

Department of Statistics
PhD SSLC meeting
Thursday 12 March 2009

Attended:

James Abdey (student representative) JA

Pauline Barrieu (chair) PB

Ian Marshall (minutes) IM

1. Minute of last meeting (6 November 2008)

The minutes were agreed as an accurate summary of matters discussed at the last meeting.

2. Matters arising

There were no matters arising.

3. PhD student presentations / poster events

There will be two afternoons of presentations by PhD students at the end of May or beginning of June. All PhD students are required to attend. Students who have prepared a poster will not be asked to give a talk, but they will present their posters at the end of the event.

It was agreed that the poster events have been a success and should continue next year.

4. Teaching opportunities / Teaching request form

Students wishing to take on teaching or marking responsibilities must complete a teaching request form, which must then be approved by their supervisor and the PhD programme director before any teaching or marking is undertaken.

It is recommended that no teaching be undertaken during the first year. In exceptional cases where teaching is permitted, this will be restricted to a maximum of 2 classes.

5. Conferences

JA will send IM the link for a website that provides monthly alerts about conferences so that IM can distribute this to PhD students.

Action: as above.

5. Postgraduate Travel Fund

The school has a Postgraduate Travel Fund for students who have been invited to give a paper at a conference related to their research degree.

Action: IM to send the website link to students.

6. PhD student progress meeting

As part of the student progress procedures at the end of the academic year there will be a brief formal meeting between the student, supervisor (first and second whenever possible) and the PhD programme director, to allow an opportunity for discussion and assessment of presentation and work to date. These will take place around the PhD student presentation afternoons at the end of May or beginning of June.

JA suggested a progress meeting for all first year students at the end of January to provide them with an opportunity to discuss how they have settled into the department and the School generally. Refreshments and biscuits/cakes would be provided.

7. PhD Student Handbook

IM is updating the handbook for 2009/10. A copy of the final draft will be sent to JA at the end of the Lent Term for his comment.

Action: as above.

8. AOB

This will be the last SSLC meeting JA will attend as the student representative. PB thanked JA for his contribution to the SSLC.

9. Next Meeting

The next meeting will take place during the Michaelmas Term. The date is to be confirmed

Action: A new student representative is to be elected prior to the next meeting.