

NDM Graduate Student Consultative Committee – Friday 15th December 2017

Attendees:

Mattia Zucca (Chair)
Elizabeth Allen
Matthew Dickinson
Jack Kelly
Kartika Saraswati (via Skype)
Zoe Stockdale

Apologies:

Florian Brod
Ariane Cruz Gomes
Elphire Ehmed
Ryan Hoyle
Mona Mohsen
Morven Wilkie
Phoebe Williams
MSc representatives

Agenda: Part I – Students only meeting

1. Confirmation of minutes from the last meeting (held on 8th June 2017)
2. Update from Chair on Divisional Graduate Joint Consultative Committee (GJCC) Meeting.
3. Communication with the student body
4. Student handbook
5. Student/DGS events
6. Annual leave policy

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.	Confirmation of minutes from the last meeting The minutes were confirmed.	
2.	Update from Chair on Divisional GJCC meeting The meeting was held on the 6 November 2017 and Mattia Zucca reported on the meeting to the GSCC representatives, re-capping issues that had been noted in the minutes.	
2.i.	Survey on social events and committees - MZ asked the GSCC members to report on social events and student committees that are currently arranged within the Units. Jack Kelly reported that there isn't an established student group within the SGC. Matthew Dickinson asked for clarification on the NDM. Zoe Stockdale briefly described the structure of the department, and how the Units fit within this. She also described the Division and its responsibilities for NDM and other Departments. ZS mentioned that it may not be possible to have student meetings within Units as this would depend on the numbers of students available. Regarding social events within the Units, JK stated that there wasn't a social event but there was a bi-weekly Journal Club that the students were required to attend. EA stated that within STRUBI there were student seminars planned but that these had recently tailed off due to a change in organiser. MD reported that there were no compulsory events but the building had a social event every Friday to which he could attend and discuss student issues. He also attends a journal club for part of the TDI – though again this wasn't student focussed. MZ suggested that these events were a good place to meet with the students and to introduce themselves as the local GSCC/student representative. MZ also suggested that each GSCC member contacts their local IT representative and ask for a student mailing list to be established. It was noted that the WIMM has its own student committee and also arrange social and scientific events (including a journal breakfast club). It was noted that there isn't a WIMM representative on the NDM GSCC – ZS would look into this.	ZS
2.ii.	GSS replacement – The electronic upload of the Training Needs Analysis (TNA) is planned for MT2018, and will be linked to the replacement for GSS (Graduate Supervision Reporting System). MZ noted that the GJCC had requested a student status bar on GSR and this was being considered.	Committee
2.iii.	Digital thesis submission pilot – The Research Theses Digital Submission (RTDS) pilot is to be extended to the whole university in 2018 and all MSD students are strongly encouraged	Committee ZS

<p>2.iv.</p>	<p>to use RTDS. Whilst it was still mandatory to submit a hard copy of the thesis, digital thesis submission may be the only submission route in the future. <i>RG confirmed that this was still being considered and a final decision would be taken on thesis submission after the pilot.</i></p> <p><i>It was noted that students should be aware that it is against University regulations to email/electronically transfer the thesis from the student to the examiners and that it is against regulations for the student to contact thesis examiners directly in any circumstance.</i></p> <p>Suspension of status changes – the consultation on changes to suspension of status included altering the maximum suspension allowed from from 6 terms to 3 terms. The GJCC objections were noted. <i>RG stated that the consultation had resulted in the conclusion that no policy changes would be made. The current policy would remain in place for the foreseeable future. There may, however, be a second consultation regarding Suspension of Status next year - students would be kept informed.</i></p> <p>Deposit fee for training courses – A deposit was introduced for any students enrolling on a course run by Medical Sciences Skills Training. The deposit, which is refunded once a student attends the course, was introduced to reduce non-attendance. The deposit was set to £25 per course, which was considered to be quite high (particularly if students apply to multiple courses). The fee has now been reduced from £25 per course to £20. Discussion on this now seems to be closed. JK asked if issues like this should be disseminated to the students and ZS confirmed that the local reps should inform the students of this.</p>	<p>Committee</p>
<p>3.</p>	<p>Communication with the student body</p> <p>MZ asked for each GSCC representative to act as their ‘local student representative’ and then report back to the GSCC with issues/comments/feedback. MZ and Ryan Hoyle would then report any relevant issues or feedback to the GJCC as needed.</p> <p>MZ asked for information on the breakdown of students per unit. ZS stated that she would provide a report on student numbers per Unit.</p> <p>MZ then provided more information on the local student rep role. MZ has produced a draft role description for all Unit representatives within the GSCC (see appendix 1).</p> <p>MZ also presented the local rep info sheet that RH produced (see appendix 2) – feedback from the Committee on these documents was generally positive. MZ would circulate both appendices to the representatives and requested for feedback on this. If the documents were approved then they would be used going forward.</p> <p>MZ felt that it was worth the students knowing who their local representatives were as they would then be able to speak to them about milestones, timing of milestones etc.</p> <p>EA stated that if she knows the specific issues to be looked at then it is easy to get feedback from her Unit.</p> <p>ZS asked for recommendations as to how best to promote the GSCC to the rest of the student body. MZ and RH feel that Appendix 2 would be useful in informing students. MZ also recommended that the local representatives attend the termly local DGS meetings and introduce themselves to the students.</p> <p>EA stated that if each Unit has a student mailing list that this is the best way to introduce yourself to the student body.</p> <p><i>RG looked at the appendices and felt that they would be useful for the GSCC membership, and for introducing the representatives to the NDM student body.</i></p>	<p>ZS</p> <p>Committee</p>
<p>4.</p>	<p>Student Handbook</p> <p>ZS asked the representatives to ask the student body for feedback on the student handbook – any feedback is gratefully received.</p>	
<p>5.</p>	<p>Student/DGS events</p> <p>Local reps are asked to let the DGS and GSM know about any local student events that they could briefly attend to introduce themselves to the groups.</p>	
<p>6.</p>	<p>Annual leave policy</p> <p>ZS clarified that as long as the student and supervisor approved any annual leave that the student wished to take, there was no need to be any more formal than this. ZS also confirmed that students were entitled to take 38 days annual leave (inclusive of public</p>	<p>Committee/DGS</p>

<p>holidays and closure days). In addition to this, students were entitled to 10 training and development days per year. ZS and RG noted that this would be flagged in the New Student Induction event each year.</p>	
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Appendix 1: Role description for all Unit Student Representatives

Within his/her own Unit/Division the Student Representative has to:

- Meet regularly with students and DGS in the unit/division in order to collect feedback and possible issues from them. Please make sure all the students, in particular new students, are aware of his/her position within the unit/division. In my experience, the best way to get people to know you is to have a one to one meeting with all the new students in September/October to introduce yourself and explain your role. Following this initial meeting, it is good to have at least a meeting every month with all the students in the unit/division. The easiest way could be a mandatory event like a departmental Journal Club or a social event such as brunch or dinner sponsored or subsidized by the department.
- Create a trustworthy environment with the students, allowing them to freely speak, ask questions and eventually discuss problems.
- Make sure the University milestones deadlines are known/clear to all the students in the unit/division (transfer, confirmation and thesis submission).
- Attend GJCC or GSCC meetings in order to report main decisions or changes within the University system, or main conclusions/discussions from the GJCC meetings.
- Regularly ask students for feedback and opinions about the University and the unit/division itself.
- Help out students with possible issues, with the help of the DGS in the unit/division.

For Appendix 2: Student Representative Scheme, see next page.

Your Representative[s] at [your Unit]

This space for a few paragraphs about who you are, what your role is and how you can be useful to students.

To be completed individually by unit reps.

Your photo here

At a glance

Name:

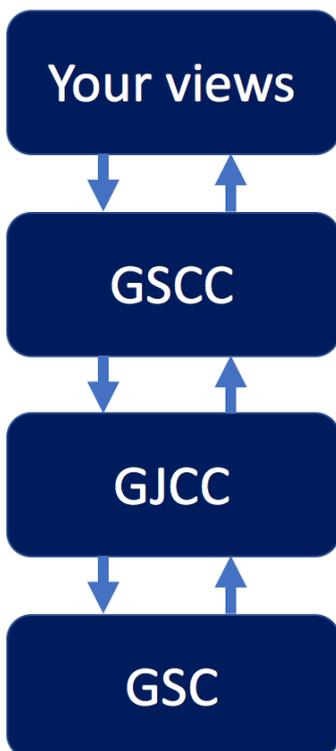
Programme:

Year:

Group:

College:

Contact:



The GSCC, GJCC and GSC

This space to explain the GSCC (units), GJCC (departments) and GSC (division) – what does it all mean + how can student views help to change policy?

Mention of the departmental GJCC reps and divisional GSC reps + contact details.

To be completed by GJCC reps.