Minutes   **1pm to 2pm, Monday 06 February 2023, Room 611**

Attendees:

Staff	
Pier Luigi Dragotti	Director of Postgraduate Studies (Chair)
Lina Brazinskaite	Postgraduate Manager
Balarko Chaudhuri	Course Director (MSc Future Power Networks)
David Angeli	Course Director (Control Systems)
Imad Jaimoukha	Postgraduate Tutor
Pantelis Georgiou	Course Director (MSc Analogue and Digital Integrated Circuit Design)
Tania Stathaki	Course Director (MSc Communications and Signal Processing)
Hashi Chowdhury	Education Support Administrator (Committee Secretary)

Students	
Cédric Goubard	Department overall Postgraduate Rep (MSc + PhD)
Nicholas Sanchez Flores	MSc Rep (Analogue and Digital Integrated Circuit Design)
Eva Sanchez Montiel	MSc Rep (Future Power Networks)
Naveen Antony Ananth	MSc Reps (Control and Optimisation)
Tasya Christnantasari	MSc Reps (Control and Optimisation)
Kate Zhao	MSc Rep (Communications and Signal Processing)
Eduardo Vila	PhD Rep (Control and Power)
Emilie D'Olne	PhD Rep (Communications and Signal Processing)

Agenda
1. *Welcome (PLD)*
2. *Action points from previous meeting (PLD)*
3. *Attendance monitoring (PLD, LB)*
4. *Refurbishment of room 304 and discussion on 303 (PLD)*
5. *Feedback from the reps*
6. *AOB*

1. Welcome

PLD welcomed the attendees and them to introduce themselves.

Apologies/Absences:

Krystian Mikolajczyk	Course Director (MSc Applied Machine Learning)
Vinayak Unnithan	MSc Rep (Applied Machine Learning)
Jemima Graham	PhD Rep (Control and Power)
Costanza Gulli	PhD Rep (Circuits and Systems Research Group)
Dimitra Tsakona	PhD Rep (Intelligent Systems and Networks)

Yongqi Zhang	PhD Rep (Optical and Semiconductor Devices)

2. Personal tutorials (PhD & MSc) – group and MSc reps to get feedback from their student cohorts

Action	Person responsible	Status
The Chair recommended MSc reps to clarify to their cohorts that students should feel free to contact their tutors and meet them more often and that the idea is that students should write to their tutors if they have any issues.	MSc reps	Completed
Look into how to improve the personal tutorials scheme for PhD students based on the feedback from the reps and clarify student expectations with tutors.	PLD	Ongoing, in progress
The Chair recommended PhD reps to advise their research groups on the pastoral support available.	PhD reps	Each PhD rep advised their research group. The PhD reps reported that there are working on a poster in collaboration EDIC to advertise pastoral support available to students.
Clarify the confusion and rectify issue with GTAs rates.	PLD, LB/Casual Workers Team	Completed - new rates will be effective from 10 November 2022. PLD briefly discussed the outcomes of the SCC continuation meeting held in January.
Organise a meeting with PhD reps and Christos to discuss GTA rates in detail, including categorisation of GTA work, consideration of preparation work, and how funding for bursary is spent within the Department.	PLD, Christos, Avery	Completed - meeting held on 9 January 2023.
Produce a detailed written policy surrounding GTA work and GTA rates.	Christos	In progress
Look into organising career events catered to each MSc course.	PLD	Ongoing – Lina encouraged MSc reps to contact her/ visit the Education Support Office if they have any suggestions/ideas/feedback to improve the MSc career seminars.
Look into how to improve the MSc project selection process and list of projects.	PLD	Ongoing
Remind lecturers to make the notes/slides available to students prior to the lectures.	PLD/ MSc Course Directors	Completed
PhD reps to contact PhD students to make sure they know that they are entitled to be paid for prep work. (PhD reps)	PhD reps	Completed
EEE Department to propose pay rates for prep work based on type of work. (PLD)	PLD/Christos	In progress
LB to add more specific questions regarding prep time on GTA form. (LB)	LB	In progress

LB to contact Graduate School to request update to the mutual expectations document: clarifying that PhD students must not carry any responsibilities for MEng and MSc supervision. (LB)	LB	LB explained that Graduate School would like to keep the mutual expectations document as general as possible because different departments have different expectations and that, therefore, they are not to keen on changing the document. EV suggested to add a detailed policy on the EEE website if Graduate School are unable to amend the mutual expectations document. LB agreed to ask Christos Bouganis to publish the Department level policy on the EEE website. LB will ask Christos to put on the (department level) policy.
PhD reps to organise focus groups and conduct a survey towards the end of the Summer 2023 about supervision of master's projects. (PhD reps)	PhD reps	In progress, PhD reps will start working on it in May.
PLD to remind personal tutors to discuss engagement with masters' projects with PhD students. (PLD)	PLD	Ongoing

ACTION: Ask Christos Bouganis to prepare a detailed Department level policy clarifying that PhD students must not carry any responsibilities for MEng and MSc supervision. Publish this on the EEE website by the start of the next academic year. (LB)

ACTION: Organise focus groups and conduct a survey towards the end of the Summer 2023 about supervision of masters projects. Start working on this by May 2023. (PhD reps)

3. **Attendance monitoring**

PLD said that attendance recording is poor and asked the reps to remind students to record attendance on the app when they meet their supervisors/personal tutors. Meetings that should be recorded are those that involve engagement with research. PLD explained that this is to make sure that they meet their supervisor at least once a month and that this is recorded, regardless of the student's visa requirements, as this will enable the Department to identify any lack of engagement and act more quickly to rectify this. PLD emphasised that this is even more important for visa-holder students as we are required to report at least one contact point per months to UKVI.

ED'O rep reported that (although she finds the system useful) most students don't see the point of registering monthly attendance and that some students are worried to make their supervisors uncomfortable by doing so. They also reported that students need clarification on whether recording attendance is only for PhD students or MSc students or both.
PLD clarified that recording attendance is compulsory for both MSc and PhD students.

ESM reported that many students are not aware of the app.

NAA suggested that a paragraph is added to the app's automatic reminders explaining the significance of recording attendance and the impact on visa.

ACTION: Send out email reminding students to record attendance on the app for substantial meetings with supervisors and personal tutors, at least once a month. (MSc and PhD reps)

ACTION: Add a paragraph of the automatic reminders explaining the significance of recording attendance and the impact on visa. (LB)

ACTION: Send out an email to all MSc and PhD students with link to access the app. (LB)

4. Refurbishment of room 304 and discussion on 303

PLD encouraged MSc students to use Room 304 more as it has been refurbished so it is quite nice.

One MSc rep asked if it would be possible to have a microwave in 304. PLD explained that this would not be possible and informed the MSc reps that there is a microwave on the level 2 and on the 5th floor labs which they can use.

The MSc reps were also reminded that they can use Room 303.

Two MSc reps reported that they cannot access Room 303 so they have been advised to contact Zia Rahman, Facilities Manager, who can fix the issue.

5. Feedback from the reps

ESM said that students would have preferred to start working on a particular coursework earlier. She said that although they received a calendar with coursework deadlines well in advance, the instructions for the coursework were uploaded too late, about 1 week before the deadline.

ACTION: ESM to send the list of affected modules to LB so that PLD can remind the relevant Module Leaders offline.

NSF said that many students in his cohort were unable to cope with the difficulty level of the coursework and that they complained that they have not been able to learn the content necessary to complete the coursework and had to therefore resort to trial and error.

ACTION: NSF to send concerns directly to PG who will look into this and follow up with the relevant academic staff.

KZ said that attendance is dropping as students in her cohort are complaining about the quality of teaching of compulsory modules and that therefore they are finding it difficult to complete coursework assignments.

PLD reminded MSc reps that they are encouraged to provide feedback via the module evaluation survey which is anonymous as the Department tries to implement changes based on the feedback provided.

KZ said that students are reluctant to provide feedback via the module evaluation survey as they are afraid that the relevant Module Leader might make the exams more difficult if the survey results are negative.

ZK mentioned that students have not yet received feedback for coursework that was submitted in December.

ACTION: Look into feedback from KZ regarding the quality of teaching and follow up with the relevant Module Leader to remind them to release marks for coursework. (TS)

NAA reported that according to the survey, deadlines for coursework are close to each other or overlapping and not arranged appropriately, causing significant stress to students.

PLD explained that coursework cannot be assigned until the relevant teaching material has been covered, which can often lead to many deadlines close to each other.

NAA also mentioned that recordings of some lectures/classes were unclear or unavailable.

PLD explained that some of these problems with the recordings are likely to be related to the rooms themselves and that therefore these technical problems would be difficult to solve.

NAA mentioned that flipped classrooms are difficult to attend and prepare for.

ACTION: NAA to send DA list of unavailable/unclear recordings so that DA can ask the relevant MLs to upload the recordings from the previous academic year. (NAA, DA)

ACTION: Send list of rooms associated with unclear/unavailable recordings to LB so that she can feedback to ICT. (NAA, LB)

ACTION: Look into issue with coursework deadlines where deadlines are close to each other. (PLD)

ACTION: Look into issue with flipped classrooms (integrate a mixture of flipped classrooms with other teaching methods?) (DA)

TC pointed out that some module catalogues are outdated.

ACTION: Check and ensure that the module catalogues are aligned with the module specifications. (PLD/MSc Course Administrators)

EV said that CAP students don't have any small meeting rooms available to them.

PLD explained that this is an issue that should be handled by that particular Research Group and suggested to use 909. EV said that 909 is too big.

EV asked if PLD/BC/DA could promote dialogue with the Research Group to see if they can accommodate the request.

LB said that Zia Rahman (Facilities Manager) is looking into this.

ACTION: follow up with Zia Rahman to see if a small meeting room could be made available to CAP students. (LB), DA to raise the issue with HoG in control.

6. **AOB**

PLD asked for AOB, there was none so concluded the meeting.

Action tracker

Action Items	Person responsible	Status
Ask Christos Bouganis to prepare a detailed Department level policy clarifying that PhD students must not carry any responsibilities for MEng and MSc supervision. Publish this on the EEE website by the start of the next academic year.	LB	
Organise focus groups and conduct a survey towards the end of the Summer 2023 about supervision of masters projects. Start working on this by May 2023.	PhD reps	
Send out email reminding students to record attendance on the app for substantial meetings with supervisors and personal tutors, at least once a month.	MSc and PhD reps	
Add a paragraph of the automatic reminders explaining the significance of recording attendance and the impact on visa.	LB	
Send out an email to all MSc and PhD students with link to access the app.	LB	
ESM to send the list of affected modules to LB so that PLD can remind the relevant Module Leaders offline.	ESM, LB, PLD	
NSF to send concerns directly to PG who will look into this and follow up with the relevant academic staff.	PG	
Look into feedback from KZ regarding the quality of teaching and follow up with the relevant Module Leader to remind them to release marks for coursework.	TS	
NAA to send DA list of unavailable/unclear recordings so that DA can ask the relevant MLs to upload the recordings from the previous academic year.	NAA, DA	

Send list of rooms associated with unclear/unavailable recordings to LB so that she can feedback to ICT.	NAA, LB
Look into issue with coursework deadlines where deadlines are close to each other.	PLD
Look into issue with flipped classrooms (integrate a mixture of flipped classrooms with other teaching methods?)	DA
Check and ensure that the module catalogues are aligned with the module specifications.	PLD/MSc Course Administrators
Follow up with Zia Rahman to see if a small meeting room could be made available to CAP students. (LB), DA to raise the issue with HoG in control.	LB, DA