

**MATHEMATICAL INSTITUTE
CONSULTATIVE COMMITTEE WITH GRADUATES**

Confirmed Minutes of the Consultative Committee with Graduates meeting
held on Tuesday 31 January 2023 at 1.00pm

Present: Mareli Grady, Peter Howell, Benedikt Stock, Patrick Nairne, Boyang Liu, Maksymilian Manko, Shyam Popat, Leo Gitin

1. Minutes of the meeting held on 25 October 2022

The minutes were approved.

2. Matters Arising

The Committee noted the following:

- a. MSc Supervision meeting is not well-organised and some students had yet to meet their supervisor at the start of HT. Look at guidance for each course and whether harmonisation can be achieved. [**Action:** HAA and DHAA]
- b. Travel policy: Funds do not come to the department and therefore cannot be directly provided to students.
- c. Travel funding: A proposal for an increase in student travel funding is not currently possible due to a lack of data on current and historic usage of travel funds. This is to be addressed with the assistance of finance colleagues in order to allow a case to be put to Finance Committee in future. [**Action:** DHAA]
- d. Intercollegiate Classes Working group: First meeting took place on 22 November. Student representatives note ongoing issues with volume of marking required, and suggest restructured problem sheets at Part C. Also noted was the TMS requirement for TAs to submit a report per person per problem sheet which is very time consuming. DHAA and DGS(R) to feed back to working groups. [**Action:** DHAA and DGS]
- e. Agreed that Head of HR and Faculty services would update on Race Equality Action Plan for next meeting. [**Action:** DHAA to ask]
- f. No current process to obtain funding for planning junior seminars – proposal for a fund to be put aside for this purpose. [**Action:** DGS(R) and DHAA to raise with finance]

3. Update from the Bodleian Library

The Committee noted the update from the Bodleian library.

4. Admissions Report

The Committee noted the Admissions report and discussed the possible reasons for the disparity between target and actual offers. It was noted that female offers are increasing, and some funding is now available targeted at women (Maryam Mirzakhani Scholarship). The Department is aiming to produce a graduate outreach strategy which will be circulated to CCG when it is ready.

Offer targets for 2023 were discussed, with an explanation that the number of places would not be reduced, but unfunded offers would be necessary due to the financial outlook.

5. Research Student Survey

The Committee approved the Research Student Survey to be circulated in HT, suggesting changes to the question around how people work in the department. [**Action:** DHAA]

6. Meat-free catering for meetings

The Committee discussed advocating for meat-free catering for meetings, and agreed that CCG would have meat-free catering. **[Action: DHAA]**

7. Exam solutions for PGT courses

Report that some subjects are missing problem sheet solutions to for Parts A and C. Boyang to check which subjects. **[Action: Boyang Liu]**

8. Example classes and lectures

Student representatives reported that the administration of examples classes was confusing with differing class times on different platforms. DHAA to follow up with Maksymilian Manko to get more details and pass on to Academic Admin team. **[Action: DHAA]**

9. Course Fees 2024-2025

The Committee noted the proposed course fees for 2024-25. It was observed that the proposed MSc course fees exceed the amount available from the Government Master's loan. Agreed that DGS would feed back on this. **[Action: DGS(R)]**

10. AOB

Suggestion for free soft drinks and snacks in kitchens. DGS advised this would not be possible with current financial outlook.

Noted that Patrick Nairne took part in PhD Your Way with attendance of 120 at online event.

Date of Next Meeting – Tuesday 9 May 2023