

Our Ref: GSCC17-18/A3/15.02.2018

GRADUATE STUDENT CONSULTATIVE COMMITTEE

Thursday 15 February 2018, 2.00 pm, Bragg Committee Room

Present: Professor Haniff (Chair), Professor Parker (HoD), Alice Allen (TCM), Hope Bretscher (OE), Kamran Javid (AP) Rebecca Harwin (QS), Arthur Henderson (SMF), Theresa Jakuszeit (BSS), Mrittunjoy Guha Majumdar (TFM), Claire Malone (HEP), Simon Wilkinson (SC), Adrien Amiguez (QM), Bruno Villa (SP), Christopher Ashcroft (Mole), Sean Cormier (NP) with Mr Limb (Secretary).

Apologies: Ed Carter (AMOP)

1. Minutes

Minutes of the meeting held on 18 January 2018 were confirmed with no amendments.

2. Matters arising

- i) Athena Swan focus groups – The chair encouraged all to engage with the focus groups and to take part in the survey. Two focus groups will be held at the end of March.

Action: The chair requested two student volunteers from each group along with their year and gender identified.

- ii) Abdus Salam Prize 2017 – The winner was Mr Dédalo Sanz-Hernández (TFM) for “Fabrication, Detection and Operation of a Three-Dimensional Nanomagnetic Conduit”.

- iii) Researcher Development Programme – Three events were planned as follows:
- o 23 February - IP & Entrepreneurship.
 - o 8 March – Communications skills covering Presentation Skills in the morning and Writing Skills in the afternoon.
 - o 19 March – Ethics in Physics

- iv) Alumni Industry Day - Mrittunjoy Guha Majumdar (TFM) and Claire Malone (HEP) provided an update. The event is planned for May and a room has been booked. The organisers have started to invite speakers. The chair encouraged as many as possible to attend and commented that it was interesting to see the wide variety of career options followed by Physics Graduates.

Action: The chair requested that he be supplied with the list of speakers.

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- v) Learning and teaching review – As part of a significant review for submission to the General Board of the University, there will be two meetings with graduate students on the 1st March as follows:
- Group 1: Taught courses, i.e. MPhil in Scientific Computing.
 - Group 2: PhD Students.

Action: The chair requested student volunteers to attend the meetings.

- vi) Nano DTC Student Representative – There is currently no representative from this area.

Action: Chair to request a nominee.

3. Chairman's business

- i) PTES results 2016-17 – There was a low response and the data had not been disaggregated so it was difficult to interpret the results.
- ii) Graduate paid working restrictions – 10 hours per week permitted. Must be academic related such as demonstrating or supervising or related to career / professional development. Permission must be granted by the supervisor **and** College Graduate Tutor.
- iii) New University Policy to Safeguard Students Studying and Working Away – This includes working at overseas labs and attending conferences. Permission must be sought and a risk assessment must be carried out.
- iv) Student Complaints Procedure – The Local Responsible Officers for Physics have been appointed and are Ms Surayya Khan and Mrs Gillian Weale.
- v) Physics Health & Safety webpages – These have been updated and include information on carrying out risk assessments.

4. Graduate Student Matters

- i) First year report - It is the supervisor's responsibility to arrange the First Year Report.
- ii) RCUK Researchfish submission period 2018 (5th February to 4pm, 15 March 2018) - Researchfish is used by Research Councils to measure outputs such as papers published, collaborations formed and patents registered. This information is then used in turn to secure further funding from central government. Only students in year 3 and above are required to filling it in and if they have any difficulties they should contact their supervisor.
- iii) Bike parking and abandoned bikes – It was reported that some notices had been put up restricting the chaining of bicycles to railings. However, it is sometimes difficult to find a space in the bike racks as there appear to be a number of abandoned bikes left there.

Action: Chair to speak to Peter Norman regarding the removal of abandoned bikes.

5. Any other business

- i) Unconscious Bias - It was felt that the session on "unconscious bias" had been very successful and that more students should have the opportunity to attend.

Action: Chair to arrange a further session.

- ii) Laser Safety requirements – The HoD reported that he had personally received a telephone call from the University's Head of Health & Safety following a visit by the Laser Safety Officer

to the Department of Physics. The Laser Safety Officer had observed some unsafe practices whilst visiting the department. The HoD emphasised that the department could face a large fine or even risk the laboratory being closed down, not to mention the risk of serious personal injury. If anyone is in doubt about the exact requirements then they should consult with the Laser Safety Officer.

6. Date of the next meeting

It was noted that the next meeting of the GSCC would be held on 15 March 2018 at 2pm in the Bragg Committee Room (213)