

School of Mathematical Sciences PhD Forum

Notes and Actions from Meeting held on 24.10.24

Present:

Staff: Reem Yassawi Chair, Isabella D'Adamo, David Boyle

Reps: Zain Kapadia, Jordan Marajh, Maria Pintado Serrano

Students: Siran Li

Secretary: Isabella D'Adamo

Apologies:

Item Raised	Item	Action	Who	Progress
Facilities issues	Temperature in PhD office seems to be improved. There are PhDs students who stays in the PGR office out of office hour, check if it possible to keep them on until 6pm	Check to keep heaters on until 6pm	DB	ongoing
	PhD office door (west door) slamming again. Toilets: No paper towels in dispensers persistent bad smell in toilets in the basement	Keep checking with estates; To create QR Codes to easy access to: -Avanti -Log in -out of office -log out – out of office	DB	ongoing
Overleaf subscription	School will go for standard subscription (max of 10) on a joint subscription for PhD student and Academic staff. Dr Shu Sasaki (SS) is also overseeing this the subscription	DB/SS to follow up		completed
PGR Teaching allocation	Contracts arrived before teaching, however confirmation of module was only released one week before teaching start dates. DB reported that the aim is to avoid these last minutes allocation and communication for semester 2; discussion on aiming at canvassing and confirming module on timely manner so to facilitate students' planning.	-RY to email MF and - DB to bring it up to WN	RY/D B	completed
MySis	Change of circumstances update – Request of Interruption need to be submitted on mySis	To share with PGRs and Supervisors	ID/R Y	completed

Repository of QMUL XX format templates	Having templates of thesis, presentation in an easily accessible repository in LaTeX format	PGRs to collect template and ID to upload on website	PGR rep/ID	Ongoing
PGRs cafes/meeting	-PGRS happy with PGR dedicated monthly meetings/cafés, but would like some of them to happen earlier in the year, to optimise use, as this is when students apply for jobs	RY/PGR to finalise session		Completed
AOB	-To update Handbook next summer when the procedures have solidified	ID/RY	ID/PGR Officer	Ongoing
Notes	- DB reported that new students coming from Psychology into the building -Monthly payment is working better now	NA	NA	NA
Date of next meeting	Thursday 13 th March 2025 2-3pm			