

Minutes

2pm to 3pm, Wednesday 9 December 2020, via MS Teams

Present:

Staff	
Christos Bouganis (Chair)	Director of Postgraduate Studies
Pantelis Georgiou	Course Director (MSc Analogue and Digital Integrated Circuit Design)
Tania Stathaki	Course Director (MSc Communications and Signal Processing)
David Angeli	Course Director (Control Systems)
Balarko Chaudhuri	Course Director (MSc Future Power Networks)
Imad Jaimoukha	Postgraduate Tutor
Krystian Mikolajczyk	Course Director (MSc Applied Machine Learning)
Lina Brazinskaite	Postgraduate Manager (Committee Secretary)

Students

Al-Amin Bugaje	PhD Rep for Control and Power
Jiyu Fang	PhD Rep for Circuits and Systems Research Group
Kate Highnam	PhD Rep for Intelligent Systems and Networks
Saleh Komies	PhD Rep for Optical and Semiconductor Devices
Michalis Lazarou	PhD Reps for Communications and Signal Processing
Josh Laney	MSc Rep for Analog and Digital Integrated Circuit Design
Ali Almutawa	MSc Reps for Future Power Networks
Guoxuan Cui	MSc Reps for Future Power Networks
Catherine Chaya	MSc Rep for Applied Machine Learning
Michael Urbanski	MSc Reps for Control Systems

1. Welcome

C Bouganis welcomed the Committee members to the meeting.

2. Apologies/Absences

Alicia Blatiak	Department overall Postgraduate Rep (MSc + PhD)
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3. Matters arising from the previous Committee meeting

3.a. Webpage + Twitter accounts to post information on PhD students' work

ACTION – All **PhD reps to email Lina** on how each group Twitter account is managed.

3.b. Covid related feedback from students

ACTION – **Kate Highnam** to check if students have notified supervisors of any medical conditions that require office furniture equipment to be made available to them.

3.c. Mental health and wellbeing emails

ACTION – **All Reps** to send any requirements regarding mental health and wellbeing materials/support that students would find useful to Lina Brazinskaite and she will liaise with the Department's Health and Wellbeing Officer.

3.d. Personal Tutor-students support

Lina has contacted personal tutors asking them to arrange check in meetings with tutees. She has also emailed all personal tutors and students about personal tutor arrangements. Christos Bouganis mentioned that students can also contact their respective MSc Course Directors. Imad Jaimoukha is the Postgraduate Tutor and students can also contact him. For any mental health and wellbeing advice, the Department's Health and Wellbeing Officer Kelly Greenwood can be contacted on k.greenwood@imperial.ac.uk.

ACTION – **Christos Bouganis and the MSc Course Directors** will review whether a more unified approach to personal tutor arrangements needs to be made across all the MSc programmes at the next MSc Management Committee meeting.

ACTION – **PhD and MSc Reps** to check with students what they require in terms of personal tutor support.

3.e. Export license issue

Christos Bouganis has discussed this issue at the Faculty level and work is ongoing to establish where PhD students are currently based and find out whether export licenses are required for those students.

3.f. Funding for 4th year PhD students

The Department has established a scheme to support PhD students and has sent a call out for this already.

3.g. Lack of women/BAME

An Equality, Diversity and Culture Committee is looking into this issue. Christos Bouganis mentioned that the Department is developing a female only scholarship to help address male to female ratios within the Department. The possibility of a BAME scholarship has been discussed. There are currently no plans for a BAME only scholarship, however, this may be reviewed going forward.

4. COVID

4. a. Structured updates for students

Michalis Lazarou asked for more structured email updates for students from the Department on the COVID situation and how it impacts students and whether they can return to campus and when. Some students have not had the opportunity to attend campus yet. The Graduate School already sends out updates at the College level.

ACTION – **Kate Highnam** to liaise with Christos Bouganis and Lina Brazinskaite to include any relevant information in the monthly newsletter for students.

4b. Student concerns about the College's COVID tests

Some students are concerned that the College's COVID test results do not contain information such as passport numbers to allow them to use test results to fly/travel. Christos Bouganis has raised this issue at College level and fed back this information to the COVID Team overseeing the testing.

ACTION – **All Reps** to let students know that they can request a letter from College which contains their test results and information such as name, date of birth, CID and passport number. They can contact the Student Hub or email traveldoc@imperial.ac.uk. Further details can be found on the College website: <https://www.imperial.ac.uk/about/covid-19/covid-19-status/>

ACTION – **Lina Brazinskaite** to circulate an email from Phil Powers regarding COVID testing

4.c Student Wellbeing room

The Department has a student wellbeing room on campus which students can use. Contact your Senior Research Group Administrator.

4. d College re-opening and lab access

Students can contact their relevant Senior Research Group Administrator about booking lab access. The Department is following College level guidelines about campus access and for this academic year all teaching will continue to be delivered remotely.

4.e Lab supplies for students

MSc ADIC students are disappointed about not receiving lab supplies because the College had initially said they would ship supplies to students. Pantelis Georgiou mentioned that the risks of lab supplies being lost when shipping internationally prevented the College from doing this and that it was not possible to allocate one board for each student.

MSc Control students want to know what will happen if their lab kits are lost when posted internationally and will they fail the module. Christos Bouganis reassured that students will not be failed if they do not receive their lab kits and mitigating circumstances processes are available.

5. Student ID cards, return to campus and departmental facilities

5.a Student ID cards

Some students have not received their ID card which allows them to access student discounts in their home countries.

ACTION – **All Reps** to let students know that they can request a letter of attendance from College and use that to access student discounts. Uncollected student ID cards will be mailed to students when work on campus resumes.

5.b Return to campus and video tour

Catherine Chaya recommends a video tour of the campus should be made and circulated to new students as some students are planning to come to campus from January.

ACTION – **Christos Bouganis** will ask the Department to put together some materials to send to students returning in January about the facilities available and how to navigate campus.

5.c. Departmental facilities

Catherine Chaya mentioned the 3rd and 4th year labs are in a bad condition and need updating.

ACTION – **Catherine** to send details of the issues to Lina and the Facilities Manager, Zia Rahman.

6. Exams

6.a. Exam timetable

It is not possible for exam times to accommodate different time zones. All exams will take place remotely and at one specified time for students and they are mostly likely to take place at 10am GMT. Where there have been exams scheduled for 1pm this term this will be reviewed ahead of the summer exams to try and schedule all exams in the morning GMT.

6.b. Autumn Term Exams

Michael Urbanski fed back that students who had taken the MSc Control exam in December felt it was too hard because it was an open book exam and what will happen if students fail. Imad Jaimoukha reassured students that there are departmental systems in place to moderate all exam performances. He is also the 2nd marker for the MSc Control exam and student feedback about this exam will be noted. MSc students will not receive letter grade results for Autumn term exams and it will be either pass or not pass and results may be moderated in June 2021 before final results are released for MSc students. There is no option to re-sit exams unless there are mitigating circumstances. There will be an Examiners meeting in July and if re-sits are required, they will take place in the next academic year.

ACTION – Lina asked **student reps** to raise awareness of the SOLE survey and ask students to complete it to flag these issues.

7. Lectures

Guoxuan Cui has asked for lectures to be recorded and uploaded for students to access in their own time as some students experience internet issues and are unable to watch lectures in real time. Students would also like to receive lecture slides in advance.

ACTION – **Guoxuan Cui** to ask students to raise this directly with the lecturers.

8. Internships for MSc students

Guoxuan Cui asked if students can take up internships during their MSc. Lina advised that the MSc is a full-time course and that any part-time internships a student wants to take up needs to be discussed with their respective Course Director and Project Supervisor first. It was also reminded that students should adhere to their T4 student visa conditions which normally only limit the hours one can work.

Action tracker

Action items	Person responsible	Status
Email Lina on how each group Twitter account is managed	All reps	
Check if students have notified supervisors of any medical conditions that require office furniture equipment to be made available to them.	Kate Highnam	
Send any requirements regarding mental health and wellbeing materials/support that students would find useful to Lina Brazinskaite and she will liaise with the Department's Health and Wellbeing Officer.	All Reps	
Review whether a more unified approach to personal tutor arrangements needs to be made across all the MSc programmes at the next MSc Management Committee meeting.	Christos Bouganis and the MSc Course Directors	
Check with students what they require in terms of personal tutor support	PhD and MSc Reps	
Liaise with Christos Bouganis and Lina Brazinskaite to include any relevant information in the monthly newsletter for students.	Kate Highnam	
Let students know that they can request a letter from College which contains their test results and information such as name, date of birth, CID and passport number	All Reps	
Circulate an email from Phil Powers regarding COVID testing	Lina Brazinskaite	
Let students know that they can request a letter of attendance from College and use that to access student discounts.	All Reps	
Ask the Department to put together some materials to send to students returning in January about the facilities available and how to navigate campus.	Christos Bouganis	

Action tracker (cont.)

Send details of the issues to Lina and the Facilities Manager, Zia Rahman	Catherine
Raise awareness of the SOLE survey and ask students to complete it to flag these issues.	All Reps
Ask students to raise this directly with the lecturers	Guoxuan Cui