DEPARTMENT OF GOVERNMENT

Meeting of the PGR Staff Student Liaison Committee [SSLC]

Wednesday 27 April 2016, 15:00 – 16:00

Room 5B.303

Minutes

Attendees

<table>
<thead>
<tr>
<th>Education Officer PGR</th>
<th>Professor David Howarth [Chair]</th>
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<tr>
<td>Graduate Administrators</td>
<td>Alex West</td>
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<td>Daniel Gobbitt</td>
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<td>1st Year Representative</td>
<td>Philip Nelson</td>
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<td>2nd Year Representative</td>
<td>Rebecca Cordell</td>
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<td>3rd Year Representative</td>
<td>Linda Urselmans</td>
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<td>Faculty Convenor Social Sciences</td>
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1. Apologies for Absence

Anna Bewick [Departmental Administrator]

2. Approve minutes of last meeting

The minutes of the meeting held on 27 January 2016 were agreed as an accurate record.

3. Update on previous meeting action points

**PhD Lab:** A joint request to update the PCs was put forward by Government and Economics in their departmental resource bids for 16-17. Unfortunately this bid was unsuccessful.

**PhD conference and training fund:** The budget for 2016-17 is still being finalised; The Departmental Administrator will endeavour to open the PhD conference fund for 2016-17 as possible once the fund is finalised.

**PGR social event [BBQ]:** The Departmental Administrator thanks the PGR representatives for their detailed proposal. The student engagement budget is still being revised, pending input from other cohorts. Once it has been finalised, The Departmental Administrator will circulate an update.

**Broken Microwave in PG Common Room:** Microwave now replaced.

**GTA reps to attend the SSLC meeting:** The Departmental Administrator will discuss with the Student’s Union as part of a wider review of Course Representatives. GTAs reps can however attend as observers, at the Chair’s approval.
4. **Student Matters**

Students requested clarification on whether the training fund could be used to pay for conference visits, and stated there was some uncertainty on how the process works.

**ACTION:** The Departmental Administrator is to issue guidance on the training and conference funding process.

Students would like more transparency on the provision of office space and seek clarification from the Departmental Administrator on the room allocation process.

**ACTION:** The Departmental Administrator is to provide clarification on the allocation of office space for PGR students.

Students seek more information and some support on the process for moving into their Completion year, including a possible Completion Year information session given by the Education Officer PGR.

**ACTION:** The Graduate Administrators will look into providing additional information in the form of a ‘Completion Year Handbook’ and the possibility of a Completion Year information session to better inform students.

Students feel as though they need more specific information about the purpose and structure of their Board Reports.

**ACTION:** The Graduate Administrators will work on providing some detailed guidance on the aims and format of Board Reports, including a recommended word count.

Students would like to have more Employability and Careers content integrated as part of their course.

**ACTION:** The Education Officer PGR and the Graduate Administrators will work together to introduce a Professional Development Session for students.

5. **Any Other Business**

None

**Date of next meeting: TBC**