

SSLC Meeting
Tuesday 25th August 2020
Remote Meeting held via Microsoft Teams

Present:

Mary Cryan – Deputy Head of the Graduate School
Patrick Hudson – IGS On-course Student Support Administrator
Jonathan MacBride - IGS Administrative Assistant
Denis Emelim – ILCC representative
Ionela Mocanu – PPAR representative
Traiko Dinev – RAS representative
Kaan Ocal – ANC representative
Rimvydas Rubavivius – NLP representative
Ishaq Ishaq – LFCS representative
Keyhan Kouhkiloui – IPAB representative
Amna Shahab – ICSA representative

Meeting was conducted as an open forum and representatives were asked in advance to bring any issues or discussion points with them to be raised with other students in attendance or IGS staff. Also prior to the meeting IGS sent out an email and asked the student reps to contact their students and ask the following question:

- 1) How to make complaints/ feedback about the school's student support network – do students have any comments?
- 2) Was there any feedback from the students relating to the PPR and the outcomes?

1. Matters Arising

- a) Bluesky were contacted by Patrick and it was confirmed that as the majority of the items used by the company are recyclable they should be cleared by the event or meeting organiser. Any items, such as coffee or tea urns, that Bluesky would take back should be cleared by Bluesky. If this is not being done then this should be passed back to whoever helped you book the catering so this can be relayed to Bluesky as feedback.
- b) The suggestion for more hand sanitiser and issues regarding noise complaints near MF1 were mentioned to the facilities team. Although there were discussions in place to look at how these issues could be resolved ,due to the recent pandemic both of these issues will naturally fix themselves as more sanitiser will be available for obvious reasons and with less people using the building at any one time noise levels throughout the building will reduce.
- c) Michael was not able to attend the meeting. Patrick will follow up with him separately to see how he got on. Any updates will be provided to the group.

2. The IGS Student Support Network

- a) In advance of the upcoming PGR Town Hall meeting Mary wanted to present some slides to the group for comment. These slides showed the support network for IGS PGR students and recent changes to some of these positions.
- b) The group were asked if there were any additional areas of support the students were aware of or used within the school. It was suggested by Rim, our NLP rep, that some of the CDTs offer pastoral care via their director of institute. It was discussed that perhaps the director of each institute could offer a similar role.
- c) There are now three PGR Tutors for the coming year. It was agreed that these have not been widely advertised in the past and underutilised by students. Hopefully this can change for the coming year. Some of the PGR tutors hope to offer specific drop in hours which might help to encourage more students getting in touch.

Action – Once PGR tutors have decided on drop in times this should be communicated to the PGR community

3. PPR discussion and Feedback

- a) The group briefly ran through the main outcomes of the school PPR.
- b) The lack of consistency between different supervisors and how they supported their students was an area that the group agreed needed fixing. Potentially supervisors will have mandatory 'Draw the line' training going forward.
- c) In general, dignity and respect is something the group felt the school should focus on and something on this topic should be added to the new student's induction.
- d) Confusion about annual reviews between institutes and CDTs was discussed. IGS plan to update their webpages to address the differences.

Action – IGS web pages to show differences between institute annual review expectations

4. General Q & A

- a) The group confirmed that no one had received any feedback or questions from their cohort in advance of this meeting.
- b) Rim (NLP) asked if there was a way for students to access information about seminars that were not posted on their specific mailing lists. Someone suggested an events page or blog where all upcoming events could be listed. This would be difficult to keep up to date. Anyone can choose to join the seminars@inf.ed.ac.uk mailing list where hopefully they would be kept up to date with all school events.
- c) A questions about PGR office access came up and Patrick gave a very brief summary of the schools plans, though none of these plans were set in stone at the time of the meeting. This included the possibility of around 50% or so of office members being able to use their desk at any one time and each office working on a rota system.
- d) Someone asked about the possibility of accessing the building to pick up equipment. There are no scheduled access times for this and each request would be considered on a case by case basis by contacting the school facilities team.

Next meeting TBA