

**School of Mathematical Sciences**  
**PhD Forum – reps meeting**  
**Notes and Actions from Meeting held on 08.04.2020**

**Present:** Alex Fink (AF) Chair, Steve Lester (SL), Jo Young (JY), Maldon Goodridge (MG), Jasna Urbancic, Tim Davis, Katerina Zahradova,

**Secretary:** Katie Hale (KH)

| Item Raised                          | Actions and Reports  | Who            | Progress |
|--------------------------------------|--|----------------|----------|
| <b>1. Supervision meetings</b>       | AF sent email to all PhDs to ask if any had any issues meeting their supervisors online.<br><br><b>Action 1:</b> MG to send reminder on PhD WhatsApp group and to remind students to send KH updates if they change locations.   | MG             |          |
| <b>2. TA / Demonstrating work</b>    | JY reported that the teaching team are finalising what form UG and PGR exams would take and would then know what work is available for PhD students.<br><br>School management working with HR about demonstrating work.<br><br>List of financially struggling students given to SMS management.<br><br><b>Action 2.1:</b> SL will speak to Mark Walters about software for marking exams and potential for work for PhD students<br><b>Action 2.2:</b> School to update PhDs on any HR decisions / advice on hourly paid work<br><b>Action 2.3:</b> KH to enquire with DC and Faculty about hardship funds | SL<br>JY<br>KH |          |
| <b>3. Progressions and extension</b> | Reps enquired further about extensions to PhDs and informed us of City University policy to extend PhD duration across the board. There were questions as to if this extension also included funding.<br><br><b>Action 3:</b> KH to discuss extensions with DC and Faculty   | KH             |          |
| <b>4. VDI</b>                        | Reps reported some connection issues. Wasn't clear if IT took 1 week to resolve or respond.<br><br><b>Action 4:</b> KH to remind PhDs to email IT helpdesk and copy in Ian & Ethan with IT issues  | KH             |          |
| <b>5. Laptops</b>                    | Reps concerned not all PhDs have adequate laptop/PC for their research. JY explained that nobody was allowed into the building so PCs could not be taken. Reps wondered what long term plans were. JY explained that scenario planning was taking place but it was too early in the process for any confirmed way forward. A meeting of the School IT Committee is to take place on 20 <sup>th</sup> April, and JY also requested that some reps/other relevant students meet with some ITS colleagues to discuss issues.  |                |          |

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|-----------------------------|---|----|--|
|                             | Action 5: JY to set meeting between IT and some PhDs  | JY |  |
| <b>Date of next meeting</b> | 23 <sup>rd</sup> April 2020 2pm. Online through TEAMS |    |  |