Present: Prof. Ong, Dr Holdom, Mr Merry, Ms Dutta, Mr Nava, Mr Yu, Mr Tsui, Ms Backens, Mr Paverd, Mr Quick, Mr Nimal, Mr Bar, Mr Gunes

Apologies: Mrs Sheppard

1. Minutes of Meeting held on 8th May 2012 (attached)
   - Matters Arising

   The minutes were accepted.

2. JCCG Standing Orders

   The JCCG members were confirmed as follows:

   **4th year**
   Alex Merry

   **3rd year**
   Sara Dutta
   Omer Gunes
   Vincent Nimal
   Hugo Nava Kopp

   **2nd year**
   Miriam Backens
   Adrian Duncan
   Andrew Paverd
   David Quick
   Pengyu Wang

   **1st year**
   Krzysztof Bar
   Nal Kalchbrenner
   Steven Yu - MSc
   Paul Tsui - MSc

   **Student Conference Programme Committee 2012:**
   Miriam Backens
   Krzysztof Bar
   Ventsislav Chonev
   Adrian Duncan
   Lu Feng
   Thomas Gibson-Robinson (Chair)

   Prof. Ong reiterated that the Committee would have two representatives from each year group and the MSc in Computer Science, giving a total of 10 representatives in a steady state. It was agreed that
lunchtime on Tuesday week 6 would be a good time to continue to meet. It was also agreed that the Committee would be responsible for considering all matters relating to the general welfare of graduate students in the department. Prof. Ong reminded the Committee that they had the right to address the Departmental Management Committee and the Research Committee, and that JCCG were considered by the Departmental Management Committee and the Graduate Studies Committee.

Prof. Ong asked the Committee to report at each meeting on the social events that had been organised for graduate students.

It was confirmed that Mr Nava had taken on the role of President and Mr Wu would be the Treasurer. After some discussion, Mr Gunes volunteered to be the Secretary. This role is concerned primarily with organising the rota for social events such as the weekly coffee meeting. It was agreed that the President would serve for one year and that all roles would be re-elected in Trinity Term. Prof. Ong commented that it would be helpful if the student members could meet independently of the termly JCCG meeting (i.e. without the presence of the Director of Graduate Studies and administrators), and use the JCCG meeting for reporting purposes and consultation. It was suggested that the student meeting should take place prior to JCCG, in week 1 for example. Lunch could be provided and the Secretary would take the minutes.

3. Matters raised by Graduate Representatives

It was reported that the Wednesday afternoon CoGS coffee meetings were being well attended. The beginning of term wine and pizza event had also seen a good turn-out.

It was reported that a number of students were accommodated in offices with no natural light. JCCG were reminded that the department is suffering from an acute lack of space and that, regrettably, there is little that can be done at present about office space. The department intends to acquire further space over the coming months which will alleviate the pressure on space in the Wolfson Building and, it is hoped, free up more conducive office space.

The Committee noted that they find the IT support staff to be very helpful.

It was noted that MFoCS students were not being included in CoGS emails. This would be amended.

**ACTION: SH**

Mr Yu queried the number of research studentships on offer. Prof. Ong confirmed that approximately 20 new DPhil students this year had received funding of some kind but that, unfortunately, there are few studentships available to overseas students.

Mr Merry commented on the lack of information given to applicants about when they could expect to hear the outcome of their application. Prof. Ong noted that the decision about whether or not to accept an applicant was fairly straightforward and that the department could aim to give an answer in about three weeks. Funding decisions are more complex and applicants will not learn if they have been successful or not until 6 of Hilary Term, often later. It was agreed nonetheless that some indication of when applicants might expect some news would be helpful.

4. Director of Graduate Studies Report
Prof. Ong reported that the MPLS Graduate School had now been launched. One of the School’s aims is to make it easy for students to attend courses run by other departments in the Division.

Prof. Ong clarified eligibility for travel support. In the first instance, there has to be evidence that a student has attempted to secure funding elsewhere, for example through his/her college or supervisor. Only when these attempts have not been successful may a student may be considered for departmental travel funding. This is awarded according to two criteria. The first criterion is the standing of the meeting and the proceedings, i.e. if a paper is being presented at a top tier conference, every effort will be made to provide travel support. However, if the conference in question is not considered to be one of the foremost in its field, students need to be aware of the limit of funding available. The second criterion is whether the student is presenting a paper, a poster, or simply attending – the paper will be considered the strongest of these three. The supervisor’s letter of support will be taken into account, as will the amount of travel support the student has received thus far. 4th year DPhils are eligible to apply for travel support but are considered a lower priority than more junior research students.

5. Improvements to DPhil webpages

Prof. Ong requested that students discuss what they would like to see in the DPhil webpages and give feedback to Mrs Sheppard.

6. DPhil Student Conference and Graduate Open Day

The Committee were encouraged, and asked to encourage colleagues, to attend the Student Conference on Friday 16th November. Volunteers for next year’s organising committee were also sought. The Committee were reminded that the Graduate Open Day would be taking place on 23rd November.

7. Any Other Business

There was none.