DEPARTMENT OF GOVERNMENT

Meeting of the PGR Staff Student Liaison Committee (SSLC)

Wednesday 2 November 2016, 15:00 – 16:00

Room 5B.324

Minutes

Attendees

<table>
<thead>
<tr>
<th>Education Officer PGT</th>
<th>Dr Tom Parr (stand in Chair)</th>
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<tr>
<td>Graduate Administrator</td>
<td>Alex West</td>
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<tr>
<td>Departmental Manager</td>
<td>Anna Bewick</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Year representative</td>
<td>Philip Nelson</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Year representative</td>
<td>Rebecca Cordell</td>
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The minutes of the meeting held on 27 April 2016 were agreed as an accurate record.

1. Apologies for Absence

   Education Officer PGR
   Faculty Convenor Social Sciences
   Final Year representative

   Professor David Howarth
   Andrew McIntosh
   Linda Urselmans

2. What is going well?

   The 3<sup>rd</sup> Year representative advised that the welcome dinner for PGR students went well and thanked the department for facilitating it.

3. 1<sup>st</sup> Year Matters

   There is currently no 1<sup>st</sup> year representative.

4. 2<sup>nd</sup> Year Matters

   - Provision of computers and relevant software for PhD students – the Departmental Manager is open to discussion but advised that the university does not have a licence for STATA so could not help with this
   - Summer School fees – there are currently no discounts for Essex students and there is a limited number of teaching assistant posts; students are advised to speak to Mel Sawers, ESS Administrative Director as the department have no involvement in the running of the ESS
   - Partition of conference funding – there are currently two funding rounds; the first deadline is in December. There is a lot more funding available to students now than in previous years, including Proficio. Students are advised to submit a preliminary request and use the Proficio funding for the conference fee and departmental
funding for travel expenses. The fund cannot be opened any earlier than when the department is advised of the budget.

5. **3rd Year Matters**

- Summer School applications – as there were less summer school attendees, there were less teaching assistant roles available and allocations were random. As previously advised, students are advised to speak to the ESS direct as the department have no involvement in the running of the ESS.
- Conference/Training fund – students are advised that a new application is required *per* conference; funds are not transferable.
- The 3rd Year representative asked if the department could put forward another request for new PC’s in the Lab; the Departmental Manager will take this forward.

6. **Completion Year Matters**

Nothing to report

7. **AoB**

Nothing to report

**Date of next meeting:** Wednesday 1st February 2017, 15.00 in room 5B.324