

**Centre for Commercial Law Studies
Postgraduate Joint Programmes Student Staff Liaison Committee
22/11/2019**

Draft minutes

Staff members present:

(Name)	(role)
Michelle Dean (MD)	Programme Coordinator
Garry Gabison (GG)	Programme Director
Rodrigo Olivares-Caminal (ROC)	Programme Director
Jessica Wallin (JW)	Postgraduate Programme Administrator

Student members present:

(Name)	(Programme name and level)
Harshit Gupta (HG)	MSc Law and Finance
Zhirou Li (ZL)	LLM Law and Economics
Pierre Ostercamp (PO)	LLM/MA Regulation and Compliance

Apologies for absence:

(Name)	(role or programme and level)
Giulia Chiesa	MSc Law and Finance
Tomas Rodriguez-Correa	LLM Law and Economics

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2019.001	RO and MD welcomed the SSLC reps to the first meeting of the academic year.
1(b)	Apologies for Absence
2019.002	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2019.003	MD explained that as the minutes of the previous meeting are not located on the share drive and therefore no actions could be reviewed.
1(d)	Report on matters arising and actions taken

2019.004	<p>ZL attended last year and remembered a concern was raised over the QM+ page of the Banking Law International (SOLM007) being difficult to follow.</p> <p>RO reported that there is a team currently in place to help streamline the module.</p> <p><i>Action: ensure Marco Bodellini has access to the Banking Law International QM+ page</i></p>
1(e)	Terms of reference and membership
2019.005	The committee noted the terms of reference and membership of the Student Staff Liaison Committee and were given a hand-out of the same.
1(f)	Admissions, induction and enrolment
2019.006	<p>The committee discussed the processes of admissions, enrolment and induction and noted the following:</p> <p>PO raised the issue that due to a scheduling error in week 1 of inductions, students in the Regulation & Compliance programme were not able to attend the main induction meeting and therefore missed some of the pre-sessional law classes in week 2 as they did not received a schedule. In addition, students were told that the lectures for the pre-sessional law classes would be recorded and put on QM+ but to this date no recordings have been uploaded.</p> <p>MD explained that she was able to meet with the majority of students in the first week of inductions to go over the schedule and provided an alternative date in week 1 - this was more difficult with late arrivals. Recordings of the pre-sessional were not available. MD was not aware that many students had missed the pre-sessional law lectures as no other students contacted her regarding this issue.</p> <p>RO and MD agreed that to avoid such issues next year that the induction schedule as well as pre-sessional law materials should be managed by a shared inbox and therefore widely accessible by multiple staff. Recordings of pre-sessionals cannot be guaranteed as it depends on each academic and room facilities.</p>

	<p><i>Action: reading material and slides from pre-sessional law courses to be posted on QM+ if possible</i></p> <p><i>Action: all programme materials to be sent out via pglawoffice inbox in the future</i></p>
2019.007	<p>HG raised that the induction timetable for the MSc Law and Finance only included one finance module overview session and that the session did not cover any of the applicable modules.</p> <p>RO explained that several of the professional focused finance modules are taught by externals and are therefore not always included in the module overview sessions. In addition, the SEF does not always offer the same induction programme as CCLS.</p>
Part 2 – Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2019.008	<p>The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives:</p> <p>ZL voiced that many students find it helpful when academics upload the solutions from previous weeks onto QM+.</p> <p>GG explained that the reason he does not upload answers to essay questions is because previously students have memorized answers and cheated on exams. As such, he picks the most relevant sample answers to share depending on student needs/difficulties. The tutoring sessions he provides are meant to be a space where students can ask for feedback and go over questions together.</p> <p>RO agreed and added that he believes that providing answers to essay questions can curtail the creativity of students, as in some instances there is no right or wrong answer to any question; it is instead a matter of thought process and critical discussion.</p> <p><i>Action: GG and RO to post answers to specific questions that students request as an example, but this will not be the rule</i></p>

2019.009	<p>HG raised the concern that several students in the MSc Law & Finance programme who come from a law background are experiencing difficulties with the finance modules. After consulting Leon Vinokur, students were told that no extra classes would be scheduled.</p> <p>RO explained that there is a steep learning curve in the first semester for all students. As CCLS operates an open door policy, there are a number of safety nets that students can fall back on:</p> <ul style="list-style-type: none"> • consulting their TAs to go over material during office hours • contacting the academics or convenors of the module • contacting the programme director as issues arise so that they can help <p><i>Update since meeting: extra sessions have been scheduled by SEF and a notice will be sent to students next week.</i></p>
2(b)	Learning and teaching matters
2019.010	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <p>All reps voiced that students were concerned with the amount of reading they are expected to do for each programme.</p> <p>RO agreed that there is a need to monitor the reading load more carefully. He explained that within law, multiple papers need to be read in order to understand multiple perspectives on a given topic. Along with challenges for English language learners as well as students returning to school after a break, this can present a steep learning curve at first.</p> <p>GG explained that for each module, students are expected to attend class for 3 hours a week and spend 9 hours a week at home studying and reading. He suggested that students monitor the amount of time they are spending at home working on each module and to report back.</p>

	<i>Action: reps and students to monitor time spent on reading outside of class and report back at next SSLC</i>
2019.011	<p>HG raised that many students would like to see the solutions sheets for the Corporate Finance course as part of the Law & Finance MSc.</p> <p><i>Action: RO will talk to academic about uploading some of the answers, but as explained before this remains an academic discretion and one that RO personally does not favour</i></p>
2019.012	<p>ZL raised students' suggestion that the Banking Law International module use more primary sources and/or case studies. She also brought up that the tutorials by the TA are helpful.</p> <p>RO explained that the primary sources for many courses are so long and complex that policy and academic papers are much more useful for learning. In addition, while case studies can be useful they often require quite more reading (which is a concern for students). He suggested contacting the academic directly in such cases for suggestions and support.</p>
2(c)	Assessment and feedback
2019.013	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <p>PO raised student concerns over the deadline of the dissertation title submission and that many students feel it is too soon within the year to know what they would like to write about for their dissertation given that they are not half way through their degree.</p> <p>RO and GG explained that the deadline needs to be early in order to have enough time to allocate over 800 students with a supervisor that has experience in the topic of their dissertation, though this is not guaranteed. The early deadline is also there to ensure that students have begun the research process early enough. With exams and academic leave in mid-July students have much less time to research and write their dissertation than they usually recognize.</p>

	DM and RO explained that, as listed in the Handbook, students must write on their proposed topic but that minor changes may occur with the agreement of a student's supervisor.
2(d)	Academic support
2019.014	<p>Representatives reported on academic support matters and the following points were noted:</p> <p>PO raised concerns over the amount of dissertation support that Regulation & Compliance students are receiving. He mentioned that the lecture given by GG was very helpful, but felt rushed and more time was needed. He also noted that two CTWL dissertation sessions were cancelled two hours before they were supposed to take place and were not re-scheduled.</p> <p>RO and DM explained that the CTWL in-session modules are there to provide students with support in all aspects of their dissertation and highly encourage all students to attend. ZL confirmed that she found the classes very useful and PO acknowledge he has not been attending.</p> <p>RO emphasized that students should be contacting their TAs, academics and CWTL for support. He also explained that part of the challenge of the programme is for students to do the work to select their own title, and that academics are not supposed to give them a topic/title.</p> <p>GG and RO acknowledged that many students might not come from a background where students are encouraged to contact academics directly. They suggested the SSLC reps help students reach out to academics. As well, to make sure that issues raised in the SSLC apply to a group of students and not just individual issues.</p> <p><i>Action: MD to look into cancelled CWTL sessions</i></p> <p><i>Action: SSLC reps to encourage students to make contact with academics when needed</i></p> <p><i>Action: GG to make dissertation lecture longer for next year</i></p>
2019.015	PO explained that past papers are difficult to access and that some lectures are not being recorded and uploaded for certain classes.

	<p>RO suggested going directly to the academic and/or convenor for past papers. As the papers are on the library website, it can probably be agreed with the academic to find a more convenient way to access the papers.</p> <p>GG and RO explained that many rooms are not Q-Review enabled and therefore cannot record. As well, many academics do not allow recordings for privacy, professional and student engagement reasons. Q-Review has been enabled in rooms 1.2 and 2.1 in LIF as of last week and will begin recording for January 2020 if academic allows.</p> <p>RO emphasized that students need to ask the academic <i>before</i> class if they are permitted to record a lecture themselves.</p>
2(e)	Organisation and communication
2019.016	<p>Representatives reported on organisation and communication matters and the following points were noted:</p> <p>ZL and GG raised concerns over issues with the QM+ timetable, particularly at the beginning of the year (some classes not shown etc.).</p> <p>MD explained that for the International Economic Law course there was some miscommunication between the convenor and coordinator that was later resolved. In addition, at the beginning of the year there is often a lag between the time information is uploaded onto QM+ and when it appears as there is so much information being input at once.</p>
2(f)	<p>Learning resources</p> <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums <p>IT</p>
2019.017	<p>Representatives reported on learning resources matters and the following points were noted:</p> <p>The reps discussed how students feel there is no adequate place to study, talk or each lunch on the LIF campus, and that many of the rooms do not have enough outlets to charge devices. Students also feel that being</p>

	<p>underground with limited natural light has a negative effect on their studies. PO suggested that students be able to book rooms that are not in use.</p> <p>MD and RO explained that there is limited space available and that the common room on the ground floor was created to try to provide a solution. While there are plans to move to a new building, it will be some time before that happens.</p> <p><i>Action: Raise concern to LLM Director regarding the need for more common areas for students.</i></p>
2(g)	Consideration of External Examiner reports
2019.018	<p>The committee received External Examiner reports and noted the following:</p> <p>RO explained that all exams are sent to external examiners in order to create transparency and to have a series of checks and balances. This means that it can take time for exam results to be released.</p> <p>MD reported that after 4 years with the same examiners, all recommended implementations have been put into place.</p>
2(h)	Student feedback (NSS/PTES/QMSS/Module evaluations)
2019.019	The committee discussed responses to NSS/PTES and QMSS and noted the following: N/A
2019.020	<p>The committee discussed the results of the module evaluations and noted the following:</p> <p>MD explained that evaluations are released 1 week before the end of the module or the end of term. There will be a report for the next SSLC meeting.</p> <p><i>Action: MD to follow up with programme administrators regarding the report</i></p>
2(i)	Taught Programme Action Plans (TPAP)
2019.021	The committee received the school/institute TPAP and noted the following: N/A

Part 3 – Any Other Business	
2019.022	The following items were raised under Any Other Business: N/A
Part 4 – Date of the next meeting	
2019.023	The committee noted that the next meeting would take place on (date) at (time) : No meeting scheduled. <i>Action: JW to schedule the next meeting date</i>

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2019.004	Ensure TA has access to the Banking Law International QM+ page	JW	November 2019	Completed	Marco Bodellini has Teacher access to SOLM007
2019.006	Ensure schedule and pre-sessional law materials are shared through the pglawoffice inbox	MD	September 2020	Ongoing	
2019.006	Retrieve and circulate the reading materials and slides where possible of the pre-sessional law classes to all joint-programme students	MD	December 2019	Completed	Shared to QM+ pages
2019.008	Post answers to economics questions requested by students (discretionary)	GG and RO	December 2019	Ongoing	
2019.010	Reps and students to monitor time spent on reading outside of class (for each module, if possible) and report back at next SSLC meeting	HG, ZL, PO	From December 2019 to February 2020	Ongoing	
2019.011	RO will talk to the academic who teaches Corporate Finance (as part of the L&F Msc) about uploading some solutions sheets	RO	By beginning of December 2019	Ongoing	
2019.014	MD to look into cancelled CWTL sessions	MD	By mid-December 2019	Ongoing	

2019.014	SSLC reps to encourage students to make contact with academics when needed	HG, ZL, PO	Throughout the year	Ongoing	
2019.014	GG to make dissertation lecture longer for next year	GG	November 2020	Ongoing	
2019.017	Raise concern to LLM Director regarding the need for more common areas for students	RO, GG, MD	January 2020	Ongoing	
2019.020	Follow up with programme administrators regarding the module evaluation report so that it can be discussed at the next SSLC meeting	MD	December 2019	Ongoing	
2019.023	Schedule the next SSLC meeting	JW	By November 28 th 2019	Completed	Meeting scheduled for Feb. 25 2020 at 14:00