MINUTES

Present: Luke Ong (Chair), Julie Sheppard, Leanne Carveth, Andrew Paverd, Omer Gunes, Krzysztof Bar, Gaurav Bhadra, Vincent Nimal, Miriam Backens, Anna Muszkiewicz, Will Smith

Apologies: Aryeh Primus

1. Minutes of Meeting held on 11th November 2013
The minutes were approved.

Matters Arising

CoGS Email list: The CDT Cyber Security students have now been added to this email list. Krzysztof Bar and Miriam Backens now have access to the CoGs webpages.

MSc Projects: The broken links have now been fixed and supervisors had been asked to update profiles.

Statistics on weblearn: These were out of date and have been removed.

2. Matters raised by Graduate Representatives
There was discussion about the name plates on the doors and some of these need to be updated.

Room 379 was being used as a social area causing distractions for those wanting to work. Room 376 was principally a Comp Bio room but others could use it if not in use. An email to be sent reminding students to use social areas and encourage use of Robert Hooke Building.

ACTION: Leanne Carveth

Conference funding was discussed, students were advised to apply to colleges for the maximum available and to the department for the rest.

3. Graduate Representative Reports.
MPLS Graduate Representatives Meeting
Meetings are held once per term with the Head of Division.

There had been an increase of 2% in the submission of student reports on GSS.

Division were improving quality and trying to increase awareness of inter-disciplinary training. The department needed a representative to work with Division on this and Krzysztof Bar agreed to do this.

There was a new Divisional website with substantial changes and students were encouraged to use it.
Library Committee
Not scheduled for Hilary Term so no report

Safety Committee
Postponed so no report

4. Director of Graduate Studies Report
There was some discussion about the difference in hand out dates for MFoCS and CS exams. Gaurav Bhadra thought it was better if they all went out at the end of week 8. It was agreed to invite the MFoCS rep to be on the JCCG Committee

Action: Julie Sheppard

The Scholarship Committee had met and 51 applicants had been considered by 6 committee members representing the research themes. All applicants were ranked based on their application, references, cv and a report of their interview at which a scholarship committee member was involved.

There is a trend for doctoral students to take up internships. There is a form to complete and supervisor’s support is needed. It may or may not be appropriate to apply for suspension. Students should discuss with supervisors regarding appropriate places to take up internships.

Students should also check with supervisors if they have been ill as to whether it is appropriate to apply for suspension.

5. Student Conference
Gaurav Bhadra had volunteered to help. We now need to seek other volunteers. The Conference will take place on 13th June, 2014. Somerville and Rewley House to be contacted re Conference Dinner. An initial meeting to be held on 5th March. Leanne Carveth reported that there was to be a Research Assistants/Research Fellows Committee set up and it was agreed they would have their own conference.

Action: Julie Sheppard & Krzysztof Bar

6. Any Other Business
Leanne Carveth reported that there was no representative from this Committee on the departmental Graduate Studies Committee. Krzysztof Bar agreed to attend.

Action: Leanne Carveth & Krzysztof Bar