

**School of Economics & Finance  
Postgraduate Student Staff Liaison Committee  
Tuesday 22<sup>nd</sup> October 2019, 12pm in GC305**

**Approved Minutes**

**Staff members present:**

Francis Breedon	Chair and Director of MSc programmes
James Kilvington	PGT Programmes Manager
Andrea Carriero	Director, MSc Finance and Econometrics
Sarah Riley	Teaching & Learning Manager
Claudio Vallar	Senior Teaching Assistant
Alfonsina Iona	Director, MSc Investment and Finance & MSc Banking and Finance
Yioryos Makedonis	Director, MSc Wealth Management
Gino Gancia	Director, MSc Economics
Thomai Filippeli	Reader and Convenor of MSc Dissertation modules
Asen Ivanov	Director, MSc Behavioural Finance
Rich Evans	Faculty Liaison Librarian - Humanities & Social Sciences
Alexandra Nowosiad	Secretary

**Student members present:**

Rana Hamdy	MSc Banking and Finance
Madalena Boccio	MSc Behavioural Finance
Huu Hai Anh Nguyen (Max)	MSc Corporate Finance
Jialu Wang	MSc Corporate Finance
Jaya Jain	MSc Economics
Egemen Koken	MSc Finance
Timothy Oyo	MSc Finance and Econometrics
Irene Tsang	MSc Investment and Finance
Jiaqi Zhu	MSc Investment and Finance
Antonia Ighomuaye	MSc Investment Banking
Mohamed Abdullah Jafris	MSc Accounting and Finance

**Apologies for absence:**

Luigi Ventimiglia	Director, MSc Corporate Finance
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<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2019.001	FB welcomed the new cohort of course reps.
<b>1(b)</b>	<b>Apologies for Absence</b>
2019.002	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Terms of reference and membership</b>
2019.003	The committee noted the terms and reference and membership of the Student Staff Liaison Committee. AN agreed to circulate these by email to members after the meeting.
<b>1(d)</b>	<b>Admissions, induction and enrolment</b>
2019.004	<p>Students highlighted that it would be useful to have more information about key dates (such as reading week) and pre-sessional content, reading lists and test available earlier, closer to point of admission. JK clarified that dates relating to the academic calendar are available on the College webpages well in advance. FB accepted the suggestion of making pre-sessional requirements available earlier in the year.</p> <p><b>Action: AN to ensure that pre-sessional webpages are updated with reading lists and syllabi earlier in the year.</b></p>
2019.005	RH noted that students on finance-related courses come from a range of backgrounds and asked how admissions decisions were made in this respect. FB explained that many SEF programmes are designed for students with a non-finance background too.
2019.006	RH raised concerns about the repetition of introductory material across some semester A modules and that some students may not find this challenging enough. FB responded that there are a variety of optional modules on offer so that students can take on additional challenges and acknowledged that there will always be variation in the level of students on the same programme.
2019.007	<p>RH and AI suggested arranging pre-sessional lectures by programme. FB reported that the PGT committee has discussed this in relation to main teaching. It can be logistically difficult due to student numbers and timetable, but should be looked at.</p> <p><b>Action: AN to review this for next year’s pre-sessionals. JK to look at this for next year’s main teaching timetable.</b></p>
2019.008	<p>RH suggested that the pre-sessional classes should have more of a focus on econometrics. A number of other students also stated that ECOM072 was proving to be difficult and that additional support would be helpful. FB agreed that the content of the pre-sessionals could be reviewed.</p> <p><b>Action: AN to raise this with the pre-sessional lecturers once student feedback from pre-sessional teaching evaluations has been received.</b></p>

<b>Part 2 – Programme Delivery and other matters (Reports from Course Reps)</b>	
<b>2(a)</b>	<b>MSc Banking and Finance</b>
2019.009	RH raised concerns about the ECOM049 Commercial and Investment Banking lectures and classes not complementing each other. IT seconded this point. JW also pointed out that ECOM049 slides for the tutorials are not being posted on QMPlus. <b>Action: YM to address issues regarding relationship between lectures and classes and materials on QMPlus.</b>
2019.010	RH also raised concerns about one of the TAs on the ECOM049 module. <b>Action: TF to address concerns raised regarding TA.</b>
2019.011	RH commented that the ECOM053 exam should be computer, rather than paper-based. FB acknowledged the point, but explained that computer-based exams were logistically very difficult to arrange due to limited PC labs and high student numbers on certain modules.
<b>2(b)</b>	<b>MSc Finance</b>
2019.012	EK highlighted that some students are struggling with ECOM072. FB responded that the School would repeat pre-sessionals. AC pointed out that it is also good that students are being challenged. <b>Action: AN to liaise with teaching staff to arrange a repeat of pre-sessional lectures and support sessions.</b>
2019.013	EK said that there was still some confusion about whether students were required to tap their cards at the start of both the lecture and the class. AN reminded students that they only need to tap in for lectures, not classes. <b>Action: AN to send another email to ECOM015 students to clarify the attendance policy.</b>
2019.014	EK said that the ECOM065 problem sets did not reflect the exam past papers. FB responded that the student should contact the lecturer directly for what to expect in the final exam.
<b>2(c)</b>	<b>MSc Behavioural Finance</b>
2019.015	MB reported that she was pleased with the programme so far, and liked the smaller class sizes. She highlighted that microphones in some lecture theatres were not working. SR said she was aware of issues with the microphone in Bancroft Mason LT and David Sizer and that this would be escalated. <b>Action: AN to check with AV team that Bancroft building microphone issues have been resolved.</b>
2019.016	MB said that lecture slides were not legible in some lecture theatres. FB advised that these issues should be raised directly with the lecturer.
<b>2(d)</b>	<b>MSc Investment Banking</b>
2019.017	AI raised concerns that the ECOM117 Investment Banking Law module went into too much depth and should not be a compulsory module. The title of the

2019.018	<p>ECOM120 Strategy, Leadership and Management of Investment Banks module does not reflect its content. The learning outcomes of the module are not clear and the lecturer seems not be aware of students' varied backgrounds. Solutions to problem sets for this module need to be made available sooner.</p> <p><b>Action: AN to ask ECOM120 lecturer if solutions can be made available sooner.</b></p> <p>AI highlighted that not all recommended books are on Kortext. RH pointed out that books had been made available on 7<sup>th</sup> October, after teaching began. JK explained that only core textbooks for compulsory modules were available on Kortext; students should check the library for other books recommended by lecturers. Books were only available on 7<sup>th</sup> as they were ordered once programme changes had ended and there was a clear idea of student numbers per programme. FB said that Kortext books should be made available earlier if possible, but recognised the difficulties. RE pointed out that student can request books to be ordered by the library using the 'More books' form on the webpage.</p> <p><b>Action: JK to look at making Kortext books available earlier next year.</b></p>
<b>2(e)</b>	<b>MSc Corporate Finance</b>
2019.019	<p>JW said that the reports required for the ECOM049 mid-term were too time-consuming and that the assessment mode should be more flexible. JW also requested that lecturers on all modules make it clearer what will be covered in the mid-term. FB responded that lecturers should be doing this already and that students can contact them directly if they have queries about the mid-term.</p>
<b>2(f)</b>	<b>MSc Investment &amp; Finance</b>
2019.020	<p>IF highlighted the fact that the lecturer on the ECOM037 Quantitative Techniques module should be aware of students' different backgrounds.</p>
<b>2(g)</b>	<b>MSc Economics</b>
2019.021	<p>JJ said that the ECOM109 module does not have office hours and that the coursework requirements need to be made clearer. FB suggested it might be possible to set up office hours via Skype.</p> <p><b>Action: JK to look into this.</b></p>
<b>2(h)</b>	<b>MSc Finance and Econometrics</b>
2019.022	<p>TO asked whether solutions to past papers could be made on QMPlus. FB clarified that solutions are not normally provided for pedagogical reasons.</p>
<b>2(i)</b>	<b>MSc Accounting and Finance</b>
2019.023	<p>MJ commented that some large lecture theatres were very full. He also noted that the lecturers were friendly.</p>
<b>Part 3 – Any Other Business</b>	
2019.024	None.
<b>Part 4 – Date of the next meeting</b>	
2019.025	<p>The committee noted that the next meeting would take place on Tuesday 26<sup>th</sup> November at 12pm.</p>

## Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2019.004	Pre-sessional webpages to be updated with reading lists and syllabi earlier in the year.	Alexandra Nowosiad	Ready for next year's induction	Ongoing.	
2019.007	Look into arranging lectures by programmes (to include pre-sessionals)	Alexandra Nowosiad and James Kilvington	Next academic year.	Ongoing.	
2019.008	Review of pre-sessional lectures (to include econometrics)	Alexandra Nowosiad	Ready for next academic year	Ongoing.	
2019.009	Address issues raised about relationship between lectures and tutorials for ECOM049	Yioryos Makedonis	By next SSLC meeting (as soon as possible).	Completed- YM has spoken to TAs and is emphasising links between theory and quantitative material in lectures. A reminder has been sent out to students about the importance of referring to the textbook on Kortext too as it has come to light that some students on ECOM049 aren't aware of the Kortext book.	
2019.010	Look into and address concerns regarding ECOM049 TA	Thomai Filippeli	As soon as possible.	Completed- TF spoke to the TA and YM has reassured students that	

				queries from the classes can be directed to him.	
2019.012	Arrange repeat of pre-sessionals	Francis Breedon; PGT Admin Team	By end of semester.	In progress. Alex approached PhD students to teach these. First lecture scheduled for 06/12/2019.	Yes
2019.013	Email ECOM015 students to clarify when they need to tap in (attendance)	Alexandra Nowosiad	As soon as possible	Completed	Yes.
2019.014	Check Bancroft building microphones	Alexandra Nowosiad	By 1 <sup>st</sup> November	AV has addressed the issue	Yes.
2019.017	ECOM120 solutions to be made available sooner	Alexandra Nowosiad	By 1 <sup>st</sup> November	Completed-AN raised with module organiser	
2019.018	Look into making Kortext books available earlier next year	James Kilvington	Next academic year	ongoing	
2019.019	Clarify arrangements for ECOM109 office hours	James Kilvington	As soon as possible	Completed	Yes. Announcement made to ECOM109 students.