

Graduate Students' Forum

Minutes: 8 December 2013

Attending: LG Lise Gough
JC Jon Crowcroft
SMB Sandro Bauer (NLIP)
AK Andreas Koltes (CompArch)
VI Vaiva Imbrasaite (Rainbow)
KS Kumar Sharad (Security)
IT Ivo Timoteo (AI&B) [Secretary]
DT Daniel Thomas (DTG)
MG Matthew Grosvenor (SRG)
AR Andrew Rice (GEC) [Chair]
RK Ramana Kumar (PLS)

1 New secretary

IT volunteered as new secretary and the GSF thanked RK for his work during the last year.

2 Apologies

Meng Zhang, new MPhil representative, arrived later at the meeting, just before the discussion of *xiv. 4th year PhD resources webpage*.

3 Minutes of last meeting

Approved.

4 Matters arising

i. *Unofficial PhD guide*

VI, SMB: No further developments.

Action: To be included in the agenda for the next meeting.

- ii. *Pictures from pizza lunch*
VI will post the pictures online.
- iii. *Lab credit card limit*
AR: Still no answers regarding credit card limit.
DT: PhD students have priority in the use of the credit card. Wrote and sent an email to PhD students explaining the use of the lab credit card.
Action: GSF representatives should make sure everyone in their groups is aware of the existence of the lab credit card.
- iv. *Bonfire night BBQ*
DT: The event went well, there was good feedback and should be done again. There should be more people trained to help DT with the cooking and serving.
MG and VI showed interest in attending a course.
- v. *Per-diems, cheques, and taxation*
The issue was raised at SSCoF and has bubbled up to the faculty board. An important point is that payments should be processed by bank transfer rather than cheque.
AR: Suggested that a section should be added to supervisor training focusing on payments, taxation, and other related issues.
- vi. *CL Latex bootcamp*
SMB spoke with Robin Fairbairns who would rather prepare some lab sessions than a talk.
AR: We should restrict ourselves to a talk as it is easier and more effective.
DT suggested that the talk could have more than one speaker.
Action: DT should organize a team to do small presentations on the topic. Think about recording the presentations to offer them online later.
- vii. *Sponsored beer glasses*
VI: We have some glasses from Jane Street and we were promised glasses from RealVNC and Red Gate.
- viii. *Football table*
MG sent an email previously with proposals for the text to be put on the football table.
RK also sent an email concerning the state of the balls and lubrication of the table.
- ix. *MRSS budget*
Postponed to next meeting.

x. *Bicycle security*

Our concerns were reported and should be addressed.

Action: Discuss again next meeting.

xi. *RT ticket software update*

GSF believes that a possible solution is to open the tickets to all addresses '@cl' and '@cam' and to send an automatic response to every ticket submitted from non-'@cl' and non-'@cam' addresses.

Action: Continue discussing the possibility of changing the current system.

xii. *Franking machine*

AR: The problem might be due to the University's financial rules or limitations of the Postal Office modus operandi.

Action: AR will try to investigate the possibility of having a DIY space with scales and a printer in order to take care of mail directly from the PO website.

xiii. *Cycle safety for induction day*

This point became more general than initially intended. LG and AR suggested the creation of an induction week instead of the current induction day. The idea is to have all the core talks in one day but have longer talks on non-core topics in separate days, for example: sys-admin, bicycle safety and supervision talks.

LG: for Lent term we will keep the normal induction day (DT will help) and no students are expected in Easter term.

Action: Think about an exact format for Michaelmas 2014.

xiv. *4th year PhD resources webpage*

LG: 4th year PhD cases are usually dealt on a one-to-one basis due to the large amount of variables and conditioning factors.

Action: LG will discuss a candidate text with Professor Mike Gordon.

xv. *Research students' lecture course*

GSF agrees that it is a good idea.

Action: LG will compile a list of interested students and AR will deliver the course. The course will be during Lent term.

xvi. *Coping with supervisor leaving*

MG investigated this point and thinks they are coping well. Two of the three students already found a new supervisor.

5 Sys-Admin Feedback

DT would like to be able to see the RT tickets as they progress. Related to what has been discussed in xi.

6 Departmental announcements

LG: FS07 is going to be turned into a seminar and teaching room. The new MPhil room will be FS04.

LG: Contact LG if there are any comments on the new code of practice for 2013-14.

AR: The code of practice should be divided into different sub-documents to be more effective. AR suggested the division into general information, students obligations, department obligations and supervisor obligations.

KS asked for clarification on the role of Research Skills towards the completion of CPGS and LG said that a passing grade was required.

7 Staff Student Consultative Forum

As in v. *Per-diem*s, *cheques* and *taxation*.

8 Researcher development

AR: reported on plans to restructure the management of researcher development at university level. However, no changes will be made for this academic year.

9 Student feedback

VI (Rainbow): Supervisors have doubts on how to deal with students with disabilities and should be provided information on their students' disabilities.

Meng Zhang (MPhil): it was reported that printers in the MPhil room were crashing.

DT (DTG): Paper towels are not of good quality; the quiz was of excellent quality; pleased to be able to use the lab credit card; some undergraduates seem to disregard personal hygiene and we should think of ways to address this problem – it was suggested that student admin should be informed who will then pass it on to the student's tutor.

10 Date of next meeting

It was decided that the next meeting should take place towards the end of February 2014.

11 Any other business

None.