

DEPARTMENT OF MATERIALS
ACADEMIC COMMITTEE
Minutes of the meeting held on 16 October, 2001

Present	APS PRW SGR AKPL AC RIT JMS MM	Chairman
Others	GT	Secretary

Item	Discussions and Decisions	Action
(a)	(b)	(c)
1. Apologies for absence.	None.	
2. Minutes of Last Meeting.	1. Agreed and Signed.	
3. Matters Arising.	<p>1. <u>1st Year Maths Classes.</u> APS confirmed that the changes to the 1st year maths classes agreed at DMAC 6 had now been implemented.</p> <p>2. <u>Industrial Tour.</u> APS reported that a team of 2nd and 3rd year undergraduates had arranged an industrial tour to Finland and that the tour was already sold out.</p> <p>3. <u>Graduate Skills Training.</u> The Committee was informed that there had been a lot of development with the Graduate Skills training and this had resulted in the following training being introduced this year:</p> <ol style="list-style-type: none"> a. Computer Communications and On-line Literature Searching. b. Project Management. c. Writing Skills. d. Presentation skills including advanced use of PowerPoint. <p>4. <u>Update on Engineering Doctorate.</u> APS reported that PSG was carrying this forward, and certain key issues had been identified and were being addressed.</p> <p>5. <u>Postgraduate Admissions.</u> AC reported that we had had a bumper year for graduate admissions, thanks to the efforts of DGP. He confirmed that 26 students had started on Oct 01, one would be starting in Jan 02 and that there were a further 3 students who were in the process of being accepted. AC confirmed that he would soon be working on next years list and on improving the web site to clarify fees and assistance for different nationalities.</p> <p>AC informed the Committee that the general feeling towards the postgraduate induction day was positive, although some students felt there was too much information and that the course should be run over two days. 2nd year DPhils at the JCCG commented on the fact that the course was an enormous improvement on what had currently been in place.</p> <p>6. <u>Student Sponsorship.</u> APS reported that Sarah Haigh had won the Alcan and Armourers and Brasiers' sponsorship and Georgia Hodge the Johnson-Matthey prize.</p> <p>7. <u>1st year course.</u> APS reported that he had not been able to speak with colleagues in Earth Sciences over the summer break about the possibility of shared teaching of certain undergraduate courses.</p>	PSG

	<p>APS confirmed that the legislation required to reduce the number of “Fraser courses” for students of Materials in the first year from 5 to 4 had been published in <i>The Gazette</i> over the summer. This year the Division would be changing the legislation governing Prelims so that the examination would become the ‘Preliminary examination in Materials Science’, rather than the ‘Preliminary Examination in Physical Sciences’.</p> <p>8. <u>Engineering and Society</u>. APS reported that the legislation to implement the changes to Engineering and Society reported in the minutes of DMAC 6 has been published over the summer in <i>The Gazette</i>. The legislation for the change in the remission for the language option had been published at the same time.</p> <p>9. <u>Paper from the Divisional Board on reviews of undergraduate courses</u>. APS reported that the committee’s comments had been considered by the Divisional Board Academic Committee, and that they were not out of line with other departments.</p>	
4. Senior Demonstrating in practicals and involvement of PDRAs.	a. 1. It was agreed that PDRAs may be Senior Demonstrators in the Practical Lab.	
5. QAA Institutional Review.	1. ‘Programme Specifications’ for MS and MEM have to be drafted by the end of HT. GDWS has kindly offered to assist APS in producing these documents, and it is hoped that first drafts will be brought to DMAC for the first meeting in HT.	APS, GDWS
6. QAA benchmark statement for Materials.	1. The Committee approved APS’s draft response to the QAA about the benchmark statement for Materials. The response will be sent to the QAA, with a copy to the Division.	APS
7. Examiners reports, and responses to the Division about the external examiners’ reports from DMAC.	<p>1. The Committee considered the draft responses by APS to the reports from External Examiners for Parts I and II. The draft responses were approved with minor revisions. APS noted that he had yet to write a summary on the internal examiners’ reports for the Division.</p> <p>2. It was noted that candidate numbers appeared in the reports from the Prelims Examiners, and that these would have to be removed before the reports were made public.</p>	APS JDH, APS
8. Undergraduate prospectus entries for MS and MEM.	1. The draft entries for MS and MEM for the 2003-04 undergraduate prospectus were approved. APS pointed out that the average entry for Materials Science in the ‘fact file’ appeared to have plunged from 18 to 14. This was because in previous years student entries in MSOM and MEM had been double counted. The figures that now appeared in the prospectus were based on the average numbers of students entering the MS and MEM courses at the start of the 2 nd year. APS will submit the entries to the Publications Department in Wellington Square.	APS
9. Remission for supplementary subjects.	<p>1. Following an email from GT it was agreed that the remission for taking a supplementary subject should be changed to be the same as that for taking the language option, i.e. either of the two components of Engineering and Society which are currently (a) Entrepreneurship and new ventures and (b) Safety, risk and the environment. The change will not affect students currently in their second year, and any such student who takes a supplementary subject will be given remission from the practicals in either Hilary or Trinity term this academic year. The reasons for the change of remission are:</p> <p>(a) to replace like work with like work, (b) not to reduce any further the amount of practical work undertaken by students, (c) to ensure that relief is given only if the student passes the exam in the supplementary subject, bearing in mind that it is not possible for a student to do any practicals missed in the second year.</p>	

	APS will draft the change in legislation and submit it to the Division.	APS
10. MPS policy and procedures relating to examinations.	1. The points raised in the paper were noted.	
11. Graduate Provision.	1. The Committee discussed the paper on 'Graduate provision in the collegiate university'. The length of the document had made it impossible to read in full for most members of the committee. APS will draft a response to the Division based on the points raised in the discussion.	APS
12. Student Load Calculation.	1. APS reported that he would soon have to carry out this calculation.	APS
13. Common Contract Calculation.	1. APS reported that he would soon have to carry out this calculation as well.	APS
14. Changes to Regulations.	1. APS referred the Committee to the attached papers for information only.	
15. Any Other Business.	None.	

NEXT MEETING: Monday, November 19th at 2.15 in the Committee Room of 21 BR

APS 20/10/01