

School of Mathematical Sciences PhD Forum

Notes and Actions from Meeting held on 31st October 2019

Present: Alex Fink (AF) Chair, Maldon Goodridge (MG), Jo Young (JY), Jasna Urbancic, Tim Davis, Katerina Zahradova, Félicien Comtat, Mariem Magdy, Hanlin Sun, Francesco Coghi, Kieran Ryan, Theophile Thiery, Diego Millan Berdasco, Marco Gramatica

In attendance: Eram Rizvi – S&E Deputy Dean for Research (ER)

Secretary: Katie Hale (KH)

Item Raised	Actions and Reports	Who	Progress
1. Additional supplies for PhD Office, Seminar Room, Kitchen	<p>Reported: Large knives are not allowed for H&S reasons.</p> <p>Action 1: A list will be compiled of items that are needed, to include: Umbrella stand(s) for PhD Office. Additional cutlery and kitchen roll for kitchen Clock for Seminar Room</p>	KH	
2. Building issues	<p>Reported: Bookcases along the corridor within the room are not permitted for fire safety regulations – this has already been reviewed with the Fire Officer.</p> <p>Action 2.1: Set up meeting between Project Manager and PhD reps to review temperature.</p> <p>Action 2.2: Report issues with bathroom (cleanliness) to Cleaning Manager at forthcoming review.</p>	JY JY	
3. Access issues	<p>Action 3: Arrange PhD access to IT labs and MB-103 for script collection.</p>	JY	
4. Storage	<p>Reported: PhD have concerns about size of lockers and pedestals particularly in relation to securely storing course work and exam papers.</p> <p>Action 4.1: Set up meeting between Project Manager and reps to look at possibility of additional shelving in window spaces or other ideas.</p> <p>Action 4.2: Temporarily assign empty lockers to students that require additional space. If a locker is then needed to be allocated to a student, it would need to be emptied.</p>	JY KH	

5. Teaching allocation	<p>Reported:</p> <ul style="list-style-type: none"> • Draft of semester 2 allocations is intended to be ready by mid-November. • Simon Rawstron and Megan Liddle will be arranging a meeting with PhDs about teaching allocation, expectations and paperwork requirements for contracts. • PhDs reported that they would benefit from more guidance on how to teach/expectations suggested a seminar in semester 1 to train and support PhD students that are new to teaching. <p>Action 5.1: Ask Mark Walters to attend teaching allocation meeting to clarify how allocation is made.</p> <p>Action 5.2: Speak to Mark Walters about possibility of teaching support seminar.</p>	 KH AF	
6. Laptops	<p>Reported: PhDs reported that virtual Linux was slow.</p> <p>Action 6.1: PhDs to report issues to Ian Hilton and Ethan Belgrave so that this can be explored.</p> <p>Action 6.2: Inform PhDs of date for allocation of 2nd year laptops.</p>	 PhDs KH	
7. Hot-desking	<p>Action 7.1: Circulate details of PhD campus reps that report to the Doctoral College Management Group</p> <p>Reported:</p> <ul style="list-style-type: none"> • ER gave report on PhD desk space for Faculty: <ul style="list-style-type: none"> ○ 800 PhD students with a shortfall of 130 desks. ○ QM has space restraints on campus and requested that Schools implement policy on PhD space allocation. ○ PhD space available in dedicated PGR room on second floor of the library and in the Graduate Centre. ○ Booking system may be introduced on campus. • PhD reps and students expressed their dissatisfaction at move to hot-desking, communication of this change, and of storage space. Reps had discussed the issues previously with senior management and are now able to meet regularly to discuss any items. • More generally, PhD students requested consultation for any proposed changes to their work environment and stated willingness to work with School to devise solutions. 	 KH	Complete
8. PRES	<p>Action 8: AF requested clarification for some areas of PRES. PhD Council to discuss at their next meeting and report back to AF.</p>	Reps	
9. New Reps	<p>Action 9: AF to set up online vote for 1st and 2nd year reps</p>	AF	Complete
Date of next meeting	26 th March 2020		