



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

**Minutes of Meeting No. 6**

**Held on Tuesday, 7 July 2015**

**At: 14:00 – 16:00, in Convocation Suite**

Name of Member	2.10.14		19.11.14		14.01.15		18.03.15		21.5.15		7.7.15	
	Pres	Apol	Pres	Apol	Pres	Apol	Pres	Apol	P	A	P	A
<i>Research Comm Members</i>												
Professor P Kyriacou (Chair)	x		x		x		x		x		x	
Professor R Crouch	x			x		x		x		x		
Professor N Karcianas	x		x		x		x		x		x	
Professor A Fring	x		x		x		x				x	
Professor T Sun	x		x			x	x					x
Professor Lorenzo Strigini	x			Peter Popov attended	x		x			x	x	
Professor George Spanoudakis	x			x		x		x	x			x
Professor Jason Dykes		x	x			x	x				x	
Professor Jo Wood	x			x	x			x	x			x
Professor John Carlton		Not invited other Centre members were present <del>x</del>		x	x		x				x	
Professor Andreas Kappos		Not invited before centre formed <del>x</del>	x		x		x		x		x	
Dr YouYou Yan	x		x		x		x				x	
Dr Talal Ous	x		x		x		x		X		x	
Dr Stephanie Wilson	x		x		x		x				x	
Dr Vincent Caudrelier	x		x		x		x			X		x
Dr George Buchanan	x		x				x			X	x	
Dr Karen Shaw							x					x
Mr Alex Elkins	x		x		x		x			x	x	
Ms Hafiza Patel		x		x				x		x		x
Mr Richard Basch	x		x		x			x		x		
Prof Andrew McNamara							x		x		x	
Mrs Gill Smith (Secretary)							x		x		x	

**1. Apologies for Absence**

Apologies are noted as above.

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

It was noted that under item 9, "Research Student Management" should have said PK to meet with YY not TS.



**3. Matters Arising/ Actions**

Actions Completed	Responsibility	Comment

Issues with the Biomed Lab were unresolved and ongoing.

**4. Chairs Report**

**PhD fees**

PhD fees were discussed in particular fees charged across the school and competitors fees. CS had the highest overseas fees across the school. STR's to look at competitors fees around London, PK would then circulate these findings to the Research Committee to discuss and PK would then take a proposal to Exco.

**PhD Studentships**

Three applicants have received George Daniels studentships and 3 School studentships and they will begin their studies in October 2015 (there is still one outstanding studentship from Mathematics). Unsuccessful applicants had been informed.

**University Research Competition**

PK thanked those who helped with the shortlisting of applicants and congratulated those who had successful submissions. SMCSE did extremely. The unsuccessful applicants were informed giving them the opportunity to discuss about their submission and the reasoning of their application not being short listed.

**VC Awards**

The School had some successes but overall the results were disappointing for SMCSE.

**REF 2020**

TO would be going to the meeting on 14 July which is solely on Impact Cases, if anyone has questions they should email him. He will be giving feedback following the meeting.

PK will email Centre Directors asking for one page documents on impact cases which could be progression of impact cases submitted for REF14 or new impact cases.

The Committee discussed impact cases and the way they were written for REF14 and how to improve these for the next REF. All members agreed that we need to plan ahead in identifying impact cases and Head of Centres to nominate at least one impact case for their Centre, more than one impact case per Centre is also welcomed. TO informed members that he met National Contact Point from the Horizon 2020 funding scheme who offered support in preparation of Impact statements for proposal submissions. TO will organise meeting with the Head of Centres in the new academic year (around September period) to discuss the Impact Cases for REF2020.

**Visiting Research Students and Visiting Researcher**

PK circulated a paper that had been approved by the Board of Studies which outlined the procedure of charging a bench fee for visiting researchers if they planned to stay more than 3 months. The first 3 months would be free after which a charge of £200 per month would be payable. The Committee asked PK to clarify the situation with regard to Research Fellows who had reciprocal arrangements with other organisations over 3 months.



**Research Centre finance**

It was noted that at the end of the financial year any money that was left from the £5k given to each Research Centre would be taken back, in the new financial year they would each receive another £5k.

**5. Research Grant Activities**

TO reported that there had not been many Research Grants submitted as everyone had been busy with exams and marking. There is an EU deadline in August and perhaps there will be some activity during this period. The Leverhulme proposal put forward by Jo Wood et al had not been successful, however there was no feedback given to the team. Submissions for EPSRC 1<sup>st</sup> grant were CS 6, Engineering 12 and Maths 3.

TO was asked to provide an activity summary for 2014/15 at the first meeting in the new academic year.

**6. City Research Online**

TO provided papers with the May monthly report for CRO, it shows SMCSE has the highest number of papers in the repository compared to all Schools across City. TO also informed members that approval has been granted from the Central finance team to change the structure in the repository to allow papers already in the repository to be linked to the web pages of each Research Centre or Group.

**7. Enterprise Activities**

AE said that any HEIF money not used would be taken back at the end of the financial year. The money was given to Centres who applied for the £2500.00 for the promotion of research and AE said that he would write to Directors to advise on how to spend any money left. A report by each Director would be required as to how the money was spent.

**8. Research Student Management**

A progress report was circulated that was produced for the BoS. It was noted that not all of next year's intake was complete but would be available at the next meeting.

SW said there was a concern that PhD students were not getting sufficient training, CS were planning a new module for PhD student induction which would be compulsory, 10 – 12 modules had also been identified across the school and other schools, which students could attend.

The committee discussed the transfer from MPhil to PhD, PK said RC wanted students to transfer in the first 12 months. The committee wanted to know what the criteria was for transfer as supervisors had differing thoughts on this. PK said he would meet with RC to discuss this further.

**9. MCSE Web research pages**

TO updated members about the progress made on MCSE web pages. The majority of the web pages are completed, very few are still under construction including Biomedical Engineering Research Centre and Multi-scale Geotechnical Engineering, and Fluid Research Centre. The



remaining Centres will remain the same as their data are up-to-date. The plan is to complete all MCSE Centre pages by the start of the new academic year.

**10. Research Labs on Lower Ground Tait**

RB absent

**11. University Research Office**

KS absent

**12. AOB**

It was noted that there would be no administrative support for Research Centres.

PK said that sometimes he is not available to attend the University Research Committee and would need someone to deputise for him. It was agreed that TO will be taking this role.

**14. Date of next meeting:** 24 September 2015, Room C103

**ACTION TABLE**

Actions Ongoing	Responsibility	Comment
Ensure updated PhD intake documentation available to the committee every 6 months.	PK	ongoing
Discuss a temporary solution with Francine Hill for the lasers / lighting issues in labs.	RAB	Light resolved Lasers outstanding issues Biomed lab unresolved - ongoing
Organize meeting to discuss initial thoughts on REF 2020	TO	Report to the members the outcome of REF Impact Case workshop organised in Manchester 14 <sup>th</sup> July 2015
Present to School Exec Committee suggested revised fees for PhD students	PK	Next School Exec Committee
More Str's needed	PK	Meet with YY to discuss
Impact Cases	PK	Separate meeting in the New Year to discuss possibility of a workshop on Impact Cases
Bench Fees	PK	Enquire regarding situation of Research Fellows with reciprocal arrangements with other organisations.
Research Grant Activities	TO	Provide a summary of activity in the 2014/15 year for the 1 <sup>st</sup> meeting in the new academic year
HEIF money	AE	AE to write to directors of



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Item 13.2 Paper Kiv

		Centres re HEIF money
Student progression	PK	Meet with RC to discuss transfer from MPhil to PhD