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Minutes of the meeting of the Postgraduate Students' Forum  
held on **Thursday 10<sup>th</sup> November 2022** at **1pm** in **FS07**

**Members**

E. Kalyvianaki (EK)	Researcher Development Coordinator & Chair
L. Gough (LMG)	Postgraduate Education Manager
J. Rook (JR)	Postgraduate Education Assistant
D. Porter (DP)	IT Support Manager
N. Cutler (NC)	Librarian
F. Krawiec (FK)	PLS group
M. Espinosa Zarlenga (MEZ)	AI group
S. Stark (SS)	Comp Architecture group
J. Blessing (JB)	Security – Cybercrime
K. Witaszczyk (KW)	Security rep - CHERI
J. Valvoda (JV)	NLIP group
L. Adan Saavedra del Toro (LS)	Digital Technology Group
R. Gibb (RG)	Systems group
B. Schor (BS)	Rainbow group
M. Özdoğan (MO)	MPhil in ACS representative
R. Banerjee (RB)	Women@CL representative

**1. Apologies for absence**

Received from **DP**

**2. Appointment of Secretary**

The Secretary for this meeting is **RB**

**3. Membership**

Introductions from all members – first PSF of the 2022-23 academic year.

**4. Approval of the minutes from the last meeting**

Approved. (The last meeting took place on 23<sup>rd</sup> May 2022)

**5. Received correspondence**

**LS** signed up to represent members of PSF at the Buildings and Environment Committee

**6. Matters arising from the last meeting**

The two Security reps mentioned that there is a lack of interaction between the two sides of the security groups. The reps agreed to meet to discuss how the two subgroups can communicate better.

**Action: JB / KW**



## 7. Reports from research group representatives

### Systems group (RG)

- Not much going on
- Seminar approaching
- **EK** reminded members that it is a good idea to ask for feedback from cohorts in advance of PSF

### MPhil in ACS (MO)

- Doodles shown as part of Research Skills Programme perceived as racist
  - Research Skills Programme units CU0/CU1 (provided by language centre) contained doodles from 1960s that some students perceived as racist
  - **MO** sent photo of the slide containing these doodles by email to all PSF members
  - **LG** said it would be looked into
- Criticism of the lecture recording policy. Students with disabilities get automatic access, but for everyone else, access manually given by lecturers and PG office
- Positive feedback was received regarding the induction talks given by Department
- MPhil students wish there was more of an opportunity to interact with PhD students
  - **EK** said PhD students can co-supervise Master's projects which is one way of interacting
- Any way of interacting with ML/AI going on in the Engineering department? **LG** said students can sign up for any seminars
- More diverse courses wanted. Not enough theory!
  - **EK** said it depends on lecturers and their availability - needs to be relevant to the department's research.
- Reading groups perceived to be too big. E.g. Reading group for Theory of Deep Learning has 30 students
  - This specific reading group's workaround for allowing the reading group to be useful despite its large size is to allow students to give presentations in groups (**LG**). Might be interesting because there is not much group work in the MPhil programme
- **LG** and **EK** strongly encouraged anyone who had issues to bring these up (email them).

### AI group (MEZ)

- Improve system for getting funding
  - **MEZ** wondering if there is a more efficient way of doing this
  - They found the process confusing - website has out-of-date information
  - **MEZ's** group thought they had to send to Accounts first, but actually it has to go to Lise/CST first
  - **MEZ**: Quite a complicated process
- Is there an AI group mailing list? No



**Library (NC)**

- Encouraged everyone to visit at the West Hub
- Recruiting for part-time work

**Women@CL (RB)**

- Not much to report
- Discussed Big Sister scheme and how it seems to have been received positively

**PLS Group (FK)**

- Some blue chairs in the department are not good for ergonomics
  - One individual was required to do a course on ergonomics, and then had to ask Reception for a new chair as their current one was not up to standard. **Action:** JLR will ask Caroline Stewart if there is a budget to buy a new chair if someone asks
- Dishwasher in Fishbowl kitchen can be confusing as it sometimes contains a mix of clean and unclean dishes
  - **Action:** FK to ask Caroline Stewart for a laminated sign to make the cleaning process clear
  - Can make a cleaning rota if things do not improve
  - Not much awareness among kitchen users on what the cleaning staff are supposed to do
- No dish rack in Fishbowl kitchen (or in ground floor kitchen (**KW**))
  - LG suggests there might have been one before, but it became very dirty over Covid, so it was removed
- Supervision rooms along corridor on first floor of WGB very echoey. Bad for online supervisions. **Action:** JLR will ask Building Services if anything can be done to improve this
- **KW** said there was no way of indicating whether a supervision room was occupied
  - **Action:** Add something to the door that indicates to others whether the room is occupied
- Insufficient information about travel reimbursement within the department
  - **LG** says students need to get in contact with their College, their funding body and the department
- Supervision workshop for new students was not thorough enough
  - Needs more specific information on how to prepare for supervising
- Search bar on Computer Lab website very broken
  - **JR** - Some things on CL pages and some on CST pages. Might still be in process of being moved over

**Comp Architecture group (SS)**

- Research Skills Programme – every PhD student has to do 12 units, but the students who have done the MPhil in the department before have already completed some of these units
  - Question: Is there any way of making things more efficient for MPhil students who are continuing to PhD, to prevent repetition between units taken?
  - Some units are very different/unrelated from your research



**Rainbow group (BS)**

- Supervision workshop for Part II/III projects was much too late in the term, as the projects themselves start very early in the academic year
  - Maybe this workshop could be held at the end of the previous academic year or very early at the beginning of the first term of the new academic year
  - It could either be moved earlier or possibly held twice a year to give PhD students an opportunity to attend and find out
  - Could be held online
  - Some discussion with **KW** and **EK**
- BS is supervising a Business Studies group and has not received an allocation of a group – enquired about this
- RG asked how to sign up for (co-)supervising Part II projects and there was discussion on this
- BS said the research group websites are not update and do not contain the names of everyone currently in each research group
- Also, doors of offices in WGB do not have up-to-date names on them – instead, they have the names of people who were in these offices many years ago
  - Difficult if someone wants to find you and can't see your name on any door!  
**Action:** **JR** to ask Caroline Stewart if there can be updated.

**Security – Cybercrime (JB)**

- Someone asked for a return of the Friday Happy Hour
  - Happy Hour was stopped because of the department not having an alcohol license and problems relating to that. Department can only provide free drinks, not sell
  - Supervisor for the cybercrime group is happy to fund around £100 a week towards this, but it may not be enough to cover a lot of food/drink
  - One student in group very passionate about this and will contact Matthew Danish (the Happy Hour organiser)

**Security – CHERI (KW)**

- Suggested having WGB cafe reopen
  - Some complaints of food quality and prices at West Hub
  - **KW** wants to make an official complaint. **Action:** **EK** to contact Caroline (Department Secretary) about this to increase chances of it being listened to
- People on second floor complaining about heating
- Roof leaking - lots of buckets around. Can the roof be patched?
  - This should be raised in the Buildings Committee (**JC**)
- Problem with risk assessments for travelling
  - **KW** travelled to low-risk country - no information on what to do after filling out risk assessment form
  - Good idea to include information on the Word document itself



**DTG group (LS)**

- It's too cold (even with all windows and doors kept closed). SN17 is the office number for LS
- Some professors are using electric heaters - not good for bills
- Long-term plan?
- LS has collected a lot of data. Will send more info on mailing list
- EK to email Caroline and building services. Need an answer on this
- Ian Lewis has data from all rooms for the last two years, including CO2 and temperature
- **LS** to join Building Committee

**8. Department announcements**

None

**9. Wellbeing**

None

**10. Computing resources**

None

**11. Researcher Development**

- Teaching Skills Framework – EK welcomes feedback
- KW asked if PhD students could transfer points between years of the PhD, since students might be more flexible in one year than another
  - **Action: EK** to take this on board and discuss with Prof Mateja Jamnik

**12. Matters for discussion**

None

**13. Any other business**

- **BS** - started discussion on co-supervising. **MEZ** talked about potentially having a fair/some forum for advertising projects to students next academic year.
- **KW** mentioned having other opportunities for Master's and PhD students to meet each other.
- **EK** explained how system works here. Master's students have to select their projects very quickly. The suggested projects are put on a webpage which is made available at the start of Michaelmas term. **Action: JR** to email all postdocs and research students in September to make them aware of the process.



- **LG** took **KW**'s initial suggestion and suggested a poster day where PhD students show what research they're doing/what kinds of projects Part II/Part III students can do with them. **KW** said you can just talk about your research and the students come up with their own dissertation topic
- Short-term solution (**RG**) - PhD students go to supervisor directly (as mentioned before)
- **EK** mentioned that supervising Part II/Part III students for their projects can count as part of the Teaching Framework for PhD students

**14. Date for next meeting**

The date of the next meeting is Thursday 2 March at 12:30 – 14:00 in FW11.