

**School of Economics & Finance  
Postgraduate Student Staff Liaison Committee  
Thursday 16th April 2020, 12.30pm Via Zoom Cloud Meeting**

**Minutes**

**Staff members present:**

Francis Breedon (Chair)	Director of Postgraduate Studies and Programme Director, MSc Investment Banking
James Kilvington	PGT Programmes Manager
Alfonsina Iona	Programme Director MSc Banking and Finance Programme Director MSc Investment and Finance
Claudio Vallar	Senior Teaching Assistant
Richard Evans	Faculty Liaison Librarian - Humanities & Social Sciences
Gino Garcia	Programme Director MSc Economics
Asen Ivanov	Programme Director MSc Behavioural Finance
Yioryos Makedonis	Programme Director MSc Wealth Management
Leon Vinokur	Joint Programme Director, MSc Law and Finance, LLM Law and Economics, MSc Mathematical Finance
Thomai Filippeli	Programme Director MSc Accounting and Finance
Michelle Dean	Programme Co-ordinator, CCLS
Richa Dave (Secretary)	Postgraduate Student Support Manager

**Student members present:**

Huu Hai Anh Nguyen (Max)	MSc Corporate Finance
Jialu Wang	MSc Corporate Finance
Egemen Koken	MSc Finance
Rana Hamdy	MSc Banking and Finance
Hanan Maolin	MSc Banking and Finance
Madalena Boccio	MSc Behavioural Finance
Irene Tsang	MSc Investment and Finance
Timothy Oyo	MSc Finance and Econometricsy
Giulia Chiesa	MSc Law and Finance
Harshit Gupta	MSc Law and Finance
Zhirou Li	MSc Law and Economics
Jiaqi Zhu	MSc Investment and Finance
Antonia Ighomuaye	MSc Investment Banking
Dong Sun	MSc Wealth Management

**Apologies for absence:**

Luigi Ventimiglia	Programme Director MSc Corporate Finance
Sarah Riley	Teaching and Learning Manager

Bashir Kashmiri	Assessments Administrator
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<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome</b>
2020.013	FB welcomed all course reps and opened the meeting.
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.014	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Previous minutes</b>
2020.015	RD to send the draft meeting minutes from meeting 1.
<b>Part 2 – Programme Delivery and other matters (Reports from Course Reps)</b>	
2020.016	<p>Course Reps queried if the international students who have returned to their home country complete their remainder of studies without returning to campus.</p> <p>FB updated for this academic year arrangements have been made for students to complete their studies without returning to campus.</p>
2020.017	<p>Course Reps queried about the graduation ceremony and graduation certificates given they do not return to campus. Reps also noted that there had be problems with delivery of certificates last year.</p> <p>FB updated that due the current uncertainty there is no update on graduation ceremony. RD to follow up with the registry about postage and tracking available for the transcript and certificate.</p> <p style="text-align: right;"><b>Action: Richa Dave</b></p>
2020.018	<p>Course Reps asked about VPN services as some Chinese students are unable to use QMplus and google scholar sites in China.</p> <p>JK updated that VPN is not required as QMplus is used as the main mode of communication. RD to check further details about access specially QMplus.</p> <p style="text-align: right;"><b>Action: Richa Dave</b></p>
2020.019	<p>Course Reps queried that considering the current teaching method and lack of other facilities such as Library and PC Labs, can the students expect a partial refund or deferral of their studies.</p> <p>FB updated that partial or any refund cannot be offered to the students. Also further updated that several software including Bloomberg remote access have been made available to students. Regarding deferral of studies FB to discuss this with the Head of School. FB instructed the students to send in their requests for additional support for resources if needed.</p> <p style="text-align: right;"><b>Action: Francis Breedon</b></p>
2020.020	<p>Course Reps are unhappy about their short stay in UK and University campus experience and further queried about newly introduced Post Study Work Visa allowance.</p> <p>FB expressed concern for their situation. Further updated that immigration regulations are to be followed based on UKVI guidance. Students should contact the Advice and Counselling Service for further guidance.</p>

2020.021	<p>Course Reps queried about the level of discretion that will be used to mark exams due discrepancy in the grades than previous years.</p> <p>FB explained that the exams are not classic open book exams, we will be able to monitor copy and pasting and will be very strict on any form of plagiarism but the ability to stop students looking at their notes is limited. The question pattern will be familiar to users as past exams will be a useful guide, but the marking will be done in a way that reflects the current situation.</p>
2020.022	<p>Course Reps expressed concern about error in submission referring to the recent ECOM074 Bond market Strategies module mid-term exam where some students had undue advantage of submitting files late (amended/updated version).</p> <p>FB explained that students should submit by QMplus, and to avoid similar problems as experienced with the ECOM074 Bond market Strategies mid-term a dedicated e-mail address will be available as a back-up. If during the mid-term QMplus crashed and stopped accepting any submission, we will allow email submissions. The submissions will be audited according to the exam guidelines.</p>
2020.023	<p>Course Reps raised concerns over internet speed for uploading work.</p> <p>FB explained that during exams the students should upload on QMplus and if the server speed is slow then should email their assignments as backup within the time frame. In situations where there is complete server failure and no submission possible, students should submit an Extenuating Circumstances claim.</p>
2020.024	<p>One Course Rep requested a 24-hour project rather than a timed exam for the final assessment.</p> <p>FB explained that following comments from other students a timed exam was chosen as it would, amongst other things, be a familiar form of final assessment.</p>
2020.025	<p>Course Reps expressed concern for ECOM074 Bond Market Strategies and ECOM055 Risk Management for Banking modules where the answers may require writing lots of formulas and graphs.</p> <p>FB explained that the exam papers have been revised considering online assessments. There will be no diagrams or complicated formulas to be written, multiple choice options for diagrams and simple formulas may be expected from the students. It will be beneficial if you could explain the numerical questions as you would do it using excel. The additional time has been provided in order that you will not be disadvantaged.</p>
2020.026	<p>Course Reps queried about the release of mid-term grades before the exams.</p> <p>FB explained that the intent is to provide results in the three-week turnaround period but considering the current situation there may be a delay.</p>
2020.027	<p>Course Reps were concerned about the module ECOM077 Valuation and Private Equity which was initially scheduled for 15th May and now has been rescheduled to 6th May.</p> <p>JK explained that this could have occurred as the central team was unable to view your CCLS module considering the last-minute assessment form changes. Further requested to send other clashes, if any.</p> <p>MD would contact the Law and Economics students to update on this matter.</p>

	<p>FB would discuss if change of date for exams could be amended, but the decision would be taken by the central team.</p> <p style="text-align: right;"><b>Action: Francis Breedon</b></p>
2020.028	<p>Course reps queried about the Dissertation Valuation project for Investment Banking students explaining difficulty in doing comparable analysis due to lack of individual IT resources.</p> <p>TF explained that the supervisors have provided the investment banking students with alternative methods and resources and the students will not be required to provide comparable analysis for their project. Further email with the above instructions will be sent to the students.</p> <p style="text-align: right;"><b>Action: Thomai Filippeli</b></p>
2020.029	<p>Course reps queried about the Eviews Student version being restrictive.</p> <p>TF updated that students have used the Eviews student version in the past, but we have received no issues. RD will update the students with further updates.</p> <p style="text-align: right;"><b>Action: Richa Dave</b></p>
2020.030	<p>Course Reps were concerned about a clash between two SEF modules ECOM143 Cases in Corporate Finance and ECOM035 International Finance.</p> <p>FB updated that the central team have been contacted for this clash JK will update the students soon.</p> <p style="text-align: right;"><b>Action: James Kilvington</b></p>
2020.031	<p>Course Reps queried about ECOM044 Advanced Asset Pricing module exam questions where some questions may be directly linked to class notes. In the given online assessment mode how would such questions be assessed.</p> <p>FB explained the students that the question papers have been revised as relevant to online assessments. FB suggested the students to contact the Module Leaders for more further advice.</p>
2020.032	<p>Course reps queried about the next SSLC date, if possible, within 10 days.</p> <p>FB updated we can schedule the next SSLC according to the request and another one towards the end of May.</p>
2020.033	<p>Course Reps queried if lecture recordings could be downloaded.</p> <p>Students were updated that lecture recordings could be downloaded.</p>
2020.034	<p>FB informed the students that the set up for final exams was to be changed and announcement would be made soon. Instead of having a single period for 3 hour exams (12 till 3pm BST), students will be able to choose between a range of 3 hour slots starting 12 and ending in the morning of the next day. However, since IT and other support would only be available during UK working hours students were strongly encouraged to use an early slot.</p>
2020.035	<p>Course Reps asked if they will be levied a fine in the current scenario if they are unable to return the books.</p> <p>RE updated that no fine would be currently implicated.</p> <p>Some important information related to Library resources and support during Covid-19</p>

	<ul style="list-style-type: none"> <li>• New Link for Library Services during COVID-19 is available</li> <li>• A detailed list of new e-resources made freely available by the publishers is available</li> </ul>
2020.036	RD requested the students to actively participate in PTES and SEM B module evaluations.
<b>Part 4 – Date of the next meeting</b>	
2020.037	The proposed date for the next meeting would be 30/04/2020 at 12.30 pm via Zoom Cloud Meeting.

## Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2020.017	Contact registry about postage and tracking plans for transcript and certificate	Richa Dave	By November		
2020.018	VPN for QMplus and access to other sites eg. Google scholar	Richa	ASAP	Completed	It has been verified with resources in China that QMplus do not require VPN and Google Scholar can be accessed by using proxy server available via QM Library
2020.019	Deferral of studies	Francis Breedon	ASAP	Ongoing.	
2020.027	Change of Exam schedule	Francis Breedon	ASAP	Ongoing.	A mock paper with solutions will be uploaded by the Module leader soon to support students learning for the module.
2020.028	Email reminders to Investment banking students for update on dissertation project	Thomai Filippelli	ASAP	Ongoing.	
2020.029	Eviews software	Richa Dave	ASAP	Ongoing.	
2020.030	Exam clash between ECOM143 and ECOM035	James Kilvington	ASAP	Completed	Yes

