 Policy on recording lectures 24/25 send to FB Nov 24
Updated to follow UIS policy, recordings automatically archived on 1st September each year, inaccessible without lecturer consent and then deleted after 1 year. Approved by TMC. **(Action: Policy to go to FB)**

8 Any Other Business

No other business

Date of next meeting: 24 November 2025 2pm