



**IGS SSLC Meeting  
2023/24 (Semester 1)  
Monday 27<sup>th</sup> November 2023  
IF-1.15**

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Present:

**Staff representatives**

Dr Rob Van Glabbeek – Deputy Director of Informatics Graduate School

Patrick Hudson – IGS Senior Graduate School Coordinator

**Student (Institute) representatives**

Vidminas Vizgirda (ILCC)

Henrique Reis Aguiar (ANC)

Steiner Laenen (LFCS)

Jessica Ciupa (EUSA student rep)

**Student (CDT) representatives**

Dominik Grabarczyk (BioMed)

This meeting was conducted as an open forum and representatives were asked in advance to highlight what issues or discussion points they wished to be raised at the meeting. Prior to the meeting PH received some issues which the reps wished to raise and then there was an open forum for any other issues. PH also asked the group for feedback on the following:

1. The recent IGS Sense of Community survey. IGS identified 3 actions from this survey and asked the group for comment.
2. Feedback from the recent University PRES.
3. Any items students wanted to raise at the next Informatics building committee.

Action	Allocated to	Status of completion
PH to look into feedback/suggestion form.	Patrick Hudson	On-going
PH to look into the possibility of office rotas/wallcharts for PGR offices.	Patrick Hudson	On-going
The boardgames organisers will send out an email explain the	Boardgames Organisers	Complete

reasons for the ticketing system they use.		
PH to contact Kirsty Farmer to discuss way the school can better utilise her role.	Patrick Hudson	On-going
Jessica to set up monthly newsletter.	Jessica Ciupa	On-going
PH to follow up about ECDF clusters.	Patrick Hudson	Complete – Guidance can be found at <a href="https://www.ed.ac.uk/information-services/research-support/research-computing/ecdf/high-performance-computing">https://www.ed.ac.uk/information-services/research-support/research-computing/ecdf/high-performance-computing</a>  Unfortunately, this is not a Informatics managed cluster so issues should be reported to IS.
PH to have a discussion with the BioMed rep and other BioMed students regarding their office.	Patrick Hudson	Complete – PH had discussions with Isabelle Hanlon from the BioMed CDT and a future meeting to discuss this will be arranged.
PH to contact the Institute Admin team to find out the best place to direct PGR students for information relating to funding available.	Patrick Hudson	Complete – awaiting full response and PH will distribute information once it has been received.
PH to contact Kirstin Unwin, Head of Research Services in Informatics, to ask about the Generative AI Lab.	Patrick Hudson	Complete – KU advised that any issues or concerns should be raised with the Informatics ISS team. Please contact IGS in the first instance.

### Summary of actions from previous meeting and status

Action	Allocated to	Status of completion
MC to ask Aurora Constantin to add the pension's information to her teaching training session.	Mary Cryan	Aurora has communicated with both the trainers for postgrad teaching, as well as the ISS.

PW to discuss the Airbnb restrictions with Eilidh Guild.	Patrick Hudson	PH discussed with Eilidh and link provided for University guidance: <a href="https://www.ed.ac.uk/staff/business-travel/booking-travel/faqs">https://www.ed.ac.uk/staff/business-travel/booking-travel/faqs</a>
MC to follow up with Chris Heunen in relation to the comments made about trans issues in the survey and ensure the school is dealing with these appropriately.	Mary Cryan	Both instances were reported to Chris Heunen (Director of People and culture). Both cases were dealt with as far as they could.
PH to pass on thoughts regarding interview panels to HR.	Patrick Hudson	Passed on feedback to HR.
PH to look into email guidance for students when sending to mailing lists	Patrick Hudson	There is no specific guidance as to what is allowed when sending to Inf Mlists. Each email will be taken on a case-by-case basis. If you are sending an email to one of these students Mlists and would like guidance on the best way to draft your request please get in touch with IGS. You can also review school guidance here: <a href="https://computing.help.inf.ed.ac.uk/mailling-lists-guide">https://computing.help.inf.ed.ac.uk/mailling-lists-guide</a>
PH to contact appropriate departments in the school relating to recycling issues.	Patrick Hudson	This was discussed at Building Committee and some guidance relating to disposal of event waste, in relation to recycling, will be added to the organising events guidance.

### **Sense of Community Survey Feedback**

The group were generally happy with the three main outcomes from the survey. The first discussion around this subject was with regards to office space. The students felt that some students might be happier using shared offices if they were able to find out who would be working in the space, and when, so they could plan their working week accordingly. This would especially be helpful when a new student begins working in an office. PH will look to see if this is something that can be easily set up for each office. Also, a suggestion was made to have an open feedback form (which could be anonymous) for PGRs. This could be used to provide feedback for the office environment or any other issues. PH will discuss this with management to see if this is something IGS wish to set up.

There was a question relating to the PGR Boardgames event which the school helps to fund. One of the reps wondered why there were specific tickets for CDT students as this looked like

there was potentially some favouritism. In fact these specific CDT tickets allow the school to monitor how many CDT students are in attendance and therefore IGS can ask the CDTs management for financial contributions to cover these particular students. This means the school has more money to use for other PGR lead events including catering for more students for the Boardgames events.

Relating to one of the other points in the survey, student support, PH wanted to see if any of the reps knew of the support available through the university PGR Wellbeing advisors. Informatics has a wellbeing advisor, Kirsty Farmer, who none of the reps were aware of. PH will follow up with Kirsty and discuss what can be done to ensure her role is being utilised in the school. It was also mentioned that the Wellbeing advisor Sharepoint page appeared to have access for staff only.

The new school EUSA rep, Jessica Ciupa, was in attendance for her first SSLC meeting and volunteered to start a PGR newsletter which may help with raising awareness to support avenues for students within the school as well as other news and events going on in the school for PGRs.

**Action – PH to look into feedback/ suggestion form.**

**Action – PH to look into the possibility of office rotas/ wallcharts for PGR offices.**

**Action – The boardgames organisers will send out an email explain the reasons for the ticketing system they use.**

**Action – PH to contact Kirsty Farmer to discuss way the school can better utilise her role.**

**Action – Jessica to set up monthly newsletter.**

## **PRES Feedback**

Overall, there was not much feedback from the PRES survey. The reps seemed satisfied with the results. One area that was brought up was in relation to the ECDF cluster. The reps felt this was awkwardly managed and that as these GPUs were shared, or reserved for other schools, Informatics students were not getting the best use out of them. Better guidance or resource management for these clusters was required to help students navigate this.

**Action – PH to follow up about clusters.**

## **Building Issues**

Zip taps not working on various floors of the forum is an on-going frustration of students and other forum users. Just after this feedback these taps were fixed throughout the forum.

The BioMed rep, Dominik, wanted to raise the issue of his office space and how this space could be managed better now that the most recent cohort has settled into it.

**Action – PH to have a discussion with the BioMed rep and other BioMed students regarding their office.**

## **Any Other Business**

Jessica wanted to discuss the possibility of starting a Women in STEM coffee morning in the school. PH confirmed he would be happy to help support this with IGS funding. The first coffee morning will take place on the 26<sup>th</sup> January 2024.

One rep was looking for clarification in relation to what funding might be available to PGRs for things like attending conferences. Although IGS has very limited funding available the students first port of call for these questions should be with their institute. PH suggested he find out more in relation to this and either he or the institutes can better communicate this to their students.

Eventbrite has recently changed its user policy and users now need to pay if offering tickets to a certain amount of people. Reps wanted to check if students should still be using this or if there is an alternative site to use. Since this meeting the university has announced that a partnership with Eventbrite has been agreed which should see Eventbrite being freely available for students: <https://www.ed.ac.uk/information-services/help-consultancy/it-help/event-ticketing-discovery-with-eventbrite>

There will be a new Generative AI Lab in Informatics and one of our reps, Vidminas, wanted to raise the concerns of some students about AI safety and how this will be managed within the lab. The school is hiring a lab manager (TBC) but PH was happy to raise these concerns to the school

**Action – PH to contact the Institute Admin team to find out the best place to direct PGR students for information relating to funding available.**

**Action – PH to contact Kirstin Unwin, Head of Research Services in Informatics, to ask about the Generative AI Lab.**

**Next Meeting  
Exact date/time TBC**

### Summary of actions from this meeting / action status

Action	Allocated to	Status of completion
DoPS to send information to the student reps which details the University's new escalation processes for delayed / missing payments (for stipends, expenses and T&D payments).	Joy Candlish	Complete
IGS Manager to create new IGS webpage clearly explaining the process involved in organising stipend payments and the timescales involved in each step.	Lindsey Fox	Complete
Student reps to ask their students to report any issues/no payments as soon as possible.	Student reps	
ISS Teaching Support team to send out regular communications to students reminding them of the need to renew / refresh annual T&C contracts and repeat right to work checks.	Vicky Mactaggart	
IGS Senior Coordinator to raise the issue of road safety at the next school H&S meeting.	Patrick Hudson	