

**(School of Business and Management)
Postgraduate Student Staff Liaison Committee
11th February, 2020 (2pm, Queens E303)**

Approved Minutes

Staff members present:

Professor Stefan Krummaker (SK)	Chair and Associate Dean (Education)
Dr Nick Tsitsianis (NT)	MSc Accounting Programmes PD
Dr Eun-Seok Kim (EK)	MSc International Business PD
Dr Elena Doldor (ED)	MSc International Human Resource Management
Dr Deven Bathia (DB)	MSc International Financial Management PD
Dr Edward Legon (EL)	Masters in Heritage Management PD
Kristofer Kerrigan-Graham (KKG)	Teaching and Learning Manager
Jenny Murphy (JM)	Quality Assurance & Programmes Manager (Postgraduate)
Sakile Martin (SM)	Programmes and QA Administrator
Fatima Bismillah (FB)	Programmes and QA Administrator
Mohammed Imran Kabir (MK)	Programmes and QA Administrator
Iain McLoughlin (IM)	Careers Consultant
James Boote (JB)	Student Engagement Manager
Ripa Parvin (RP)	Student Support Officer and Secretary to committee
Helen Green (HG)	Employer Engagement & Internships Coordinator
Richard Evans (RE)	Faculty Liaison Librarian (Humanities & Social Sciences)
Anthea Chou (AC)	Information Assistant

Student members present:

Nadeem Mohammad Abdul (NA)	Marketing (MSc) – Rep
Antonia Sophie Habitzl (ASH)	Business Analytics (MSc) - Rep
Mohamed Abdullah Jafris (MJ)	Accounting and Finance (MSc) – Rep
Paige Dixon (PD)	Heritage Management (MA)
Nikias Götz (NG)	Business Analytics (MSc) – Rep
Yun Du (YD)	International Financial Management (MSc) – Rep
Jing Wu (JW)	Management (MSc) - Rep
Yuwei Liu (YL)	Management (MSc) - Rep

Apologies for absence:

Professor Nicholas O'Shaughnessy (NO)	Senior Tutor
Sofia Fassbender (SF)	Development and International Business (MSc) - Rep
Akshay Manchanda (AM)	Entrepreneurship and Innovation (MSc) – Rep
Dr Pietro Panzarasa (PP)	MSc Management PD
Tiao-Yun Liu	Accounting and Management (MSc) – Rep
Dr Georg Von Graevenitz (GG)	MSc Business Analytics Director PD
Dr Patrick McGurk (PM)	Deputy Director Education

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.01	Chair welcomed students and staff to the meeting.
1(b)	Apologies for Absence
2020.02	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2020.03	RE requests amendments on job title NG to be added on the attendance sheet Minutes approved.
1(d)	Report on matters arising and actions taken
2020.04	No items to discuss.
2020.05	Chair reports module evaluations feedback have been of high standard. Encourages students to ensure feedback is given for Semester B. PTES to take place from March to May.
Part 2 – Programme Delivery and other matters	
2(a)	Learning and Teaching matters
2020.06	NM - Some students find lectures and teaching hard to grasp, and have approached the module organisers to discuss.
2020.07	YL would like to have more access to E resources as lecturers put out a lot of articles. An online reading list would work well on QMPlus and would appreciate more modules to adopt this. RE to feed this back to the new colleague who will take these duties in their role.
2020.08	Timetables are clashing slightly for Dissertation for Management and changes all the time without notification. JM to help YL resolve this issue.
2020.09	NG - Not enough information about modules when choosing electives. Would suggest the release of an overview of timetable. NT suggests if a session be organised where module organisers can speak to students about their electives. NM suggests an alternative of videos.
2020.10	YL requests if students can allocate themselves for their timetable.

	Jenny explained this is not possible as it is organised centrally.
2(b)	(Assessment and feedback) - January Examinations
2020.11	General notion that exams went well and consensus on how useful it was to break up the examinations.
2020.12	NG mentioned there were no facilities made available during January exam period.
2020.13	JH announced there will be a longer break between exams and start of term.
2(c)	Academic/Career Support
2020.14	NG requests external events be organised with firms and companies. NG was advised to check with PD about networking events.
2020.15	YL - Regarding Careers Support, wishes to request 45 minutes – 1 hour for appointment as it is usually not enough time.
2020.16	Careers to create events with firms who support Tier 2 and Tier 5 students. YL announced Tier 2 and Tier 5 workshops for international students are being created, Helen Green is currently working on this.
2020.17	JW would like to request more career fairs so students can find out more information about requirements from different employers.
2020.18	YL states Careers has assessments centers with KPMG. Would advise to develop alumni in the company, when students have an assessment centre they can be contacted and can have their support.
2(d)	Organisation and communication
2020.19	No issues raised.
2(e)	Learning resources
2020.20	Shared toilets in the library has no doors. RE said this has come up a few times and will be discussed.
2020.21	'More Books form' in the library website under Self-service where you can request more books.
2020.22	On the website, student can look at the Business and Management subject guide.
2020.23	Catalogue will be getting an update – no specific time when but will be soon.
2020.24	Asked the possibility of a link beside a book for the request of an E-book.

	RE to feed this back as there will be a meeting regarding catalogue.
Part 3 – Any Other Business	
2020.25	<p>PD was wondering if there would be any compensation for any missed classes due to UCU strikes.</p> <p>SK said the answers are on the FAQs on the school website.</p> <p>KKG said then Student Union are active in answering question regarding the strikes.</p> <p>KKG will feed this information from the SU back to the minutes.</p>
2020.26	Disruptions will be kept to a minimum in the same way in December.
2020.27	<p>ASH was wondering what students can do to pressurise the cause to not have these strikes.</p> <p>SK states students are represented by the Student Union who can speak on student's behalf to the Union.</p>
Part 4 – Date of the next meeting	
2020.28	The committee noted that the time and date of the next meeting will be 20 March 2020, 9-11am, Queens E303.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status	Explanation of Action Taken
2a (08)	To help YL resolve this timetable issue.	JM	Completed	
2e (24)	Request for a button for e-book in the catalogue.	RE	Completed	
3a (25)	To speak to Student Union about the strikes and feedback to the minutes	KKG	Completed	