

## School of Mathematical Sciences PhD Forum

### Notes and Actions from Meeting held on 13.03.25

**Present:**

**Staff:** Reem Yassawi Chair (RY), Wen Yao (WY), William Ng (WN)

**Reps:** Eve Mladenova, Cat Rust, Rowan Morris, Jordan Marajh, Siran Li, Murdoc Newell, Zain Kapadia

**Students:** Adam Onus

**Secretary:** Wen Yao (WY)

**Apologies:** David Boyle (DB)

Item Raised	Item	Action	Who	Progress
<b>Access issues</b>	<p>1. PGRs: visiting researchers don't have access to PhD office (they can access kitchens):</p> <ul style="list-style-type: none"> <li>Esther, a master's student, is affiliated with Federico/Andrea (Andrea is leaving)</li> <li>Federico is affiliated with Vito (IDA: Federico Quetti 250307902 – associate student with Vito Latora)</li> <li>Dan Simms, visiting Navid, is doing a CDT</li> <li>Patience Ablett, visiting Navid, is based at Warwick</li> </ul> <p>-Reem explained the difference between associate PhD students and visiting researchers. The latter do not have the right to use PhD office.</p> <p>-William explained the procedure of activating access (picture of card front + supervisor approval → school admin → security).</p> <p>2. PGRs: wonder why there is a regulation that only after 6 months can new students stay in the PhD office outside of office hours.</p>	<p>1. Check proper registration and access status of visiting researchers</p> <p>2. Check regulations</p> <p>3. RY: this is an issue for the respective schools to correct.</p>	<p>1. RY 2. RY WY, DB</p>	<p>1.ongoing: Esther is an MSc student so should not be able to access the office. Notified Navid about PGR associate status for Sims and Ablett. Contacted Math Office for Federico (Federico confirmed already got access to PhD office).</p> <p>2.complete: David reported that after hours, there is not necessarily a fire marshal in the building and new students need time to familiarise themselves with the building. This is a faculty wide rule.</p> <p>3.complete</p>

	3.PGRs: Physics and Biology students do not seem to have access to our kitchens.			
<b>Facilities issues</b>	<p>- PGRs: toilet panel missing (4<sup>th</sup> floor male toilet) and door lock issues (4<sup>th</sup> floor male toilet and 5<sup>th</sup> floor female toilet), tickets raised by PGRs.</p> <p>-William: already addressed maintenance issues to the Estates. Estates cannot find spare parts, as the building was constructed by different companies. We can't control our heating because the room temperature is controlled by a company in London. Suggest PGRs keep raising the tickets and keep letting Admins know.</p>	Keep checking with Estates	DB, WN	ongoing
<b>Repository of QMUL XX format templates</b>	<p>-Thesis template in LaTeX format provided by Zain and been uploaded to QMPlus (SMS Information Zone) <a href="https://qmplus.qmul.ac.uk/course/view.php?id=12837">https://qmplus.qmul.ac.uk/course/view.php?id=12837</a></p> <p>-Poster template provided by Maria needs to be uploaded to QMPlus.</p>	WY to upload on website	WY	ongoing
<b>PGR Day</b>	<p>- Date confirmed: 9 May</p> <p>- Reem: seek suggestion on what types of in-house PGR training sessions students would find useful</p> <p>- PGRs: GitHub, Bitbucket, presentations skills (10-mins and 20-mins talk).</p> <p>- Reem: <b>PGR day presentation and poster training</b> could be led by last year's winners</p>	RY to send Zoom invite to PGRs	RY, WY	Ongoing: PGR presentation training scheduled for mid-April.
<b>PGR teaching/ demonstrating</b>	<p>-PGRs: some PGRs doing teaching cannot access the staff account in MyHR to check hours that they have worked.</p> <p>-William: IT issue regarding cloud transfer. David and William have escalating it and hopefully get this fixed by next Monday. Only affects the demonstrators (not TA).</p>	Keep chasing IT to fix the issue	DB, WN	ongoing

	-Reem: encourage PGRs to tell DGS and Admins any issues they encounter, especially IT bugs to avoid delay.			
<b>Website Improvement</b>	-Wen: need to update the school's PGR webpage and seek suggestions from current PGRs <a href="https://www.qmul.ac.uk/maths/postgraduate/postgraduate-research/">https://www.qmul.ac.uk/maths/postgraduate/postgraduate-research/</a>	Reps to send any suggestions to WY; WY to update the page	Reps; WY	ongoing
<b>Date of next meeting</b>	To be confirmed.			