(School of Business and Management)
Postgraduate Student Staff Liaison Committee
31/10/2019

Approved Minutes

Staff members present:

Professor Stefan Krummaker (SK)	Chair and Associate Dean (Education)
Dr Nick Tsitsianis (NT)	MSc Accounting Programmes PD
Dr Patrick McGurk (PM)	Deputy Director Education
Dr Deven Bathia (DB)	MSc International Financial Management PD
Dr Elena Doldor (ED)	MSc International Human Resource Management
Dr Alexander Leischnig (AL)	MSc Marketing PD
Dr Edward Legon (EL)	Masters in Heritage Management PD
Kristofer Kerrigan-Graham (KKG)	Teaching and Learning Manager
Sakile Martin (SM)	Level 4 Programmes Administrator
Fatima Bismillah (FB)	Level 5 Programmes Administrator
Mohammed Imran Kabir (MK)	Level 6 Programmes Administrator
James Boote (JB)	Student Engagement Manager
Ripa Parvin (RP)	Student Support Officer
Helen Green (HG)	Employer Engagement & Internships Coordinator
Richard Evans (RE)	Information Assistant (Library Services)
Simon Rawstron (SR)	Maths: Education Services Manager

Student members present:

Nadeem Mohammad Abdul (NA)	Marketing (MSc) – Rep
Vasileios Tsikes (VT)	Marketing (MSc) – Rep
Akshay Manchanda (AM)	Entrepreneurship and Innovation (MSc) – Rep
Henri Tawile (HT)	International Human Resource Management (MSc) – Rep
Mohamed Abdullah Jafris (MJ)	Accounting and Finance (MSc) – Rep
Lisa Kida Souza LS)	Creative Industries and Arts Organisation (MA) – Rep
Sofia Fassbender (SF)	Development and International Business (MSc) - Rep

Apologies for absence:

Professor Nicholas O'Shaughnessy (NO)	Senior Tutor
Dr Eun-Seok Kim (EK)	MSc International Business PD
Wenqing Yu (WY)	International Business (MSc) – Rep
Yun Du (YD)	International Financial Management (MSc) – Rep
Paige Dixon (PD)	Heritage Management (MA)
Dr Pietro Panzarasa (PP)	MSc Management PD
Jenny Murphy	Quality Assurance & Programmes Manager (Postgraduate)
Dr Georg Von Graevenitz (GG)	MSc Business Analytics Director PD

Part 1 – Preliminary Items	
1(a)	**Welcome and introduction for new members**
2019.001	Chair welcomed students and staff to the meeting and everyone introduced themselves.
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	No items to discuss.
1(d)	**Report on matters arising and actions taken**
2019.004	No items to discuss.
1(e)	**Terms of reference and membership**
2019.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee. The Chair emphasises the importance of Student Voice and recommends reps to act as co-chairs in the following SSLCs and TLCs.
1(f)	**Admissions, induction and enrolment**
2019.006	**MSc Development and International Business Rep** SF requested perhaps more social opportunities and suggested adding IB/dev + IB/Pol to PGT Socials. Some reps suggested having additional socials by programme prior to PGT social.
Part 2 – Programme Delivery and other matters	
2(a)	**Programme updates/introductions**
2019.007	All PDs are now known.
2(b)	**Learning and Teaching matters**
2019.008	**Entrepreneurship and Innovation (MSc) – Rep** Request for more entrepreneurship-specific content and vocational/applied projects/assignments.
2019.009	HG has stated she would do an introduction to the enterprise team on the Monday morning class.
2019.010	Dev/IB SBM content too introductory for majority of students. It was stated the Reps to speak to PDs to review level of academic challenge
2019.011	**Marketing (MSc) – Rep**

	QReview was not available for all classes and the reps requested for this. The reps found information about QReview misleading. JB has made note to ensure Digital Learning Workshop is more nuanced in its information about QReview during Welcome Week for the next academic year.
2019.012	**Creative Industries and Arts Organisation (MA) – Rep** Greater clarity regarding resources and logins for different databases and libraries around London. It was reiterated that there was a summary of web resources in the Welcome Week information site, on QM app and also sent via email. There will be trainings sessions for the next Welcome Week on reading skills/Academic expectations/glossary of terms/rubric guidance.
2019.013	**Accounting and Finance (MSc) – Rep** Need more information regarding SEF pre-sessional activities before arrival. JB/NT have noted to follow up. JB is re coordinating pre-arrival communications.
2019.014	PM has requested for feedback on GPAD. **Marketing (MSc) – Rep** Found it very helpful – great understanding on how to apply/process.
2019.015	**International Human Resource Management (MSc) – Rep** There are possible clashes with Professional Dev. Courses.
2019.016	Reps are to gather feedback from cohort if they would consider running evening classes (6-8pm) for Pro Dev courses.
2(c)	**Assessment and feedback**
2019.017	No items to discuss – applicable to next meeting.
2(d)	**Academic support**
2019.018	Elective choices window opens 2nd December to 2nd Feb. IK (PGT) clarified the process of elective choices, communication was sent during various times in the Semester. The Reps are to communicate to cohort about elective choice opening dates.

2019.019	Requests were made to know when Graduation 2020 dates were scheduled.
	It has been recommended the PG Manager to communicate graduation dates (or week) in the New Year.
2 (d)	**Careers Support**
2019.020	Many events were well-attended by SBM PGT Students. Reps also expressed there are many opportunities – visa options session – how to present your profile with greater impact – careers strategy. Overall happy.
2(e)	**Organisation and communication**
2019.021	**International Human Resource Management (MSc) – Rep** IHRM assessments over end of term AND exam in January stressful. However, it was noted deadlines were communicated over weeks 3 and 4.
2019.022	Some reps expressed they were unsure about the differences between tests. It was explained with these codes EXM and EXN. In-class test different to formal examination led by the College. To check the glossary.
2019.023	FB (PGT) will be reviewing handbook glossary.
2(f)	**Learning resources**
2019.024	Students seemed interested to know whether the Mile End Library would be open during the college's Xmas closed period: 24th December-1st January. The Library are to update at next SSLC. It has now been confirmed that the Mile End Library WILL be open during the college Xmas closed period this year. Details can be found on the Library website - https://library.qmul.ac.uk/using-the-library/opening-hours/mile-end-library/
Part 3 – Any Other Business	
2019.025	Friday prayer times can clash with seminars– alternative times available at different places has been noted by all members.
Part 4 – Date of the next meeting	
2019.026	The committee noted that the time and date of the next meeting will be November 26th, 9am-11am, BR 4.01.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status	Explanation of Action Taken
Preliminary Items	Reps to send letter of interest to SK by 5th November 2019	Course Reps	Completed	Co-Chairs Confirmed
Preliminary Items	TLC invitation (30-11-19) reps to send letter of interest to SK by 5th November 2019	Course Reps	Completed	Co-Chairs Confirmed
2B	Introduction to Enterprise team in the Monday morning class	HG	Completed	Introduction to Enterprise will take place Monday 25th
2B	Reps to speak to PDs to review level of academic challenge	Course Reps	Completed	
2B	To ensure Digital Learning Workshops are more informative for next Welcome Week	JB	Completed	Welcome Back week activities
2B	To gather feedback from cohort if they would consider running evening classes (6-8pm) for Pro Dev courses.	Course Reps	Completed	
2D	To communicate when 'elective choice' window reopens	Course Reps	Completed	
2D	To communicate graduation dates (or week) in the New Year.	PG Manager	TBC	
2E	To review the handbook and glossary	FB (PGT)	Completed	
2F	To update Library Services at next SSLC	RE (Library)	Completed	Added into minutes