

**MATHEMATICAL INSTITUTE
CONSULTATIVE COMMITTEE WITH GRADUATES**

Meeting of the Consultative Committee with Graduates on
Tuesday 09 May 2023 at 1pm in N4.01 Board Room.

AGENDA

Members of the Department Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes of the Committee. If the chair of the meeting deems it appropriate, the member shall leave the room for all or part of the committee's discussion of the matter.

Committee members are also reminded of the requirements of the Public Sector Equality Duty.

Ordinary business ('above the line')

1. Welcome and apologies
2. Minutes of the Consultative Committee with Graduates held on 31 January 2023 *[Item 01]*
3. Matters Arising
 - a. MSc Supervision
 - b. Travel policy
 - c. Junior seminars
 - d. Race Equality Action Plan
 - e. Example classes
4. Research student survey results *[Item 02]*
5. Outcomes of ICC review
6. Graduate Outreach Strategy
7. Circulation of career/job adverts
8. Any Other Business

Items for approval or report without discussion ('below the line').

Radcliffe Science Library TT Report *[Item 03]*

**MATHEMATICAL INSTITUTE
CONSULTATIVE COMMITTEE WITH GRADUATES**

Unconfirmed 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

MATHEMATICAL INSTITUTE
CONSULTATIVE COMMITTEE WITH GRADUATES

Preliminary Results of Research Student Survey 2023

1. Summary

- 1.1 The Department conducts a survey for postgraduate research students annually. This year the survey was circulated on 8 March, achieving a 21% response rate (53/255 enrolled students).
- 1.2 Survey responses are used to inform policy and identify areas of success as well as areas of departmental culture and operation requiring improvement.
- 1.3 Overall there is a high level of satisfaction among the PGR student body. High-level successes and areas of concern noted in section 3, with full results provided in Annexe 1 (demographic data and comments have been removed).

2. Action required of the committee

- (a) **Note** the survey responses and **suggest** actions to address areas of concern.

3. Further information

Successes

- 3.1 91% of respondents agreed that they would recommend Oxford to others interested in doing a postgraduate degree in Statistics.
- 3.2 Students report good relationships with their supervisor and awareness of the processes and requirements for transfer of status and confirmation of status.

Areas for improvement

- 3.3 45% report dissatisfaction with the rate of pay, and 24% report that their expectations did not line up with teaching workload. Rate of pay, delays in payment and high workload formed the majority of comments on this matter.
- 3.4 20% reported not feeling integrated into their research group, with 32% not feeling integrated into the department.
- 3.5 68% of students were not aware of CCG, which may be related to 15% feeling that management and decision making is not clear and transparent.
- 3.6 93% did not know about the policy for sick pay.

Annexe 1: Full survey results (page over)

Research Student Survey 2023 v2

Showing 53 of 53 responses

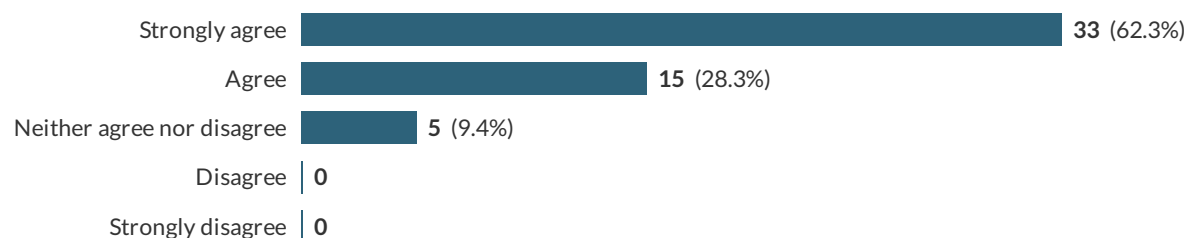
Showing **all** responses

Hiding **26** questions

Response rate: 53%

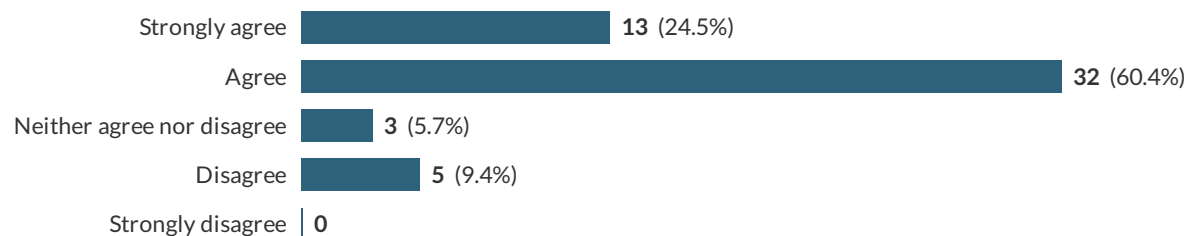
Section 2: Departmental Culture

13 I would recommend Oxford to others interested in doing a postgraduate degree in Mathematics.



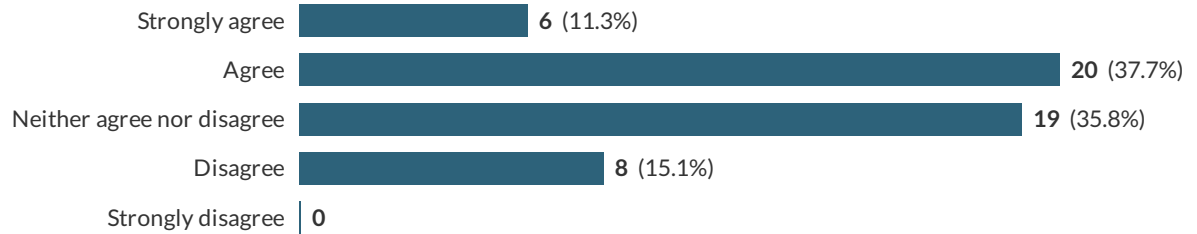
14 Please rate how strongly you agree or disagree with each of these statements:

14.1 The Department shares clear values and expectations of how members of the Department should behave in relation to each other.



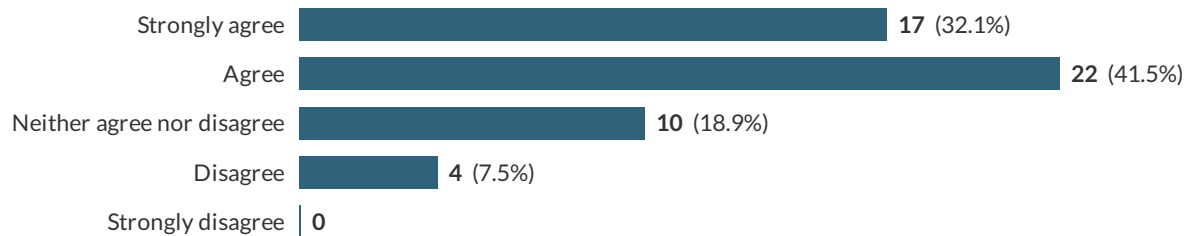
Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

14.2 Management and decision-making are clear and transparent in the Department.



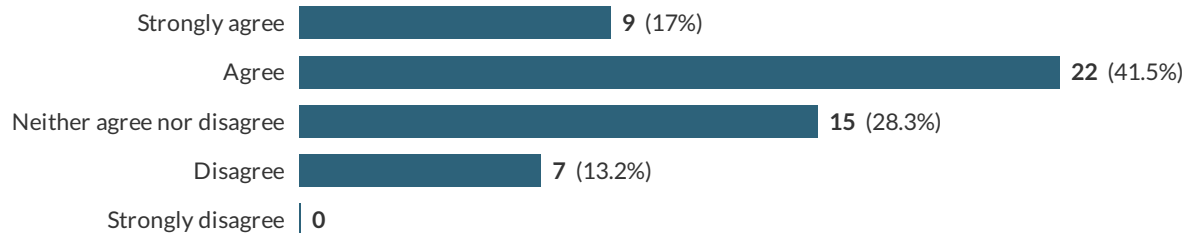
Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

14.3 I feel included in the Department's social/networking activities.



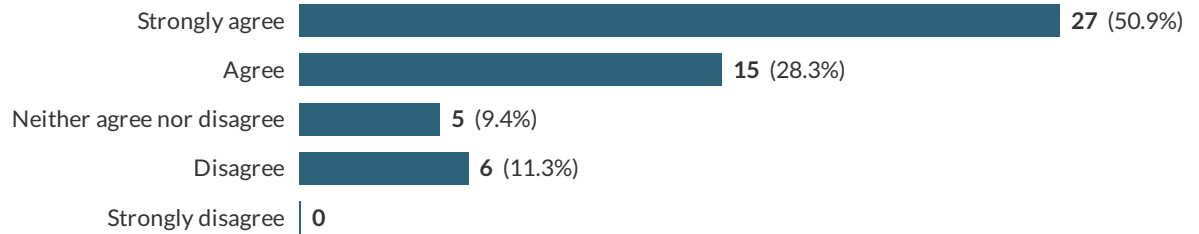
Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

14.4 My health and well-being is adequately supported by the department.



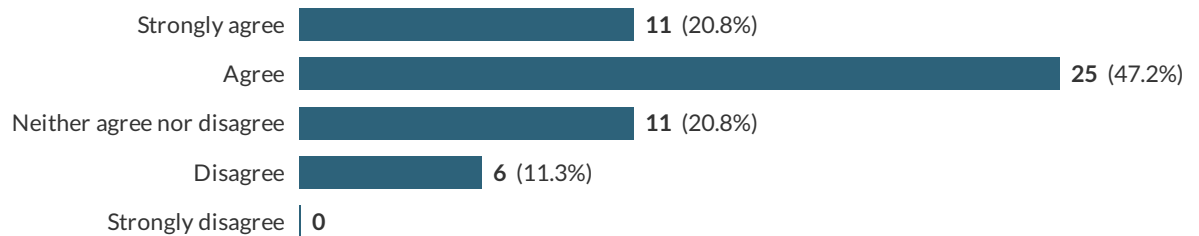
Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

14.5 I feel integrated into my research group.



Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

14.6 I feel integrated into the Department.



Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

14.7 I feel able to be myself at work.

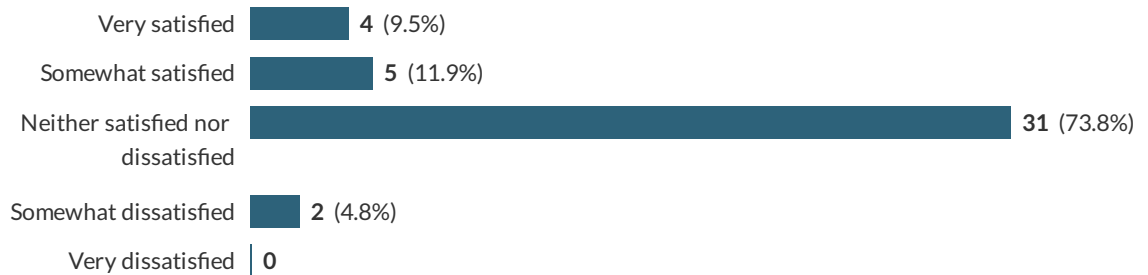


Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

15 Are you aware of the Consultative Committee for Graduates in the Mathematical Institute?



15.a How satisfied are you with the consultation and representation by the CCG?

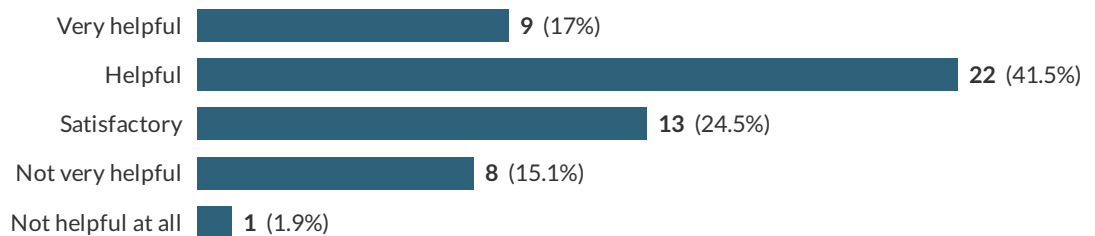


16 Are you aware of departmental policy around sick pay for students?



Section 3: Course Handbook

17 How helpful have you found the course handbook to be?



18 When using the handbook, did it completely answer your query?



18.a Why not?

No responses

Section 4: Teaching

19 Are you involved with any teaching/tutoring?



19.a Why are you not involved in teaching/tutoring?

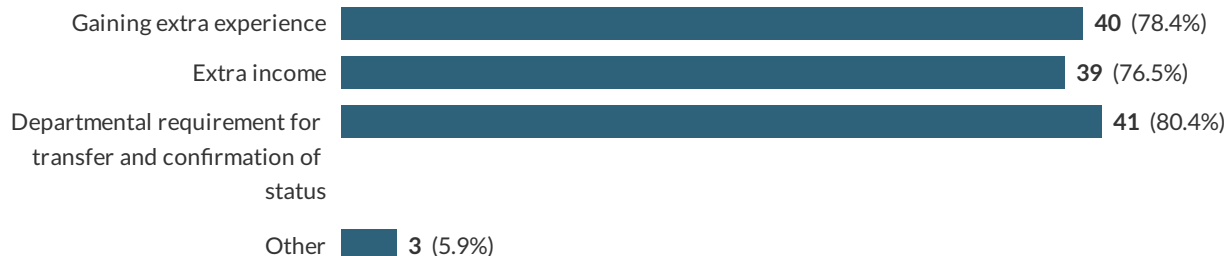


Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

19.a.i If you selected Other, please specify:

No responses

19.b What is your motivation for teaching/tutoring?



Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

represent that all this question's respondents chose that option)

19.b.i If you selected Other, please specify:

Showing all 3 responses	
Sense of duty	1004338-1004320-107025374
The actual teaching part is quite fun, the marking less so	1004338-1004320-107172394
To help my supervisor; To learn something useful	1004338-1004320-108719504

19.c Which teaching have you been involved with in the last year?

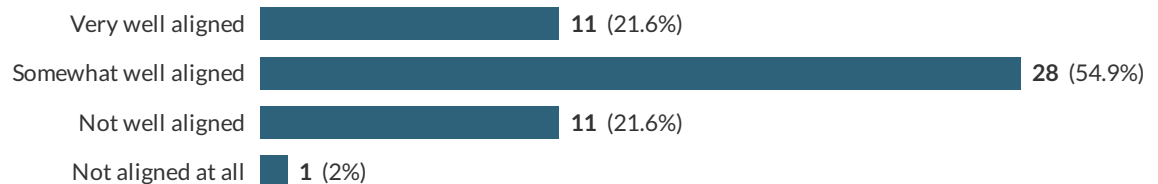


Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

19.c.i If you selected Other, please specify:

Showing all 2 responses	
MATLAB demonstrating	1004338-1004320-106979485
Demonstrator	1004338-1004320-108063205

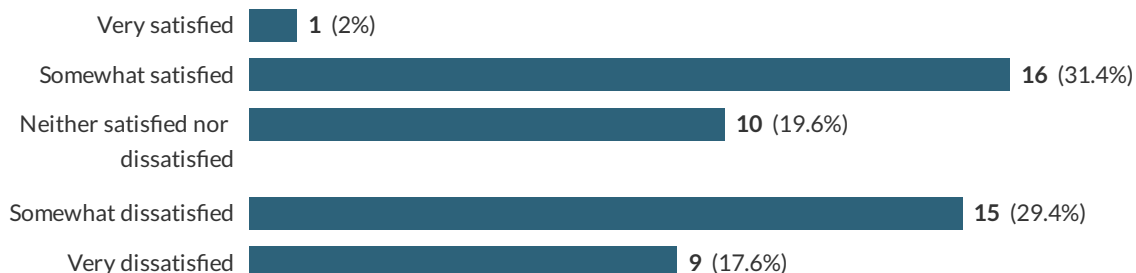
19.d How well did your expectations line up with the teaching workload?



19.e How worthwhile did you find teaching in terms of value and gaining experience?

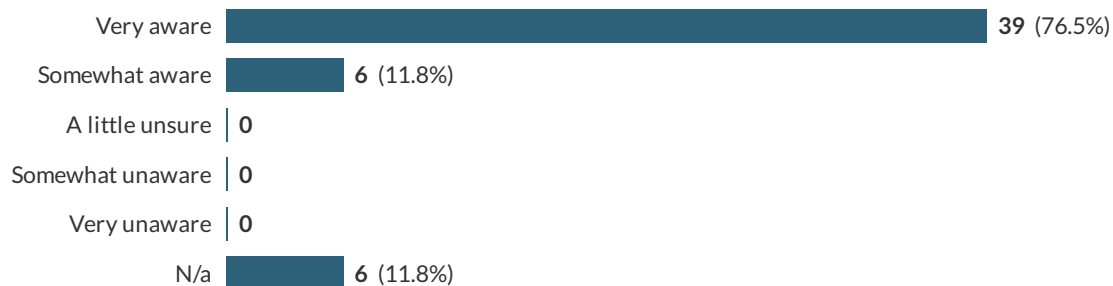


19.f How satisfied were you with the rate of pay for teaching?

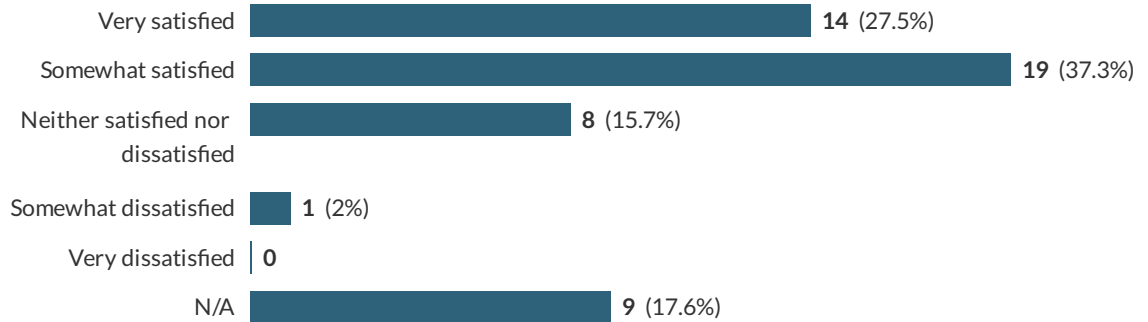


Section 5: Broadening and Courses

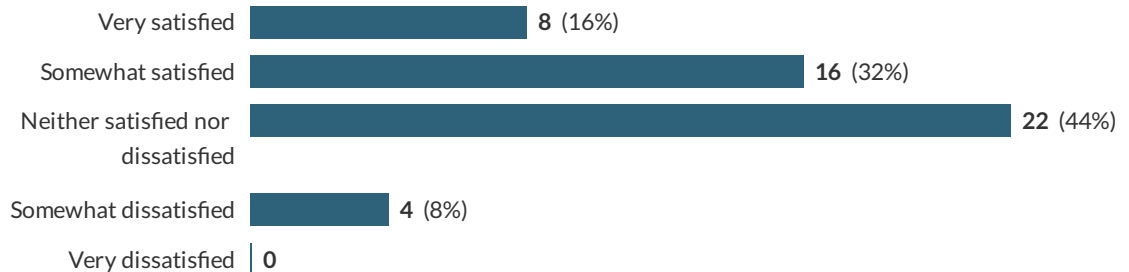
21 How aware are you of the Broadening requirements? (Only DPhil students)



22 How satisfied are you with Broadening assessments? (Only DPhil students)



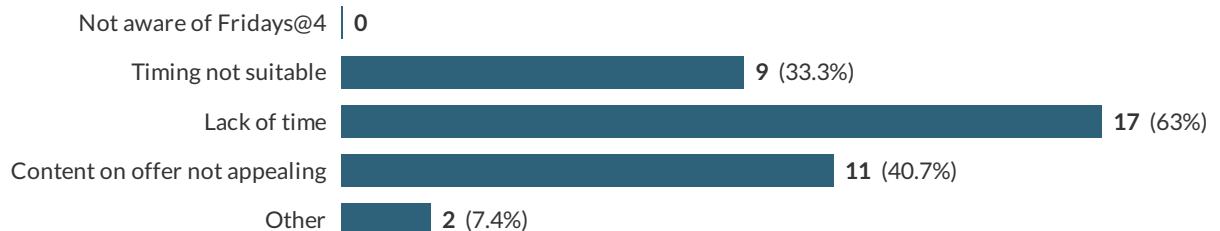
25 How satisfied are you with the range of graduate-level lectures/skills training courses offered by the Mathematical Institute?



28 Do you attend Fridays@4 sessions?



28.a Why not?

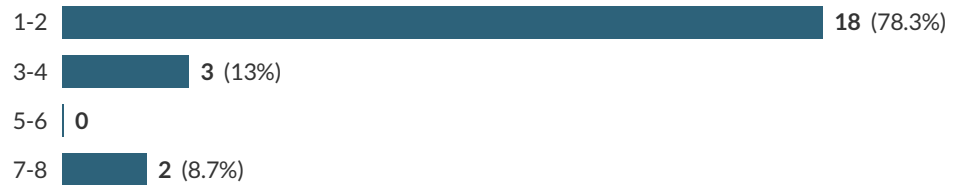


Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

28.a.i If you selected Other, please specify:

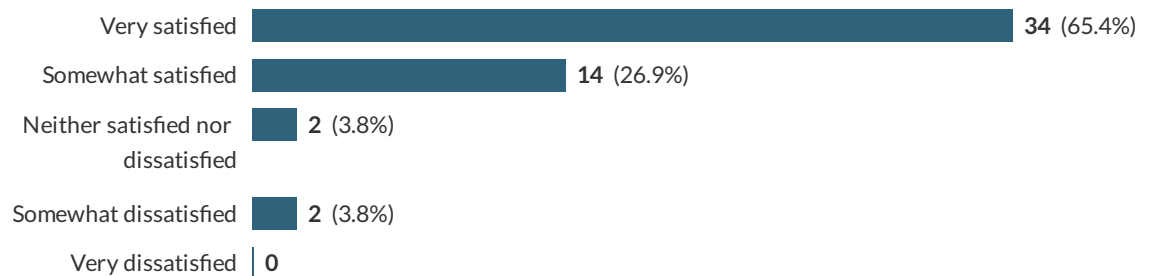
Showing all 2 responses	
Other students from research group don't go either	1004338-1004320-106981737
I usually work in college on Fridays	1004338-1004320-108063210

28.b How many sessions have you attended per term?



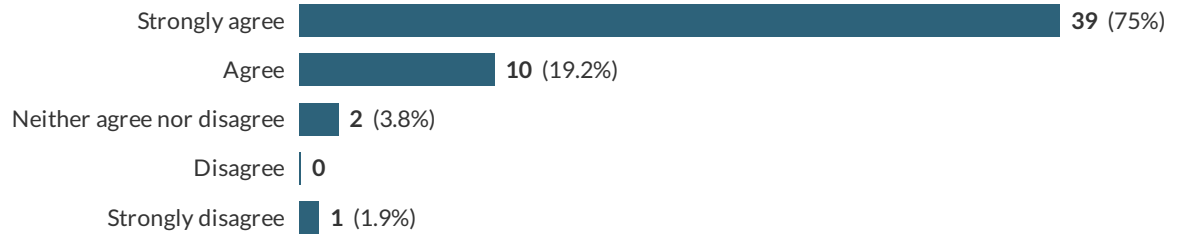
Section 6: Supervision

31 How satisfied are you with the overall level of supervision you are receiving?



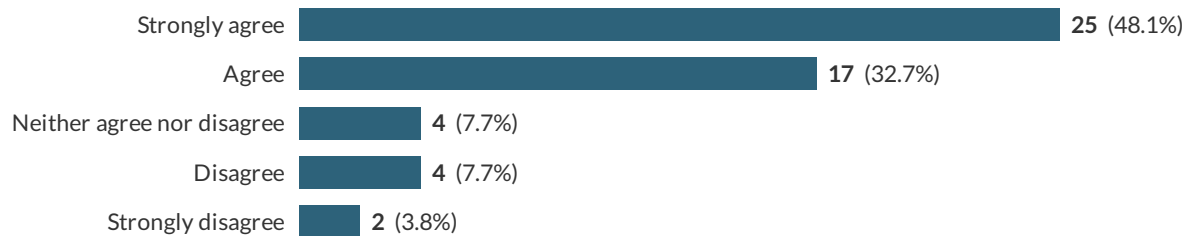
32 Please rate how strongly you agree or disagree with each of these statements.

32.1 My supervisor(s) value my contribution



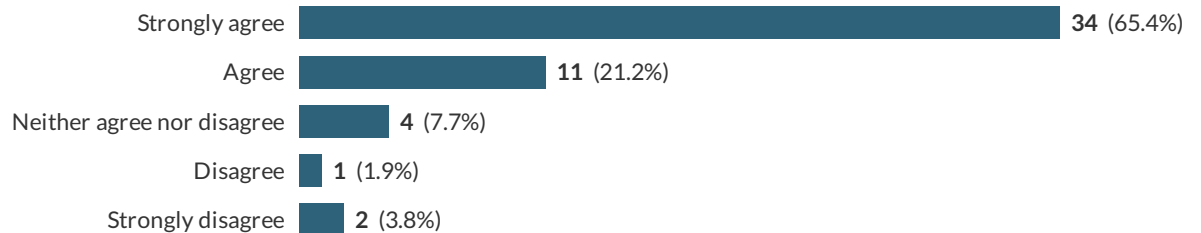
Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

32.2 My supervisor(s) set clear objectives for my work



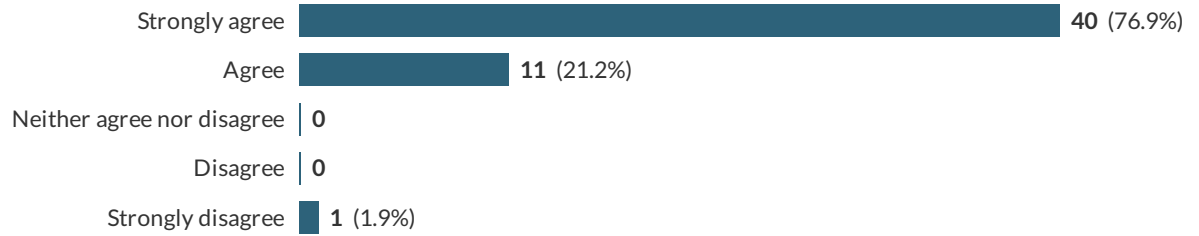
Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

32.3 My supervisor(s) value equal opportunities



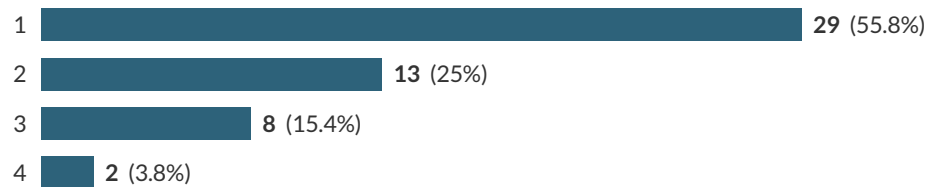
Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

32.4 My supervisor(s) respect me as an individual

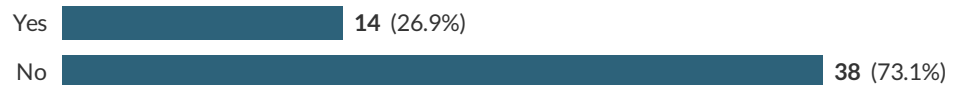


Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

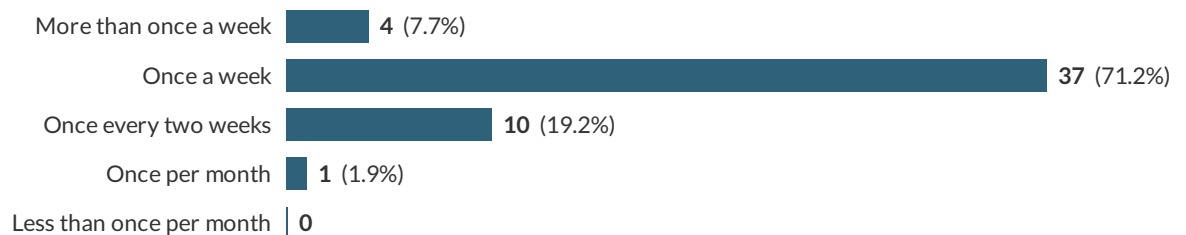
33 How many supervisors do you have?



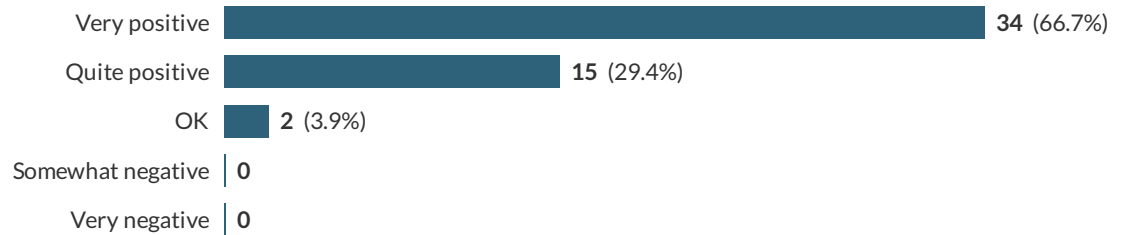
34 Do you have a supervisor external to the Mathematical Institute?



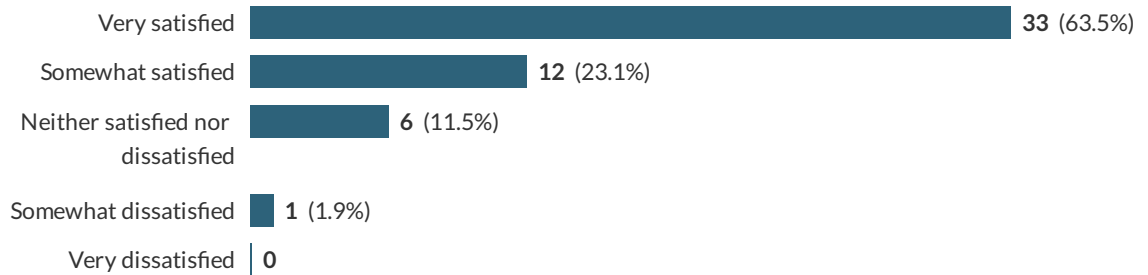
35 Which best describes how often you meet with your supervisor(s)?



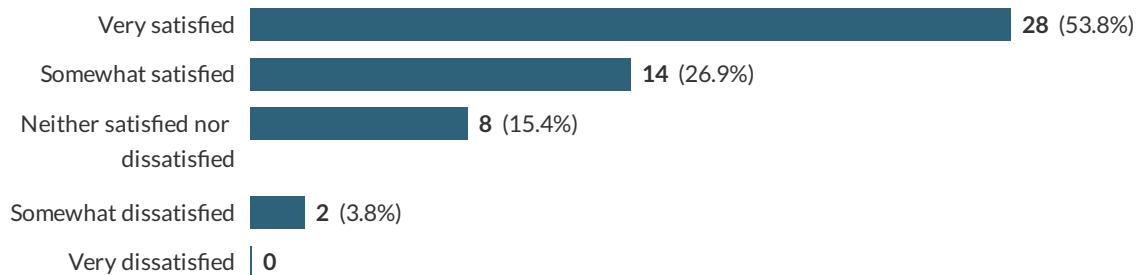
36 Which best describes your working relationship with your supervisor(s)?



37 Considering your academic training needs, how satisfied are you with your supervisor's support?



38 Considering your transferable skills training (communication, presentations, etc.), how satisfied are you with your supervisor's support?

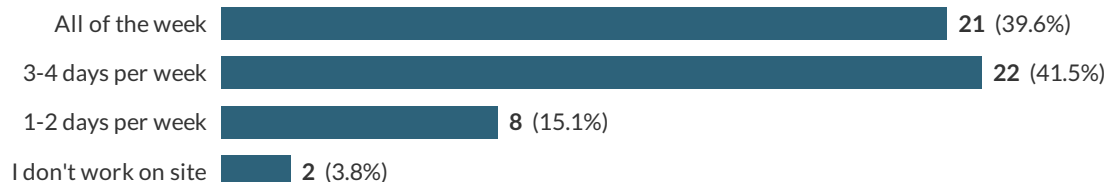


39 How aware is your supervisor of the Broadening requirements and how you can meet them? (Only DPhil students)



Section 5: General facilities

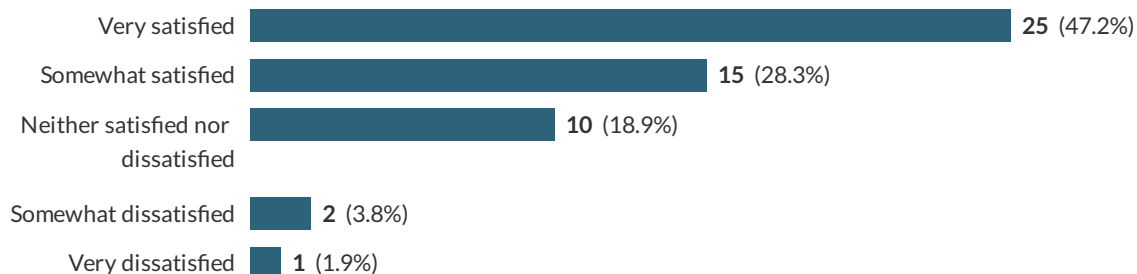
41 How often do you work on site?



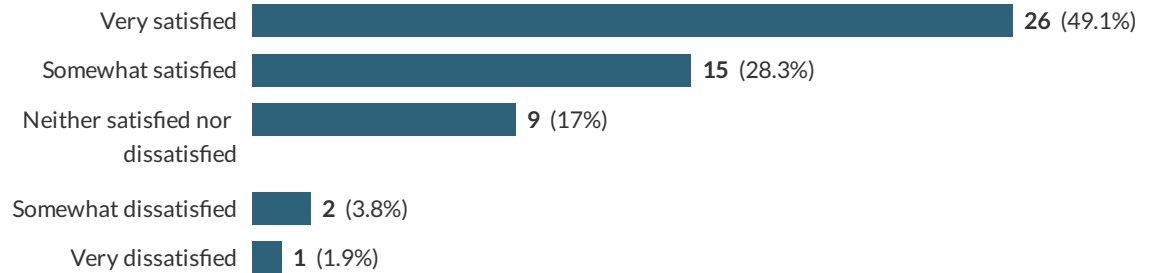
41.a How satisfied are you with your experience when you work on site?



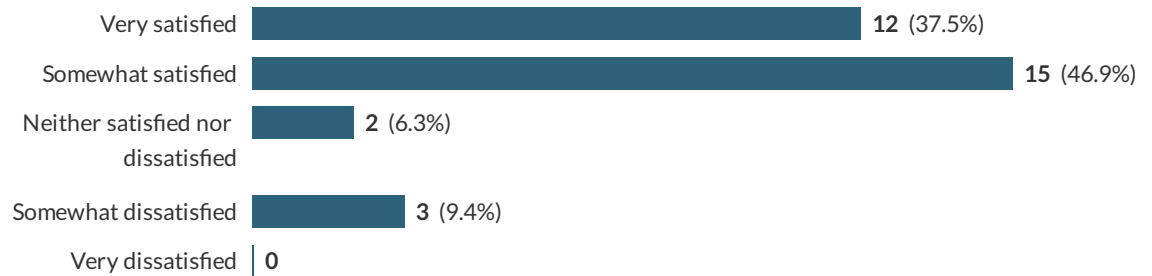
43 How satisfied are you with the available libraries (Whitehead, RSL, colleges)?



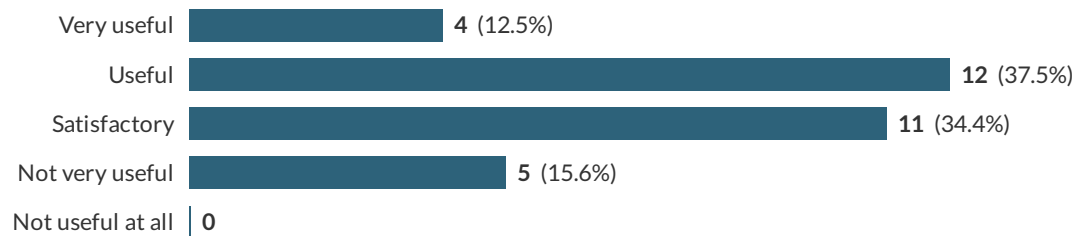
44 How satisfied are you with the electronic databases and electronic resources available to you?



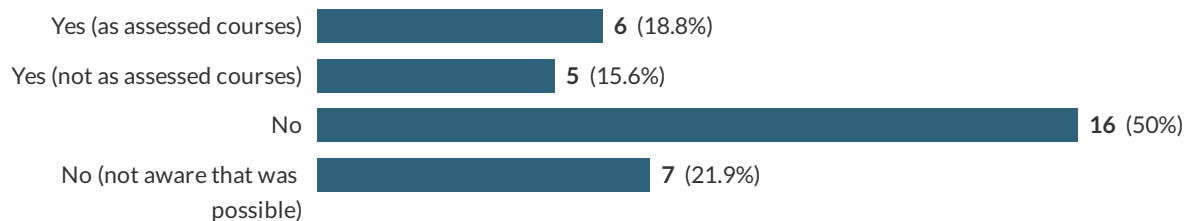
46 How satisfied were you with the admissions process?



47 How useful were the departmental induction events?

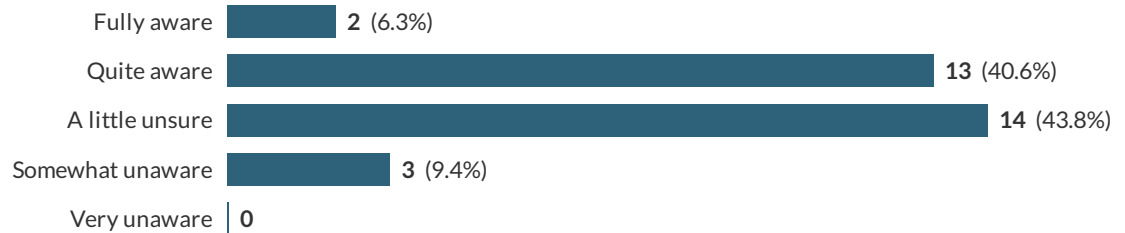


48 Have you attended lectures or courses offered by other departments?

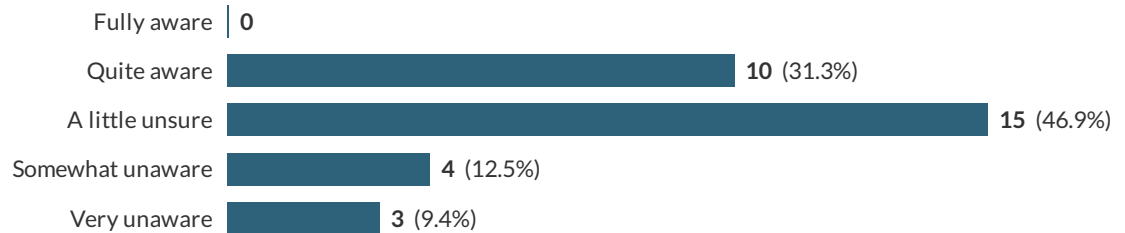


Multi answer: Percentage of respondents who selected each answer option (e.g. 100% would represent that all this question's respondents chose that option)

49 How aware are/were you of what is/was expected for your transfer report?



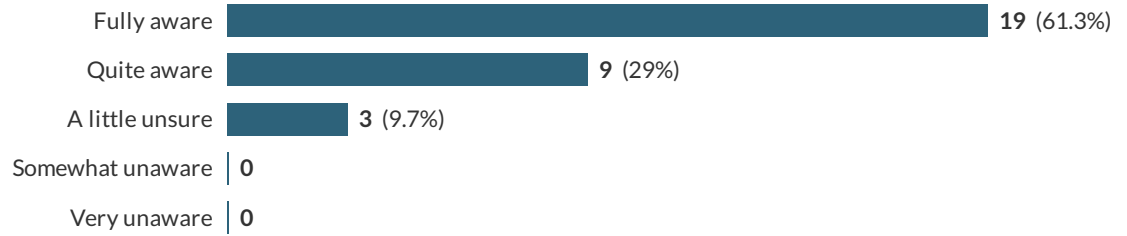
50 How aware are/were you of what is/was expected of you for the transfer viva?



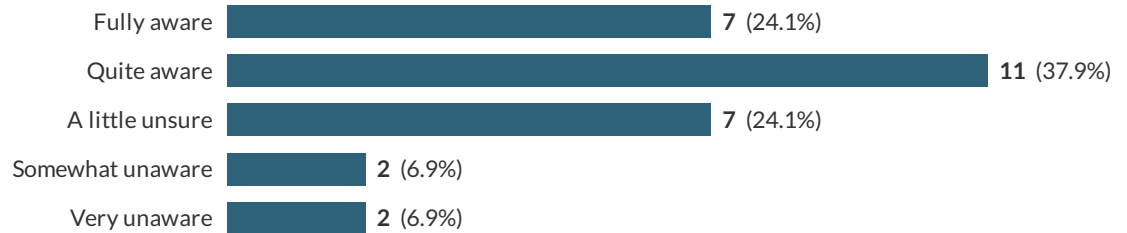
51 How informed are/were you about the requirements of transfer of status of probationary research student (PRS) to DPhil student?



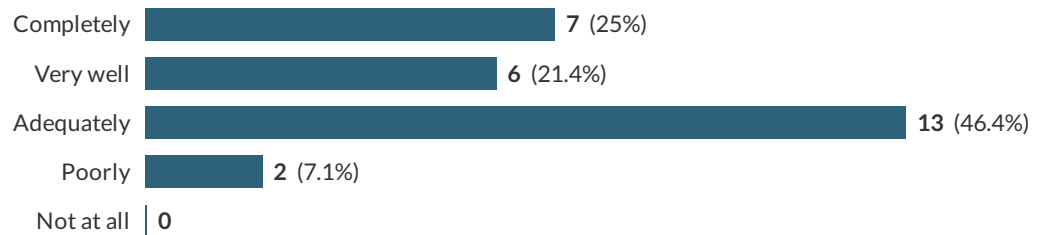
52 How aware is your supervisor of what is expected of you for transfer of status?



53 How aware are/were you of what is/was expected of you for the confirmation viva?



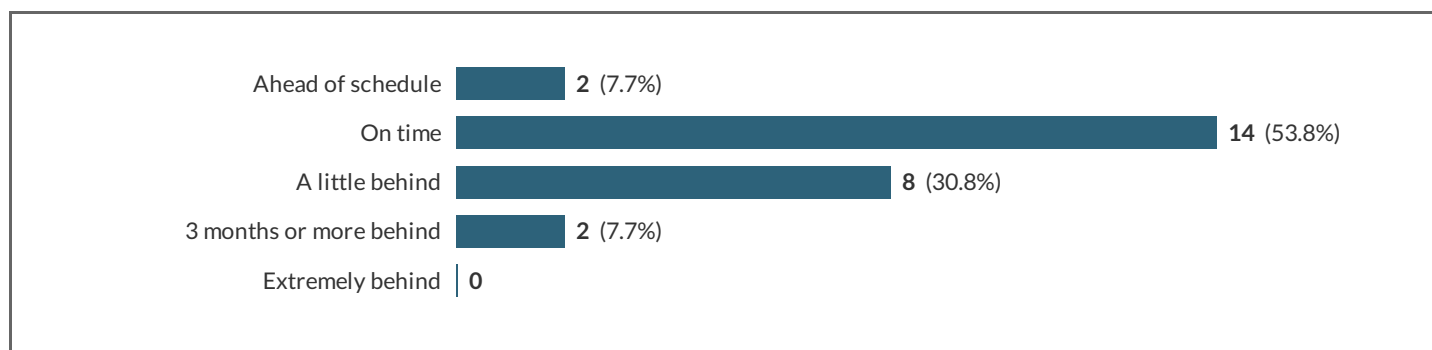
54 How informed are/were you about the requirements confirmation of status?



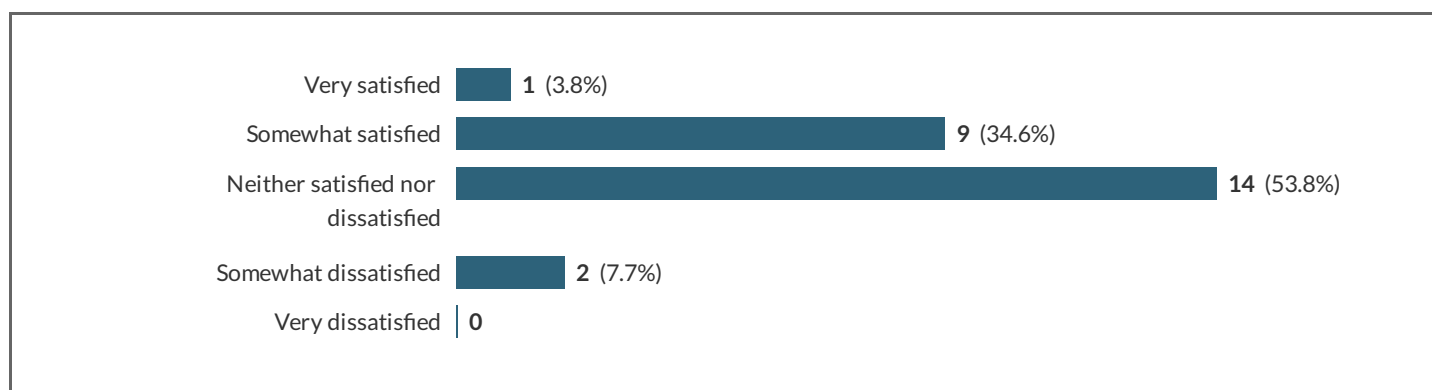
55 How aware is your supervisor of what is expected of you for confirmation of status?



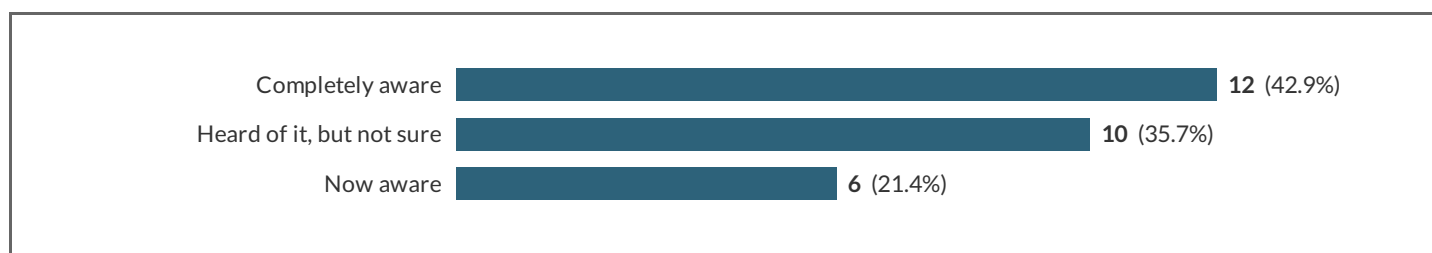
57 How on track are you to finish writing your thesis by the end of your funded period?



59 How satisfied are you with the available careers advice?



61 How aware are you of the University continuation charge after the end of your fee liability?



Maths CCG Trinity Term 2023

Radcliffe Science Library Report

1. Library Refurbishment Update

The refurbished Radcliffe Science Library building is still on schedule to reopen to all University members for Michaelmas Term 2023.

We are likely to be moving the library collections and services from our temporary base at the VHL to the RSL building in late August and early September. There will be some unavoidable disruption to our services but we will try and keep this to a minimum.

There will be a series of opening events, tours and talks throughout Michaelmas Term to celebrate the reopening. We would love to have your suggestions on what events you would like to see in the library. Currently we are looking at events such as -

- An opening party.
- Displays and talks around key historical scientific texts and artefacts in the library and museum collections.
- Events based around our recent EDI competition.
- Research talks from Oxford scientists.
- Games nights based around the library's new Student Well-being space.
- Hands-on sessions with our Virtual Reality headsets.

Please send any other ideas you have - they don't have to be things you'd usually expect to happen in a library! Let us know if you are a member of a University Club or Society that might be interested in using some of our new spaces to host a future event. Please send any suggestions or questions to alessandra.vetrugno@bodleian.ox.ac.uk

2. Library opening hours

The RSL/VHL will be open as normal during all three May bank holidays this year from 9 am until 10 pm.

The last reader survey indicated that opening hours remain an issue of concern. Currently we are operating these opening hours at the RSL/VHL during term time and vacation -

	Term time	Vacation
Mon - Fri	9 am – 10 pm	9 am – 7 pm
Sat	10 am – 4 pm	10 am – 2 pm
Sun	11 am – 5 pm	Closed

We would like your thoughts and feedback on these opening times. Are they sufficient? Should we switch to a different range of hours? Should we consider different hours in Trinity term when the library is busier? Please send any feedback to alessandra.vetrugno@bodleian.ox.ac.uk

3. iSkills – Research skills sessions for Graduate students

We will be delivering a series of information and research skills sessions tailored for science students as part of the iSkills programme. Sessions will be delivered in late May/early June - dates and times haven't been decided yet and they will be communicated in due course.

- **Explore Virtual Reality and 3D Printing** – 8th June, TBC, in person
- **Successful searching for your research (Engineering and Computer Science)** – TBC (online).
- **Successful searching for your research (Chemistry and Materials Science)** – TBC (online)
- **Successful searching for your research (Maths, Physics, and Statistics)**– TBC (online).

All sessions are free to attend and booking details will be available on the webpage -

<https://www.bodleian.ox.ac.uk/ask/workshops#/>

If there are any other sessions you think the library could provide to help you with your research and information skills, please let me know – alessandra.vetrugno@bodleian.ox.ac.uk.

4. Radcliffe Science Library Diversity Portrait Project - Help the RSL celebrate equality, diversity and inclusion in Science and Medicine

- **The events**

The writing competition and nomination call are now closed. Thank you to those who participated. Responses will be analysed and those shortlisted will be included in the RSL display.

- **Inclusive portraiture**

As part of its actions for supporting an inclusive culture, The Radcliffe Science Library (RSL) is working on diversifying its portraiture and creating a space where everyone feels welcome, valued, and respected when it re-opens in Summer 2023.

Our list of historical names is currently lacking scientists from Black, Asian, minoritised ethnic and LGBTQ+ communities connected to science and medicine at Oxford for the library re-opening in the coming summer vacation. We recognise that it may be difficult to identify individuals because the contributions and achievements of these communities have often been ignored or unfairly marginalised. However, if you know someone, let us know. We also welcome historical names from these underrepresented communities in science and medicine outside Oxford, preferably from the UK and the Commonwealth,

- Individuals you find inspiring and you want to highlight.
- Those who were the first in a white dominated discipline.
- Those who were not scientists but made important contributions to research.

For questions and suggestions, contact Karine Barker (karine.barker@bodleian.ox.ac.uk)

5. New Library Management System

We will be implementing a new library management computer system over the summer vacation. This upgrade in our systems was delayed from last summer while further improvements were made to the software. There will be some short-term interruption to library services while we switch over to the new system. Exact dates and details will be communicated closer to the time.

6. Library resources

The library provides quiet study spaces for you to work throughout Trinity term. We have 3 group study rooms at the VHL which you can use to work together with colleagues. These can be booked by calling the library circulation desk on (0)1865 272800

If you're researching for writing papers, assignments, theses or dissertations over Trinity Term, remember that you can search scientific journals using our [BrowZine](#) service and find links to the most useful literature databases for Mathematics using the library [Subject Guide](#). For further help contact your Subject Librarian alessandra.vetrugno@bodleian.ox.ac.uk

If you can't find a particular scientific paper available through our subscriptions at Oxford, you can use our Document Supply service free of charge. Fill out the online request form and we'll try and get a copy of what you need from another UK library - <https://www.bodleian.ox.ac.uk/services/borrow/inter-library-loans>

7. Book recommendations

If there are any books you would like to see in the library that are not currently in the collection, please send recommendations to alessandra.vetrugno@bodleian.ox.ac.uk

Please note that the deadline for new book requests for this academic year is **Friday June 2nd**.

We are also looking for recommendations for -

- Wellbeing collection, any recommendations you have for fiction, poetry, mindfulness graphic novels and more.
- Equality Diversity and Inclusion collection, any recommendations you have for fiction, biographies, non-fiction related to a science or medicine theme.

8. Bodleian Tours

We have had interest from graduate students in joining tours of the Old Bodleian Library to see some of the historic (and frequently filmed!) library spaces in Oxford. If you would be interested in joining such a tour, please register your interest by e-mailing alessandra.vetrugno@bodleian.ox.ac.uk.