

**UNIVERSITY OF OXFORD DEPARTMENT OF MATERIALS
ACADEMIC COMMITTEE (DMAC)**

DMAC 48

There will be a meeting of the Department of Materials Academic Committee at **2.00 pm** on Monday 2nd June 2008 in the **Wolfson Meeting Room**.

* Starred items will not be discussed unless requested in writing (email) to the Chair by 10.00 am Monday 2nd June 2008.

AGENDA

1. **Apologies & Welcome**
2. **Minutes of DMAC 47** **DMAC 48/1**
3. **Shortened Minutes**
4. **Matters Arising – that are not specific Agenda Items**

***From DMAC 27**

Minute 4 Report from JCCU Chair:

Practical Classes Possibility of submitting reports in word-processed format. JMS has provided a lead on information on software for the detection of plagiarism. AOT is investigating its use and attended a half-day workshop on plagiarism in June 2006. AOT noted that EPSC has now produced some guidance on plagiarism.

AOT reported that the University is now trialling plagiarism detection software called "Turnitin" in two departments (Law and Computing).

DMAC 45: AOT reported that MPLS had agreed to take forward his request that they ask for a progress report on this trial.

In progress: AOT

***From DMAC 32**

****Minute 11iv Report from the Faculty: Guidance to Supervisors*** AOT and CRMG will adapt the guidance from the EPSC. Andrew Watt, as part of his CDF duties, will assist in taking this forward, has been briefed by AOT and will produce a final version for DMAC in wk7 TT08.

In progress: AARW

[Secretary's Note following DMAC 47: Update from AARW – he would still like to do this but workloads have prevented him from meeting the above deadline.]

***From DMAC 37**

****Minute 4ii 2nd Year Polymers*** HEA has agreed to take the lead on the overall review of polymers teaching.

Action on HEA superseded

DMAC 47: DMAC considered that, as this action had been outstanding for sometime and no progress has thus far been made, and given the students' sustained negative attitude towards the Polymers courses, DMAC would approach Barbara Gabrys to request that she set up a working party to address this review.

Action: PJM

***From DMAC 41**

***Minute 10i Report from the Tutors' Committee (LJFJ): Writing Skills (DMAC 41/5)** AOT reported that the Language Centre has neither provision nor funding for native English speakers. The Language Centre had informed him that colleges have funding for support of native English speakers.

AOT has suggested to Tutors that they might use the new Divisional lecture series on Energy & Climate Change as a vehicle for an essay writing exercise. In light of the Language Centre's response DMAC supported a proposal for AOT to ask Tutors via the Tutors' Committee to report on how students with weak English are supported (particularly with a view to the Department's QAA justification).

In progress: AOT

[Secretary's Note following DMAC 46: Tutors have agreed to provide this information and in due course AOT will report to DMAC a summary of the provision.]

***From DMAC 43**

***Minute 4i Report from the Chair of JCCU (AZ): Industrial Visits (DMAC 43/2)** CRMG agreed to explore with PJD whether an annual 'Begbroke' visit could be put in place that included spin-out companies and BegbrokeNano as a commercial enterprise.

Action: CRMG

***From DMAC 45**

***Minute 2 Report from the Chair of JCCG (DA) – Availability of SEMs to Part II Students in HT** JCCG raised concern over the availability of SEMs for Part II students during the first three weeks of Hilary Term. Both SEMs that were normally available to Part II students had been block-booked for the new 3rd year Characterisation module during weeks 1&2, and one of them had been additionally block-booked for a regular training course during week 3. The two basic instruments were the only SEMs available for Part II use because it was not possible for Part II students to become sufficiently experienced to become approved users of more sophisticated microscopes. It was reported that a large proportion of the block-booking in weeks 1&2 had in fact been used. It was agreed that Part II students would be pre-warned of this lack of availability in future years, but that if sessions were not used during the Characterisation module then they should be made available with priority to Part II and 1st year graduate students. This might also be applied to daytime bookings in wk0 (including use for modular courses). AOT will liaise with CJDH & MRC.

Action: AOT

***From DMAC 46**

***Minute 8 Employment Statistics (DMAC 46/5)** A survey of graduates taken 6-months after graduation was considered. It was noted that the report did not include any statistics for MEM students. There was concern that the statistics showed a rate of 29% unemployment; in previous years 0% has been recorded in this category. The issue was raised as to whether or not the questionnaire had been revised leading to different types of responses being elicited from the leavers.

AOT will contact tutors to see how accurate these statistics may be, particularly regarding unemployment, as tutors are generally aware where their students end up.

Action: AOT

***Minute 10 OULS Electronic Resources Checklist for Materials Science (DMAC 46/7)** The librarian responsible for MPLS students had developed and circulated this aid to literature searching. DMAC considered that the format of the document implied that this was a checklist for personal use. AOT proposed to report to the librarian that, while the list of resources was valuable, the search checklist was unnecessary and that students should keep their own record. DMAC felt that the checklist did not reflect how real literature searches were conducted and endorsed AOT's proposal.

Action: AOT

This prompted the issue that supervisors needed to be able to guide new researchers to review skills training. AOT will send the relevant pages from the handbook out to supervisors and the Part II Organiser so a steer can be given as to suitable skills classes.

Action: AOT

***Minute 11 Code of Practice for Supervisors of PGR Students (DMAC 46/8)** It was reported that this has been approved by the Divisional Board. AOT highlighted that there is now guidance on normal maximum supervisory load, equivalent to six full-time students. Following extensive debate about whether Part II supervision should be included, it was confirmed that this was for PGR students only but there is a valid issue about whether Chemistry and Materials Part IIs should be included. A distinction between Part II and PGR was noted: there is a duty to provide projects for Part II whereas supervision of PGR is largely a matter of choice. To address the issue of load for Part IIs, and associated funding concerns, it was agreed that a poll would be taken ex-committee to see if a mechanism for funding and fair allocation of Part II supervisors could be devised.

In progress: AOT

[Secretary's Note following DMAC 46: DC has agreed a procedure for Part II funding. A note on this will be circulated in due course.]

***From DMAC 47**

***Minute 2 Report from the Chair of JCCG – Access to the Department Workshop** Following an action raised at a previous meeting, JCCG had drafted a proforma for applying for extended access giving details of the student, the supervisor, the project and an outline of planned workshop activities. JCCG will submit an electronic version of this. DMAC enquired as to the level of graduate students requiring extended access and whilst it was reported that this year the level had dropped due to the nature of projects undertaken, it was agreed that the procedure should be put in place to allow for an increase in the level of requests.

Action: DA

***Minute 3 Report from the Chair of JCCU – Disparity between tutorial support and lecture courses** JCCU reported that feedback on the Macroplasticity lecture course had highlighted that students felt that some tutors may not have been aware of the changes made to the lecture course in 2006/07. This was also felt to have occurred following changes to the 3rd year option courses, despite changes being discussed and approved by Faculty and reflected in the course synopses which are updated on an annual basis. DMAC considered that there was a need for a formal mechanism by which tutors were alerted to changes in lecture courses and tutorial sheets. DMAC concluded that once synopses have been updated, the course information, including tutorial sheets, should be communicated by PJM to the tutorial fellows. DMAC will report this to Faculty to ensure this process is fully communicated.

Action: AOT/JMS

[Secretary's Note following DMAC 47: Following investigation into the resources available through WebLearn, it is proposed that this could be used as a central repository for, initially, tutorial sheets. Further details and guidance will be circulated in due course.]

***Minute 8 Regulation Change: Penalties for late submission of coursework and new deadline for submission of Part II theses** As the vested interest of students "on course" regarding the Proctors' regulation introduced in 2006 covering late submission of coursework is due to expire, there is an opportunity for a more severe, explicit penalty to be introduced in line with the recent recommendation of Chairmen of Examiners. DMAC considered this together with a linked proposal for an earlier deadline for submission. An earlier deadline would assist internal administrative processes and increase the likelihood of the external examiners receiving the theses by the weekend. DMAC considered that 12 noon on Thursday would be a better submission deadline, particularly if Examination Schools would be able to accept submissions on the Saturday.

It was generally agreed that a penalty of 10% should be applied for the first day the work is late but views differed about whether each subsequent day should also incur the full 10% penalty. DMAC considered that a penalty of 5% would be more appropriate for subsequent late days. DMAC also considered that, to minimise ambiguity, the wording should be changed to read "for each day or part day that the work is late". The change in submission deadline will need to be referred to Faculty for approval as a

regulation change so Faculty's opinion will be sought with respect to the penalty.

Action: AOT

[*Secretary's Note following DMAC 47: Noting (i) that the Exam Schools did not have formal provision for accepting coursework submissions on Saturdays, and (ii) the necessary timescale if Part II reports were to be received by the external examiners on the Friday of week 7, Faculty has decided that the submission date should be noon on Wednesday of week 7 TT.*]

This prompted a question about the Business Plans, as some students had been penalised by Proctors for missing the deadline: these students had sent work via the internal post before they left to go on the Industrial Tour. It was agreed that an explicit statement would be added to the handbook confirming that it was the student's own responsibility to meet deadlines and when submitting work to Examination Schools this should be done in person so the work can be date-stamped. DMAC asked if the submission deadline for the Business Plans could be moved to de-conflict from the Industrial Tour. PJM is to investigate dependent timeframes with the course lecturer. AOT reminded DMAC that a change in deadline would require a regulation change through Faculty.

Action: PJM

***Minute 9 Teaching Lab Access for Research Workers** DMAC considered the level of control that should be implemented to assist the Practical Class Technician and others in managing requests from researchers for access to the Teaching Lab. DMAC agreed that access should always be arranged in advance, that users must provide their own consumables, and that supervisors should endorse such requests, having judged whether or not the researcher is competent in using the necessary equipment. Pre-arranged and planned access should negate the need for out-of-hours access, and access during afternoon undergraduate practicals should be actively discouraged. All usage must be subject to having satisfied the PCT that adequate training has been received. A well-equipped metallographic outfit, including resources, is available at Begbroke and when access to the teaching lab is not possible / convenient suitably trained researchers should be referred there in the first instance. A proforma is to be drafted explicitly stating these rules. Any exceptional requests and/or difficulties are to be referred to CRMG.

Action: AOT

***Minute 13 i) Report from Academic Committee (JMS) Research Teaching Nexus** The list of Part II publications is no longer produced. JMS is to send a request for supervisors to provide details of publications by Part II students in the last 5 years

Action: JMS

***Minute 13 ii) Report from Undergraduate Studies Access Advisory Panel (AOT)** The Divisional Access Office has produced a generic "Science at Oxford" presentation which staff visiting schools may find useful. AOT to circulate this to Faculty.

Action: AOT

5. **Undergraduate Transcripts** **DMAC 48/2**
- course specific text for MS and MEM degrees
6. **Industrial Visits**
7. **Update on SENDA compliance wrt handouts, etc.**
8. **TT MMES Collection Results** **DMAC 48/3**
9. **Advisory Study Hours (Bologna)** **DMAC 48/4**
(to be tabled)
10. **Report from E(M)EM Standing Committee (KAQOR)**
11. **Reports from Divisional Committees**
 - (i) **Academic Committee (JMS)**
 - (ii) **Graduate Studies Advisory Panel (AOT)**
 - (iii) **Undergraduate Studies Advisory Panel (AOT)**
12. **Chairman's Report**
13. **Any Other Business**
14. **Date of the next meeting – 2.00 pm Monday 27th October 2008, Wolfson Meeting Room**

The meeting is scheduled to end at 5.00 pm.