OXFORD UNIVERSITY DEPARTMENT OF COMPUTER SCIENCE
JOINT CONSULTATIVE COMMITTEE FOR GRADUATES
Meeting held on Tuesday 10th June, 2014 at 12.00noon, Room 105

MINUTES
Present: Luke Ong (Chair), Julie Sheppard, Wendy Adams, Andrew Paverd, Elizabeth Phillips, Gaurav Bhadra, Krzysztof Bar, Vincent Nimal, Anna Muszkiewicz,

Apologies: Leanne Carveth, Miriam Backens, Will Smith

The meeting welcomed Elizabeth Phillips who was representing the CDT Cyber Security Students

1. Minutes of Meeting held on 25th February, 2014
The minutes were approved.

Matters Arising
Room 379 – the Committee were not sure that an email had been sent but it was no longer a problem.
MFoCS and CS Exams – Luke explained that changing the hand in dates so both courses were the same had been discussed numerous times but unfortunately it looked as though there would be no change for the foreseeable future.
Student Rep on Graduate Studies Committee – Due to an oversight Krzysztof Bar had not been invited to the Trinity Term Graduate Studies Committee. The new representative would be invited to the Michaelmas Term meeting.

Action: Julie Sheppard

2. Matters raised by Graduate Representatives
Vincent Nimal had been asked by a friend how the MSc admissions process works and was it the same as the DPhil? Wendy Adams explained the process and as there is no funding involved then the process is not the same as DPhil. However this year two students have received HEFCE funding to start in October 2014.

Gaurav Bhadra asked that the list of example theses on the “MSc Advice and Guidance for Theses” webpages was updated to include at least one thesis from each research group.

ACTION: Wendy Adams

It was discussed that the MSc only has a “pass” and “distinction” result and it would be good to have something in between such as “merit”. This will be discussed at Teaching Committee and the MSc Supervisor Committee

ACTION: Leanne Carveth

Students from the Robert Hooke Building would like to know how long the work will last as it was very noisy at times. Liz Phillips said that Maureen York sends an email to CDT students when it is known work will be happening so they can work elsewhere and so we will ask Maureen to email other staff working in the building at the same time.

ACTION: Julie Sheppard
3. **Graduate Representative Reports.**

**MPLS Graduate Representatives Meeting**

- Students were asked to complete their GSS reports as the total number of students doing this was very low. There were suggestions that the reporting window be extended.
- The Divisional Handbook would no longer be available in hard copy but just on the web.
- There was a suggestion to introduce a progress checkpoint at the end of the second year. It was felt that if this was introduced it should be made optional as not really appropriate for DTC/CDT students. It was agreed that we should find out what this additional step is setting out to achieve and decide how to respond from there.

  **ACTION: Krzysztof Bar**

**Library Committee**

No report

**Safety Committee**

No report

4. **Director of Graduate Studies Report**

Luke reported that for students who started after 1st October 2011 there would be a university continuation charge imposed once fee liability ended. For MPLS students the division will pay this in the 4th year but any students going into their 5th year will have to pay this charge of £400 per term. This is in addition to college continuation fees of approximately £100 per term.

5. **Student Conference**

The program for the day was now on the Conference Website. A total of 19 abstracts were submitted and 12 talks were chosen. Several students had volunteered to be on the program committee so the review process had been easy to manage. Prizes would be awarded for the best talk, best abstract and best poster. Posters can be accepted on the day.

6. **Election of Reps for 2014/15**

The Election of the President, Secretary and Treasurer will need to take place over the summer and inform Julie Sheppard by the end of August. New students will be invited to volunteer for the committee when they join in October as follows:

- DPhil Computer Science – 2 reps
- MSc Computer Science – 2 reps
- CDT Cyber Security – 1 rep
- CDT AIMS – 1 rep
- MFoCS – 1 rep (if Maths rep selected from MFoCS students)

  **ACTION: Krzysztof Bar**

7. **Any Other Business**

Luke announced that this meeting would be the last meeting that he attended and Stephen Pulman would be taking over as Director of Graduate Studies. Wendy Adams would also be leaving to run the AIMS CDT in the Department of Engineering Science.