

**OXFORD UNIVERSITY COMPUTING LABORATORY
JOINT CONSULTATIVE COMMITTEE FOR GRADUATE
STUDENTS**

Notes of meeting held on 14th November 2008 at 10.00 a.m. in room 453

Present: Marta Kwiatkowska
Christine O'Connor
Jim Whitehead

Apologies: Nick Hale

1. Notes of meeting held on 29th May 2008

Matters arising:

Meeting with Malcolm Harper: Jim reported that this is now complete. Students are able to install software on their computer and it works quite well. However, none of them seem to know who to complain to if there is a problem; Jim will email students telling them to contact support@comlab.

ACTION: JW

Coffee and doughnuts: Nothing further has happened regarding organising social events. However, it was noted there are regular weekly 'cakes' talks which DPhils do attend. JW will get in touch with NH to organise a social event for all DPhils for week 8.

ACTION: JW/NH

Recycling and energy saving: MJF has sent out emails about recycling and energy saving which have helped to spread understanding, but the situation should be monitored. There was some concern that if machines are turned off patches may not be uploaded when the machine is turned on again. This matter should be raised with Support and, if necessary, they should be asked to send out a recommendation. It was noted that a lot of the monitors have power saving mode.

ACTION: CMOC

When altering monitors, consideration should be given as to whether energy savings are made by upgrading them.

ACTION: CMOC

Student conference: This was a great success; it was very professionally run and presenters were very good. Evidently, some students have already volunteered to run it next year. The date of the conference was perhaps a little too early for first year students. There has been discussion about a slightly different format for next time; possibly it should be aimed at students who are close to finishing, but it would be left to students to decide this. It would also be good for students to get feedback on their submissions; perhaps a little more time could be focussed on this at the next conference. It was agreed that the department is happy for students to organise the conference themselves but the DGS would be happy to help in the background. The new organising committee should meet; JW would be happy to sit in on that.

2. Matters raised by graduate representatives

No matters were raised.

3. CETL

MPLS have a revamped web site, and there is a very large number of courses that are applicable. Students appear not to be particularly self-motivated in obtaining transferable skills. This needs to be encouraged by supervisors or the department as a whole.

4. Any other business

Supervision code of practice: This has been decided centrally and adopted at MPLS level. MZK has emailed all supervisors about this, and the code of practice is on our web pages. It is now necessary to look at specific actions that need to be taken, e.g. arrangements for sabbatical cover.

Transfer and confirmation: MZK had given a talk earlier in the term on how to transfer from PRS to DPhil. Perhaps towards the end of the first term the expectation needs to be reconfirmed. In TT when the email goes out to remind students how to apply for transfer, they should also be told about confirmation.

There has been an increase in the number of failures to transfer at the first attempt. Several have missed deadlines and have had to have their status reinstated which has involved the Education Committee.