

Procedures and Policy on Yearly Postgraduate Pastoral Interviews within the Atomic and Molecular Physics Section, as of April 2011

S.A. Gardiner

Overview

The yearly pastoral interviews should ideally be held in early/mid May, between the end of undergraduate lectures and the beginning of undergraduate exams. Students are entitled to a *20-minute timetabled slot* in the first instance (with the possibility of additional follow-up appointments, if needed), in a *private office or similar environment*. With current postgraduate numbers, there are three academic members of staff involved in the interviewing, who must be BOE and BOS members, and who must not be on the supervisory teams of any of the students they are interviewing.

The AtMol representative to the postgraduate committee allocates postgraduate students to the interviewers. Each interviewing member of staff interviews around 8 postgraduate students. Barring exceptional circumstances, it is expected that each member of staff will finish their interviews within 2-3 days, during this early/mid May period.

Interviewers

The interviewers consist of the AtMol representative to the postgraduate committee, and two others appointed on a staggered 2-yearly rotating basis, as determined by the AtMol postgraduate representative.

Post-Interview

On conclusion of the interviews (within at most a few days, and before the Easter term meeting of the postgraduate committee if possible), the additional interviewers report briefly to the AtMol postgraduate representative, highlighting any particular issues or points of note, and confirming whether each of their assigned students has been interviewed. The AtMol postgraduate representative then decides what action, if any, is necessary, which may potentially involve the section head and/or the director of postgraduate studies as well as members of individual students' supervisory teams. Particular issues, points of note, and actions are also reported in summary form to the postgraduate committee.