Department of Electrical and Electronic Engineering
Postgraduate Staff and Student Committee

Minutes   **12.30pm to 1.30pm, Wednesday 7 February 2024, Room 611**

Committee members:

Staff	
Pier Luigi Dragotti	Director of Postgraduate Studies – PGR (Chair)
David Angeli	Director of Master Studies – PGT
Lina Brazinskaite	Postgraduate Manager
Imad Jaimoukha	Senior Tutor – PGR
Javier Barria	Senior Tutor – PGT
Christos Papavassiliou	Course Director (MSc Analogue and Digital Integrated Circuit Design)
Krystian Mikolajczyk	Course Director (MSc Applied Machine Learning)
Tania Stathaki	Course Director (MSc Communications and Signal Processing)
Giordano Scarciotti	Course Director (MSc Control and Optimisation)
Balarko Chaudhuri	Course Director (MSc Future Power Networks)
Hashi Chowdhury	Education Support Administrator (Committee Secretary)

Students	
Cédric Goubard	Department overall Postgraduate Rep (MSc + PhD)
Charmaine Liu	MSc Rep (Analogue and Digital Integrated Circuit Design)
Mauro Marino	MSc Rep (Applied Machine Learning)
Ben Townley	MSc Rep (Communications and Signal Processing)
Joanna Zhu	MSc Reps (Control and Optimisation)
Ignacio Serrano van der Shraft	MSc Rep (Future Power Networks)
Jad Wehbeh	PhD Rep (Control and Power)
Berkay Özbek	PhD Rep (Circuits and Systems)
Sam Coward	PhD Rep (Circuits and Systems)
Pedro Gimenes	PhD Rep (Circuits and Systems)
Eric Zajler Grinstein	PhD Rep (Communications and Signal Processing)
Ciske Smit	PhD Rep (Intelligent Systems and Networks)
Yongqi Zhang	PhD Rep (Optical and Semiconductor Devices)

Optional:

Christos-Savvas Bouganis	Director of Undergraduate Studies
Louise-Ann Hand	Liaison Librarian (Aeronautics, Earth Science & Engineering, EEE)
Georgiou Pantelis	Previous Course Director (MSc Analogue and Digital Integrated Circuit Design)

Agenda
1. *Welcome and introduction (PLD)*
2. *Action points from previous meeting*
3. *Update on organisation of the Postgraduate Team (PLD)*
4. *Updates on GTA rates (CB, PhD Reps)*
5. *Feedback from each MSc Rep (MSc Reps)*
6. *Any other business*

1. Welcome and introduction

Welcome and introduction.

Apologies/Absences:

Eric Zajler Grinstein	PhD Rep (Communications and Signal Processing)

2. Action points from previous meeting

PLD provided the following updates.

Updates regarding Room 304:
The bins in Room 304 were filling up quickly during lunchtime, therefore the Facilities Team sourced additional bins. The room has three general waste bins now and one recycling bin.
The room was too cold as the heating used to be off but it has been put on since the issue was raised to 22 °C.
Room 304 gets busy at lunchtime and the Facilities Teams received notifications that the CO_2 level is too high in the room and as a result, windows need to be kept open for fresh air and ventilation.
Signs to keep microwaves clean are on top of the microwaves, there is also a kitchen roll next to the microwave, but wipes are not provided. The Facilities Team will update the 'Keep microwave clean' sign to make it more visible and include information about the nearest water points.

GS reminded everyone teaching the MSc Control and Optimisation to communicate to the cohort the deadlines of their coursework during their first lecture and that these deadlines should not be changed during the term.
GS sent a reminder to ensure that the Education Office has the coursework deadlines for the MSc Control and Optimisation modules before the start of each term and that all coursework deadlines should be within the term that the module is taught. Any exceptions should be discussed with the Director of Undergraduate Studies.

Update on the new staff breakout space:
A space has been identified for a large staff/PhD breakout area on Level 9. Discussions are currently being held with floor occupants about the knock-on effects on their workspaces, and initial designs are being put together.
Once a better idea of scope, costs and feasibility are discussed, a plan can be put in place regarding phasing. The ambition is that the work will be completed in 2024, but this will be dependent on design and timescales. It will be planned in a way that causes the least disruption to Level 9 occupants. The first phase will be adjusting the Post-doc/PhD open plan working area so that their work is not disrupted, before moving on to the breakout space. The Facilities Team is working on adding a small kitchen/meeting area on Level 7 which should be open after Easter, to allow for better provision for Level 7 students. After this point, every floor will have a provision for some seating for their PhD students apart from Level 11. All floors will have a kitchen area.

CG said Room 304 gets crowded especially during lunchtime and PLD said that after Easter the Room should become less crowded.

SC said that the Department has been great and involved PhD reps in the discussion about the renovation.

PLD reassured the Committee that the renovation works are moving as planned.

3. Update on organisation of the Postgraduate Team

PLD informed the Committee that since January 2024

- DA is the new Director of Master Studies (PGT), and PLD the Director of Postgraduate Studies PGR, dividing PLD's role into two.
- JB is the new Postgraduate Senior Tutor PGT, and IJ the Postgraduate Senior Tutor PGR, dividing IJ's role into two.

PLD stated that from the next academic year, the PG Staff and Student Committee (SSC) may also be divided into PG SSC PGT and PG SSC PGR.

PLD mentioned that the Education Support Office is undergoing restructure.

4. Updates on GTA rates

PLD stated that the changes on GTA rates across the College are expected to go ahead as the proposed changes are only missing one level of approval, and that it is expected that the new rates will be effective from the next academic year.

PLD explained that there will be three rates, approximately aligned with what is currently in place, and that the major difference would be that instead of having different rates for different types of work, there will be three rates for each of the three tasks.

PLD stated that when changes are approved, a guideline will be produced by the Department.

PLD mentioned that CB will look into the prep time.

5. Feedback from each MSc Rep

JZ reported that the general feedback from her cohort is that they are happy with the course. She mentioned that regarding the Level 3 labs, Rooms 303 and 304, more convenient access to drinking water would be desirable as currently the only source of drinking water in Level 3 is in the gents' toilet. She asked if it would be possible to have a kettle in Room 304 to make hot drinks.

LB will check with the Facilities Manager if this would be possible.

BT asked for coursework feedback.

PLD has just provided feedback for his module so this issue is sorted (just for his module).

TS will chase the relevant Module Leaders for feedback. The modules in question are: Advanced Communication Theory, Cryptography and Coding Theory, Probability and Stochastic Processes.

LB asked if the Module Leaders have informed students when they should expect to receive the feedback and BT replied that they have not.

BT reported that a lunch for CSP students was scheduled to take place on 31st January and that this was on CSP students' calendars, however, the lunch was not provided on the day. The SRGA and TS were not aware of this event. This confusion was due to a glitch in the timetabling system, as explained by Timetabling.

LB and PLD will investigate this matter.

TS asked if a lunch could be organised to compensate for the inconvenience caused. PLD said that this will be considered but clarified that usually the Department does not organise these lunches.

ISvdS reported that the FPN cohort has not received feedback for three coursework assignments. The modules in question are: Systems Identification, Power System Economics, and Role and Value of Smart Grids. He mentioned that he had already emailed one of the Module Leaders and asked for feedback.
BC will chase the Module Leaders.
ISvdS also mentioned that some of the monitors and power outlets in Room 303 are not working.
CP asked if post-it notes would be placed on those monitors that do not work so that they can be easily identified.
PLD and LB will look into this issue.

MM asked for feedback from exams and PLD clarified that feedback is not provided on exams and that exam results will be provided by the Education Support Office in due course.
LB will check with Kate Farrar when the provisional exam results will be provided to students and explained to students that it takes time to gather all the marks for the exams as some exams are larger than others.
MM also reported that for one of the coursework assignments, there was an error in the report provided by the lecturer and that, in the process of incorporating updates, some parts of the reports were lost and that the deadline for the coursework therefore has been postponed by one week. MM mentioned that the cohort appreciates that this is the first time that this module is running and that the Module Leader is aware of the problem and has been proactive in fixing it.
KM confirmed that the Module Leader is aware of the problem and is taking the feedback on board.

CL reported that for the Advanced Digital Systems Design module, the software to be used is not installed on all the laptops and that, although this is being fixed, a better solution would be to have the software download on all laptops in Room 909.
CP said that the software should already be installed on those laptops, but CL replied that not all of them have it installed and that some of the monitor cases are missing.
CL will let CP know which monitors are missing cases.
CL mentioned that marks for some of the exams have not been received.
LB clarified that the exam marks will be announced later this February.
CL also mentioned that the cohort is also awaiting marks for a number of coursework assignments.
CP asked CL to provide the list of the modules in question.
CL replied that she will ask the cohort and provide the list to CP.
IJ explained that students will not receive a final grade for exams and that they will only be notified if they passed or failed the exams later in February.
IJ also reminded the Committee that if they have failed an exam, the marks can still be adjusted and they can still pass the exam. IJ stated that the Biomedical Electronics will definitely be moderated.

6. **AOB**

The PhD reps were reminded that any issues related to the renovation of spaces can be emailed to PLD who will then raise them to the Department Management Committee.

The Committee was reminded to contact LH with any library-related questions.

Action tracker

Action Items	Person responsible	Status
Look into GTA rates for prep time.	CB	
Check with the Facilities Manager if a source of drinking water can be provided in Level 3 that can be accessed by female students.	LB	
Check with the Facilities Manager if a kettle can be provided for Room 304.	LB	
Ask the relevant Module Leaders to provide coursework feedback for the following modules: Advanced Communication Theory, Cryptography and Coding Theory, Probability and Stochastic Processes.	TS	
Investigate how a lunch for 31st January was erroneously added to CSP students' calendar and discuss if a lunch could be organised for them.	LB/PLD	
Ask the relevant Module Leaders to provide coursework feedback for the following modules: Systems Identification, Power System Economics, Role and Value of Smart Grids.	BC	
Look into issue of monitors and power outlets in Room 303 not working.	PLD/LB	
Check with Kate Farrar that all provisional exam results have been sent out to students.	LB	
Ensure that the software for the Advanced Digital Systems Design module is installed in all laptops in Room 909 and look into which monitors are missing cases.	CP	
Provide CP with a list of modules with missing coursework feedback.	CL	