

Notes of Faculty of Natural Sciences Master's Student Staff Committee Meeting

Date: 27 June 2018, 12.30 – 14:00

Venue: HXLY 341

Present

Emma McCoy (EMc)	Vice-Dean (Education) FoNS - Co-Chair
Niki Gounaris (NG)	Director of PG Studies, Life Sciences
Vanessa Ho (VH)	MRes in Chemical Biology of Health and Disease Rep
Ekin Oxturk (EO)	MSc Physics Rep
Beth Smith (BS)	MSc Ecology Evolution and Conservation Rep
Rebecca Steele (RS)	MRes Systems and Synthetic Biology Rep
Leonie Stroemich (LS)	MSc Bioinformatics and Systems Biology Rep
Mike Ray (MR)	Research Student Manager, Chemistry
Rebecca Middleton (RM)	Faculty Education Manager

Apologies:

Luke McCrone (LMc)	GSU President - Chair
Nicholas Burstow (NB)	ICU Deputy President (Education)
Bill Proud (BP)	Director of Post Graduate Studies, Physics
Mike Tennant (MT)	Director of the MSc in Environmental Technology, CEP
James Wilton-Ely (JWE)	MRes Director of Studies, Chemistry
Rosie Dutt (RD)	MRes in Bioimaging Sciences and PGT Dept Rep

1. Welcome and Apologies

The attendees to the meeting and apologies, as above, were noted.

2. Minutes of the meeting held on 14 Feb 2018

The minutes were approved as an accurate record.

3. Review of Actions (Paper 1b)

The Action Tracker was updated and the following noted:

Action 9. JWE and MR would seek clarification from Student Reps as to the exact nature of the issues related to this action.

Actions 14 and 15. AH was not present at the meeting, so EMc agreed to follow up on these actions with her and the progress will be reported via email and at the next meeting.

ACTION: EMc to follow up on Actions 14 and 15 with AH, with progress to be reported via email and at the next meeting.

Action 17. It was noted that the sale of the Silwood Park Manor House had fallen through.

All other actions were noted as complete, with updates as per the Action Tracker.

4. Reports from Student Representatives

4.1 CEP

There were no CEP students present.

4.2 Chemistry

RD asked for the following to be noted in her absence:

'Chemistry students have raised concerns regarding the move to White City, with many seeking assistance and guidance from their supervisors.'

The shuttle bus for campus transfers seems to be running fine, and everyone has said they are happy at present.

There do not seem to be any other issues that I am aware of.'

MR noted that the Department had been in direct communication with students affected by the White City move.

4.3 Life Sciences

The Student Reps present confirmed that they had solicited feedback, but that there were no specific issues to report. It was confirmed that regular course-level meetings had taken place, the minutes of which were shared with NG.

BS raised the matter of travel to and from Silwood Park campus. It was confirmed by NG that the Department would pay expenses for travel to SK for seminars etc., or, where more than 6 students were scheduled to travel at the same time, a minibus would be provided. Claims for travel/ travel arrangements should be made via Amanda Ellis, the PG Administrator based at Silwood.

RM agreed to speak to Laura Lane from the Graduate School to clarify whether the School would pay travel expenses for Silwood students required to attend **compulsory** Graduate School courses at SK.

ACTION: RM to speak to Laura Lane from the Graduate School to clarify whether the School would pay travel expenses for Silwood students required to attend compulsory Graduate School courses at SK.

POST-MEETING NOTE:

Following the meeting, RM spoke to Laura Lane (LL) in the Graduate School (GS) regarding funding for travel for students travelling from Silwood to attend **compulsory** GS courses (PhD students only- there are no compulsory courses for Masters students).

LL made it clear that the GS will *not* able to fund travel in any circumstances, however, as has been discussed at previous SSCs, they would be very happy to travel to Silwood to run courses- as long as there is sufficient demand and students commit to attend.

Following this discussion, NG has confirmed that the Department of Life Sciences will pay Silwood Park-based PhD students' travel expenses for **compulsory** courses only, if they do not want to take advantage of the Graduate School's staff visits to Silwood Park. Student should submit their expenditure receipts to Christine Short in the Silwood Park administrative office. If there is a requirement to arrange mini bus transport, students should contact James Ferguson to arrange.

4.4 Mathematics

There were no Student Reps present.

4.5 Physics

There were no matters raised by the Student Representative, who noted that all was good.

Bill Proud asked for the following to be noted in his absence:

'I think/hope our signage/info on where to find help in Physics is improving. I think the work that Yasmin Andrew has done on LGBT+ network is worth mentioning, as is the Physics Help Desk.'

5. Chair's business

There were no matters to discuss.

6. Any other business

6.1 End of Year Events

RS noted that she and other Reps hoped to organise an end of year event for Masters students. RM agreed to provide help with the promotion of this if required.

It was also noted that Silwood Park would be hosting the annual [SilFest](#) event on 4th August.

6.2 Life Sciences Personal Tutors

NG noted that from 2018/19, all Masters students would be allocated a named Personal Tutor. The tutor would be based at the same site as the student, but would not be directly associated with the student's programme of study. The tutors would provide pastoral, rather than academic support to students.

7. Dates of Future Meetings

Committee	Date	Time	Room	Call for Papers	Paper Deadline
Masters Student Staff Committee	Weds 21/11/18	15.00-16.30	TBC	24/10/2018	07/11/2018
Masters Student Staff Committee	Weds 13/02/19	12.30-14.00	TBC	30/01/2019	16/01/2019
Masters Student Staff Committee	Weds 26/06/19	12.30-14.00	TBC	29/05/2019	12/06/2019