

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

Notes of meeting held on 24th February 2009 at 2.30 p.m. in room 453

Present: Marta Kwiatkowska
Christine O'Connor
Nick Hale
Jim Whitehead

1. Notes of meeting held on 14th November 2008

Matters arising:

Support: A message had been sent out to students after the last meeting. JW has defined a few problems that still exist. There will be a meeting of the IT committee next week which JW will be attending.

ACTION: JW

Coffee and doughnuts: Students in the NA Group have their own events. JW has worked with another DPhil student who has organised a lot of impromptu social events. JW is trying to find out what students want to do and then get the ball rolling. It would be helpful to know what money might be available from the Lab for this.

ACTION: JW/CMOC

Student Conference: This will be discussed in Trinity Term.

CETL: The student representatives felt that most DPhils ignored the emails sent out about transferable skills training sessions offered by the Division. (The DGS receives a confidential report of which students attend which Divisional sessions.) It was noted that Division takes care of the generic skills, e.g. networking, time management, etc., whereas the Department will offer subject-specific sessions. The Department plans to provide seminars on presentation and writing skills in TT; JW and NH felt that these would be very useful.

Prof. Kwiatkowska would encourage supervisors to remind their students of, and discuss with them, the Divisional transferable skills courses available.

ACTION: MZK

Code of Practice for supervision of DPhil students: This is posted on the Department's web page at <http://web.comlab.ox.ac.uk/teaching/dphil/>

Prof. Kwiatkowska reported that when supervisors request sabbatical leave they have to confirm whether or not they will be continuing to supervise their DPhil students during that period.

Transfer: Mrs Sheppard has sent out a lot of reminders about transfer.

Confirmation: Mrs Sheppard will be asked to send out an email about Confirmation in TT. MZK will also give a talk about Confirmation. JW said that the Prof. Kwiatkowska's talk on Transfer of Status had been very helpful. MZK will probably repeat this in TT.

ACTION: MZK

2. Matters raised by Graduate Representatives

No matters were raised.

3. CETL

This had been discussed under item 1 on the agenda. The DGS asked if there were any specific requests for subject-specific training the Department could provide. MZK had also identified bibliographic searches as a topic to be covered.

4. Postgraduate Research Student (PRES) Survey

The results of this survey had been circulated with the agenda; the JCC for Graduates appeared to be the most appropriate place to discuss these. It was noted that only 14 students responded out of a total of well over 100. JW thought that if a financial prize were to be offered in the future then more students might respond.

It was noted that:

Q4(a) My department provides opportunities for social contact with other research students and Q4(c) The research ambience in my department or faculty stimulates my work: At least 50% were very satisfied with the support they received. JW noted that there is a lot of difference between research groups and what is available. DPhil students are not always included in say emails about the research group to which they belong.

Q13(e): The response on research environment satisfaction was negative or neutral. JW felt that integration into the research group could be improved. At induction perhaps the lead of each research group could give a presentation; it would be good to broaden the integration. It was agreed that this would be discussed at the next Away Day in September/October.

ACTION: MZK

5. Any Other Business

No other matters were raised.