

**NDM Graduate Student Consultative Committee – Wednesday 28<sup>th</sup> March 2018**

Attendees:

Mattia Zucca (Chair)  
Matthew Dickinson  
Ryan Hoyle  
Jack Kelly  
Andrés Noe  
Zoe Stockdale

Apologies:

Elizabeth Allen  
Ariane Cruz Gomes  
Elphire Ehmed  
Ryan Hoyle  
Mona Mohsen  
Kartika Saraswati  
Phoebe Williams  
MSc representatives

**Part I – Students only meeting**

1. Confirmation of minutes from the last meeting (held on 15<sup>th</sup> December 2017)
2. Update from Chair on Divisional Graduate Joint Consultative Committee (GJCC) Meeting
3. Student Representative guidance
4. Athena SWAN group
5. Changes to NDM Graduate Studies

For Part 2 of the meeting, the Director of Graduate Studies joined for feedback and to explore the issues raised during items 1-2. Comments from this part of the meeting will be included in *italics*.

ITEM		ACTION
1.	<b>Confirmation of minutes from the last meeting</b> The minutes were confirmed.	
2.	<b>Update from Chair on Divisional GJCC meeting</b> Mattia Zucca reported on the last GJCC meeting to the GSCC representatives, re-capping issues that had been noted in the minutes.	
2.i	<b>Funding for social activities</b> – Departments are expected to provide funds for student social activities. If they don't provide this, inform the GSM/DGS and they can talk to the Departments about this on the student body's behalf. It was noted that the events don't have to be particularly frequent (possibly only one per year). Each of the Unit reps have been asked to look into the funding available for student social events in their Units. Andrés noted that there didn't seem to be any social events for Jenner. Matthew raised the idea of an NDM-wide speaker session for the students and ZS noted that this raised the issue of appealing to the whole student body as NDM is such a large department, with a lot of different research interests. ZS suggested that this event could be done by NDM Buildings – ZS would look into this.  RH noted that it would be worth looking at an NDM event once all of the Units have a better awareness of their student representatives and Unit events are established.	<b>Committee</b>  <b>ZS (longer term)</b>
2.ii	<b>Digital thesis submission</b> – The GJCC are strongly encouraging the submission of the digital thesis though it should be noted that the hard copy of the thesis is still the mandatory submission process. AN asked if final year students are reminded about digital thesis submission? ZS did not know and would ask the Divisional Graduate School office about this.	<b>ZS</b>
2.iii	<b>Integrated theses</b> – GJCC stated that the MSD would not allow submission of an integrated thesis for the DPhil qualification. Other Divisions may consider this as a DPhil thesis option but MSD would not.	
2.iv	<b>GSR system</b> – GJCC requested that the new graduate reporting system 'hide' student reports from supervisors if a concern about the supervisor was raised by the student. This probably wouldn't be possible on the new system, though GJCC would be asking the developers about this. Students are encouraged to speak to others (GSCC, Local and NDM DGS, GSM, College Advisor, Senior Tutor) with any concerns they may have as well as include it within their GSR report.  It was noted that information about GSS/GSR should be included on the student welcome letter and in the Student Handbook.	<b>ZS</b>
2.v	<b>Suspension of status consultation</b> – It was confirmed that there would be no changes to the suspension of status procedures.	

<p>2.vi</p> <p>2.vii</p>	<p><b>DPhil for Research Assistants</b> – it was noted that the GJCC were trying to limit the number of Research Assistants who were applying for a DPhil as they would be able to use data that they have already acquired as part of their RA role. It was also noted that they were discouraging RA's to apply through a 'backdoor' but use the same route to apply as other DPhil students.</p> <p><i>RG noted that RA's would still be able to apply for a DPhil whilst holding this position but that they would have to be interviewed and their suitability for a DPhil would be confirmed.</i></p> <p><b>MSD Peer Supporters</b> – The GJCC/Division was keen to introduce Peer Supporters to each building (rather than department or unit) within the Division. The Division was looking at encouraging this at the moment. MZ suggested that all of the reps asked their students if they wanted to be a peer supporter.</p>	<p>Committee</p>
<p>3.</p>	<p><b>Student Representative guidance</b></p> <p>RH noted that it would be useful for all of the GSCC reps to receive the 'how to' guide produced by Ryan and Mattia. In addition, MD suggested that the reps send an email/meet with their Unit's students (whichever is more appropriate) before the meeting, asking the students to notify the reps of anything they would like to bring to the GSCC meetings. He also suggested that after the meeting, the GSCC members select the appropriate information from the GSCC to distribute to the students. ZS suggested that you may be able to use the mailing list to distribute to students.</p> <p>The Committee also decided to have a number of standing items for each meeting. These would include:</p> <ul style="list-style-type: none"> <li>• Report from each Unit representative</li> <li>• GJCC updates</li> <li>• Athena SWAN (Student Action Plan) and Self-Assessment team updates</li> </ul>	<p>RH/MZ</p> <p>RH/MZ</p> <p>Committee</p>
<p>4.</p>	<p><b>Athena SWAN NDM Self-Assessment Team</b></p> <p>The first meeting of this new group (of which AN is a member) met the week beginning 19<sup>th</sup> March 2018 but unfortunately AN could not attend. AN will forward a meeting summary to the Committee. The NDM Self-Assessment team will oversee the other Unit Athena SWAN groups.</p> <p>ZS gave a brief overview of Athena SWAN in NDM. NDM currently has a Silver Award and submitted their award renewal request in November and expect to hear the results later this year. Athena SWAN is a constant process, however, and NDM was continuing with its work in this area. It was noted that some funders (NIHR as one example) require a department to have an Athena SWAN award to be eligible for funding.</p>	
<p>5.</p>	<p><b>Changes to NDM Graduate Studies</b></p> <p>It was noted that Zoe was leaving NDM on 30<sup>th</sup> April 2018 and that Graduate Studies would be overseen by Rob and the NDM Strategic staff until a replacement Graduate Studies Manager was found.</p>	