

Royal Holloway  
University of London  
**Department of Computer Science**

Minutes of the Postgraduate Staff Student Committee meeting held on 13 June 2012

**Present:**

Chairman: Robert Crowston (Third Year representative), Prof Zhaohui Luo (Director of Graduate Studies), Gabriele Muciaccia (First Year representative), Valentina Fedorova (Second Year representative). In attendance: Mrs Janet Hales (Postgraduate Administrator)

1. There were no **apologies for absence**.

2. **Minutes of the previous meeting**

The Minutes of the meeting on 8 March 2012 were accepted.

3. **Matters arising**

Some Cakes Talks had taken place but it was difficult to persuade students to participate. Supervisors could perhaps encourage them more, and the talk could be half an hour if one hour is too long. **Action DoGS/Second year rep**

The planned upgrade of the Journals Room would now take place in the summer vacation. The toilets were currently being upgraded. **Action Dept admin**

Postgraduate Training – the LaTeX course given by the Maths dept was particularly helpful. A cross-college interdisciplinary collaboration and media training course held at Senate House on 28 May (organised by John King of Engentia, RHUL), was also found enjoyable and useful. It was noted that any PGRs with HPTS contracts could be eligible for college funding towards such “staff” training events, in this case half the cost had been paid by the college and half by the department’s RTSG fund.

4. **Director of Graduate Studies Report (ZHL)**

The DoGS said that a successful and well supported Annual Colloquium took place on 30 May, comprising 17 presentations of 20 minutes each. If numbers increased, it would be difficult to accommodate all speakers on one day. A two-day Colloquium might be less successful. Alternatively, first year students and/or writing-up students could be excluded (first year students being encouraged to give Cakes Talks, and writing-up students invited to give a departmental Research Seminar instead, if their supervisor agreed). **Action All**

The suggestion of combining the event with a similar Information Security Group event had been considered but this would take even more days, so it was better to invite everyone to attend both events. **Action PGA**

Most PGR annual reviews took place successfully on 29 May 2012. Two upgrade reviews had however been postponed to early August. **Action DoGS**

PGR recruitment for 2012-13 had been successful with eight students expected to join the department in September.

## **5. Other business**

It was agreed that all PGRs be encouraged to complete the College's On-line survey (deadline end of June), and the Chair agreed to send a reminder. **Action Chair**

In reply to a question about the Graduate School, it was explained that the functions carried out by the School had now been taken on by the relevant College departments (e.g. Exams Office) and the Faculty teams (e.g. scholarship administration). The Graduate School Forum had been replaced by a Research Degree Programmes Committee (attended by DoGS).

HPTS work by students (lab demonstrating etc) had gone smoothly this year; a request for opportunities to help with more mathematical topics would be put to Prof Gutin; there might also be opportunities in the Maths dept. **Action First year rep**

## **6. Date of next meeting**

Autumn term 2012, tba.

JH 14/6/12