



**SCHOOL MATHEMATICS, COMPUTER SCIENCE  
AND ENGINEERING  
RESEARCH & ENTERPRISE COMMITTEE MEETING**

**Minutes of Meeting No. 10**

**Held on Thursday 17 March 2016**

**At: 14:00 – 16:00, in Room C103**

Name of Member	18.03.15		21.5.15		7.7.15		24.09.15		18.11.15		14.1.16		17.1.16	
	Pres	Apol	P	A	P	A	P	A	P	A	P	A	P	A
<i>Research Comm Members</i>														
Professor P Kyriacou (Chair)	x		x		x		x		x		x		x	
Professor R Crouch		x		x	x			x	x		x		x	
Professor N Karcianas	x		x		x		x		x		x			x
Professor A Fring	x				x		x		x		x		x	
Professor T Sun	x					x		x	x		x		x	
Professor Lorenzo Strigini	x			x	x		x		x		x		x	
Professor George Spanoudakis		x	x			x		x		x		x		x
Professor Jason Dykes	x				x		x		x		x		x	
Professor Jo Wood		x	x			x		x		x	x			
Professor John Carlton	x				x		x		x		x		x	
Professor Andreas Kappos	x		x		x		x		x		x		x	
Dr YouYou Yan	x				x		x		x		x		x	
Dr Talal Ous	x		X		x		x			x	x			x
Dr Stephanie Wilson	x				x		x		x		x			x
Dr George Buchanan	x			X	x			x	x		x			
Dr Karen Shaw	x					x		x		x		x		x
Ms Amy Bilton									x		x			x
Ms Hafiza Patel		x		x		x		x		x		x		x
Mr Richard Basch		x		x		x		x	x			x	x	
Dr Andrew McNamara	x		x		x			x	x		x		x	
Mrs Gill Smith (Secretary)	x		x		x			x	x		x		x	
Mrs Claudia Kalay (for Karen Shaw)									x		x			
Mrs Claire Bensusan (for Karen Shaw)													x	
Prof George Halikias (for N Karcianas)													x	

**1. Apologies for Absence**

Apologies are noted as above.

**2. Minutes of the last meeting of Research & Enterprise Committee**

It was noted that N Karcianas was present at the meeting on 14 January 2016.



### 3. Matters Arising/ Actions

Actions Completed	Responsibility	Comment
Machine Learning to become a Research Centre	PK PK	Completed Use Kelly Redhead to set up an account
Administrative support for Research Centres	RL <del>RL</del> RB	Completed Discuss how to manage support
PhD Student Completion	PK	Completed

- It was noted that NK was present at the last meeting
- RB CA and RC to discuss IS system for allocating work more efficiently and effectively to technicians
- Seminar and events web pages - Liam Geoghegan and Gill Smith to meet to move this forward. Research Centres will be offered help with organizing and advertising Seminars and events and a template will be available for them to use if they wish to take up this offer. Naina Bloom will be offering support to Research Centres on setting up seminars and has a template for this which she will be sending around. PK said he hoped the Research Centres would take up this offer.

### 4. Chair's Report

#### 1. PhD numbers

- PK reported that we have 37 new PhD students registered from October 2015 to February 2016.
- Completion of PhD students – PK circulated a paper showing completion rates across the School for the years 2012/13, 2013/14 and 2014/15 with a breakdown of subject areas and in Engineering of departments. It was noted that in Computer Science and in Mathematics the trend was to complete the students much more efficiently. PK said there were good trends over the last three years for completion rates. PK emphasize that efforts need to be made, that all our PhDs convert from MPhil to PhD and complete their PhDs within the University guidelines.
- PK produced a paper relating to desk space for PhD students showing the number of students currently in the School. To get a clear picture of the space Gill and Paula have taken on responsibility of looking after the space, Gill in Tait and Paula in College and Drysdale. The total number of desks to accommodate PhD, Erasmus, RA's and visitors is 286. Guidelines have been drawn up in accordance with Senate regulations to deal with how long PhD students were allowed to have a desk. JD said SW had done a fantastic job



with completion rates in Computer Science and wanted to flag that and it could possibly be something that could be done across the School.

- PK thanked the Dean and finance teams for finding money to support 10 PhD studentships across the School. Selection would be the same as last year, RC emphasized that the criteria should be the quality of the student, the quality of the supervisory team and the quality of the project in picking the right PhD students.
- ARQM - PK will invite everyone to a meeting to discuss this further.
- Ethics – the University is pressing the School have a Committee that will consider MSc and PhD projects. PK had discussed this with Dr Justin Phillips and he is willing to Chair a virtual committee to discuss and review any applications for approval coming from Engineering MSc or PhD students the same way that Computer Science review their MSc and PhD applications.
- Visitors – In the past there was an informal process for allowing visiting students to come and study for a short time, last year Shefa put a policy before the Board of Studies for visiting research students to pay bench fees if they were going to stay for more than three months with a form to complete before they come but PK was not sure how widely this was circulated. We also have Staff visitors, at the moment there is no clear policy and these are the two types of visitors we have in the School also Erasmus Mundus. We are trying to put together a policy and PK is hoping to put forward something to Exco in the next week and easy flow chart to make this process easier.

## 5. Research Grant Activities

TO sends his apologies PK circulated paper B, it was noted this was only January to February submissions which was a slow period. There were 9 submissions from Engineering, 3 from Mathematics and 4 Computer Science. PK expressed his slight concern that staff were hesitant to apply for RCUK submissions.

## 6 City Research Online CRO

PK said KS wanted a report from MCSE on CRO, what we are doing to encourage our staff to engage with CRO every three months. It was noted that people were having difficulty with the system and what it is showing.

## 7. Enterprise Activities

AB sends her apologies. PK said that there was some good news on HEIF funding. Research Centres were asked to apply for funding to support some Impact Cases, 14 were received for consideration and 5 have been selected, 1 from CSR, 1 from Systems and Control, 1 from Qingwei Ma, 1 from Tong Sun and Ken Grattan and 1 from PK to be funded for a total of £40k. The University had some residual money and have also

funded applications from SW, AG, and Biomedical. Clerkenwell Design Week will also be funded by HEIF money, the event will take place on 24 May, 6pm, Oliver Thompson Lecture Theatre. Money was also secured to support London Technology Week and Amy will be liaising with the School on how we can best support this. The money must be spent by July 2016 PK urged the Research Centres to spend this money by this time, a report will be put together by Amy on how this money was spent. PK thanked Amy for all her hard work.

## **8. Research Student Management**

YY said SW was in the process of writing a guide of best practice for PhD supervision in the School and any suggestions could be emailed to YY.

## **9. University Research Office**

Claire Bensusan attended the meeting to report on the upcoming ARQM. Procedures for the ARQM had been sent to Associate Deans and PK would email appropriate staff after the meeting. CB explained data concerning staff eligible for ARQM would be sent to HODs for verification, it was anticipated there would be glitches and these should be flagged up with PK or CB. Papers should be tagged in CRO these should then be read and graded unless already done so for previous ARQM by a School panel which should include 1 external examiner. Concern was expressed that there was not enough time to get a quality external as the School has a number of disciplines and there was a short timescale. CB said she would report these concerns to Andrew Jones. The reviews needed to be completed by 27 April, PK would set up an internal meeting with Research Centres.

## **10. AOB**

RC said the School needs to show potential PhD projects for the three main disciplines on Research Centre web sites. Each Research Centre should have a tab showing these projects.

RC said Andrew Jones said although he had no date yet EPSRC will be giving more information about new Doctoral Training Centres or extensions to Doctoral Training Centres. City put a bit in jointly with Essex to ESRC and the message from Senate is to keep an eye open for any announcements and put in strong bids for a Doctoral Training Centre.

## **11. Date of next meeting: 19 May 2016, C103, 2pm**



**ACTION TABLE**

Actions Ongoing	Responsibility	Comment
Ensure updated PhD intake documentation available to the committee every 6 months.	PK	Ongoing
Research Seminar web page	RAB	Ongoing
Meeting in Jan – Feb to discuss ARQM	PK	Ongoing
Arrange EPSRC seminar	PK TO	Ongoing
Meeting to discuss REF strategy	PK	Organise meeting with Directors of Research Centres after Easter
Impact Case Discussion	ALL	ongoing
Email staff re ARQM	PK	To send email to appropriate staff
Internal review meeting for ARQM	PK	To set up meeting