

**MATHEMATICAL INSTITUTE
CONSULTATIVE COMMITTEE FOR GRADUATES**

Confirmed Minutes of the Consultative Committee for Graduates meeting
held on Tuesday 24 October 2023 at 1.00pm

Present: Dave Borthwick (Secretary), Edward Tao Du, Leo Gitin, Samriddhi Mishra, Patrick Nairne, Gabriel Berk Pereira, Shyam Popat, Tom Sanders (Chair), Tassilo Schwarz.

1. Welcome and Apologies

Apologies were received from Professor Christoph Reisinger and Maria Olympia Tsianni.

2. Conflicts of Interest and Public Sector Equality Duty reminder

These were noted by the Committee.

3. Policy and Guidance on Student Engagement and Representation

This was noted by the Committee.

4. Minutes of the Consultative Committee for Graduates meeting held on 09 May 2023

The minutes were approved by the Committee.

5. Matters Arising

The Committee noted the following:

- a. Junior seminar funding:
Information about junior seminar funding has been added to the [Graduate Research Student Handbook](#).
- b. Earlier buddy lunch date:
The DPhil buddy lunch took place on Thursday of Week 1 in 2023.
- c. Graduate Research Student Handbook circulation:
The Graduate Research Student Handbook was circulated as a link rather than an email copy to all incoming DPhil, MSc(Res) and CDT students this year.
- d. CCG student members requesting agenda items:
CCG members had requested agenda items from all MSc and DPhil/CDT students using the relevant mailing lists.
- e. Keeping DPhil personal webpages updated:
All DPhil students were asked to update their personal webpages on the MI website and this request will go out again at the start of each term.
- f. Bulletin job advert circulation:
The Bulletin now has a section for job adverts aimed at graduate students.

Matters arising not on the agenda:

- g. HR and Faculty Services report:
In relation to minute 3(d) of the HT22 meeting, the Committee noted that the Head of Human Resources and Faculty Services would be providing an update on the Athena Swan and Race Equality action plans at the HT24 meeting.

h. Graduate outreach strategy:

In relation to minute 6 of the HT22 meeting, the Committee noted that work was underway to produce videos relating to MSc and DPhil admissions.

i. Travel funding:

In relation to minute 3(b) of the HT22 meeting, the Committee noted it was told that it would take Finance a while to gather data on travel funding usage. It was also noted that travel funding has not increased in line with inflation, and that appropriate travel funding is an important issue so information should be gathered for a case to be made. The possibility of redistributing unused travel funding by applications for top-ups was discussed.

It was further noted that there are inequalities in the availability of travel funding from Colleges and from conferences in different fields.

[Action: DHAA to get an update from the Finance team.]

6. Chair's Business

The Chair had no business.

7. Contributing to the Department Award

The Committee noted that the Contributing to the Department Award for 2022-23 was awarded to Rhiannon Savage, James Harris and Matthew Cotton. Although the number of nominations was small the majority of the nominees were involved in several different initiatives and areas across the department.

8. Advertising CCG to the wider department

The Committee was reminded that they have the ability to advertise CCG to the student body in any way they deem appropriate. It was noted that good use has already been made of access to MSc and DPhil mailing lists to harvest agenda items. Some possibilities going forward would be to create posters for department noticeboards advertising CCG and how to contact members about any issues, as well as developing the CCG webpage on the MI website to make it more appealing (editing permissions could be given to committee members).

[Action: student members to contact DHAA if interested in taking this on]

9. MPLS Committee update

PN reported on the most recent meeting of the MMPLS Graduate Joint Consultative Forum. That meeting had discussed inequality of DPhil travel funding across MPLS departments – with amounts ranging from £300 to £2000 per student. There are plans to collect data about how things differ across departments and to share this divisionally (there will be a survey sent to Maths students shortly). There are also plans to standardise the guidance given to departments about expectations on conference attendance and travel. It was noted that it would be useful for the CCG to have this information for its own case on travel funding (item 5(i) above).

10. Items from student representatives

CCG members reported comments of clashes between some lectures and/or problem classes. The Committee noted that the Academic Administration team work hard to minimise any potential clashes but that this can be particularly difficult with lectures and classes offered by

other departments. It was suggested that a link to lecture timetables could be sent out alongside class scheduling information for class tutors and TAs in order to help reduce potential clashes with popular combinations.

The Committee was also reminded that as all lectures are recorded it is always possible to attend one lecture in person and then watch the recording of the other lecture at a later time.

[Action: DHAA]

11. Any Other Business

The Committee noted that it appears to be the case that MSc students have already met their supervisors and that the issue relating to this from last year has been resolved.

Date of Next Meeting – Tuesday 30 January 2024, 1pm