

**School of Engineering and Materials Sciences
Undergraduate and Postgraduate Student Staff Liaison Committee**

8 April 2020

Via Collaborate

Minutes

Staff Members Present:

Name	Role
Folashade Akinmolayan	SSCL Chair
Angela Jones	Secretary
Daniella Peluso-White	Taught Programmes Manager
Eldad Avital	3 rd year coordinator
Yousef Zawahreh	School TEF lead
James Soderman	Faculty Liaison Librarian, Science and Engineering

Student Representatives present:

Name	Programme and Level
Anisa Ahmad	Aerospace Engineering Year 1
Mughees Asif	Aerospace Engineering Year 2
Karan Mehta	Aerospace Engineering Year 3/4
Leo Huang	Biomedical Engineering Year 1
Michael Lilay	Biomedical Engineering Year 2
Weronika Lipien	Chemical Engineering Year 3
Nicole Wan	Design, Innovation and Creative Engineering Year 3
Carol Raphael	Materials Science and Engineering Year 1
Aqsah Awan	Materials Science and Engineering Year 2
Corina Deacu	Materials Science and Engineering Year 3
Abdullah Taibi	Mechanical Engineering Year 2
Mohamamd Qamhieh	Robotics Year 2
Kenneth Ezeiruoma	Robotics Year 3

Apologies for absence:

Name	Role or programme and level
Adrian Briggs	Director of Education
Devika Vasistha	Aerospace Engineering Year 3 (represented by Karan Mehta)
Hamza Butt	Mechanical Engineering Year 1 (written feedback)
Hasan Shaheed	Second year co-ordinator

Part 1 – Preliminary Items	
1a	Welcome, Introductions & Apologies for Absence
	<p>The meeting commenced with introductions by chair Folashade Akinmolayan.</p> <p>Apologies were noted.</p>
1b	Report on matters arising and actions taken
	<p>The minutes of the meeting on 25 March were confirmed as a correct record. There were no matters arising.</p> <p>Actions confirmed included:</p> <ul style="list-style-type: none"> • The School’s Senior Management Team (SMT) devised and distributed a survey to aid their understanding of students unable to access facilities or space to work remotely. This has influenced their consideration of alternative assessment in place of examinations. • SMT provided further information on good practice to tutors as a result of your feedback. This includes information on labelling collaborate sessions, responding to student questions and uploading of material including timing. • There have been additional resources made available for remote learning including one to one tutorials. Details of these have been circulated via the School’s Coronavirus page. • Remote access to some of the software highlighted at the last meeting is via AppsAnywhere. Additional information is available via the SEMS Landing Page with a traffic light system providing information on access. To remote access email via SEMSstudents@QMUL.ac.uk and to request access. • MAT5030 – the assignment has now been published and there should be further details on assessments including the timing of the assignment, the role of the two additional in class tests. • Further solution classes will be held by Fariborz Motallebi as a result of requests for solutions for DEN233, DEN6405, DEN306. • MAT601 – week 12 would be devoted to problem solving. The issue regarding pre-requisites is still being investigated. • More marks for Project Posters have been released. The SEMS Office are continuing to chase those few outstanding, this is largely due to the supervisor’s settings. • DEN4102 – students who would like clarification of their mistakes can approach the PhD Demonstrator or Teaching Associate for additional support. • Dr Adrian Briggs sent an email on Friday outlining the approach to alternative assessments in SEMS. As noted in this email, the exact form of the Alternative Assessment on individual modules will be circulated by the end of next week (week commencing 13 April). This is an agenda item.

Part 2 –Student Reports- Reports from student course representatives

2(a)	1st Year
	<p>Aerospace Engineering</p> <ul style="list-style-type: none">• Students wanted further details on applying to be a buddy for incoming students<ul style="list-style-type: none">○ Action 1.1 - AJ to circulate to all students
	<p>Biomedical Engineering</p> <ul style="list-style-type: none">• General positive feedback. Students impressed with how quickly the department has adapted and feel proposals for assessment are fair• Concern that studies disrupted and concerned about how this will affect performance in ongoing or alternative assessment.<ul style="list-style-type: none">○ Response – the University has established a ‘no detriments’ policy. The details are available at: arcs.qmul.ac.uk/students/study/assessment-changes-due-to-coronavirus
	<p>Chemical Engineering</p> <p>No feedback</p>
	<p>DICE</p> <p>No feedback</p>
	<p>Materials Science</p> <p>MAT102/DEN4102</p> <ul style="list-style-type: none">• Request for lectures to release the lecture notes.<ul style="list-style-type: none">○ Action 1.2 - AJ to advise module organiser. <p>MAT206.</p> <ul style="list-style-type: none">• Request for lectures to release the lecture notes.<ul style="list-style-type: none">○ Action 1.3 - AJ to advise module organiser.
	<p>Mechanical Engineering</p> <p>Written feedback</p> <p>Assessment</p> <ul style="list-style-type: none">• There was positive feedback on the proposal for assessments in a "course-work" style by allowing 48 hours for completion.• Some concerns were raised regarding the retention of the information studying remotely compared to a lecture, as students felt it took longer to comprehend.• Acknowledgement that the two-week extension compensates for this.

	<p>Robotics</p> <p>No feedback</p>
2 (b)	2nd Year
	<p>Aerospace Engineering</p> <p>DEN233</p> <ul style="list-style-type: none"> • Acknowledgement of additional solutions classes. However, students still felt that written solutions would aid their understanding of the material. <ul style="list-style-type: none"> ○ Action 2.1 - AJ to advise module organiser. • Some students had continuing issues with stable internet connection to complete coursework and attend lectures.
	<p>Biomedical Engineering</p> <ul style="list-style-type: none"> • Students extended thanks for the support from the school.
	<p>Chemical Engineering</p> <p>No feedback</p>
	<p>DICE</p> <p>No feedback</p>
	<p>Materials Science</p> <ul style="list-style-type: none"> • Access to QMPlus had been difficult for some, particularly for students studying in China. <ul style="list-style-type: none"> ○ Response – the University hasn't been made aware of any issues in relation to access in China. ○ Action 2.2 – course reps advise students experiencing difficulties to email SEMSstudents. ○ Action 2.3 – AJ to advise Learning Technology Team.
	<p>Mechanical Engineering</p> <ul style="list-style-type: none"> • Module teaching would benefit from examples and problems <ul style="list-style-type: none"> ○ Action 2.4 - AB to advise Module Organisers • Q-Review titles are confusing and would benefit from including a topic title. <ul style="list-style-type: none"> ○ Action 2.4 - AJ to liaise with ELearning. • Some students have provided feedback that their personal circumstances are impacting on their assessment.

	<ul style="list-style-type: none"> ○ Response – students can apply for extenuating circumstances. More information will be available before the start of the alternative assessment period. • Having updated lecture notes before the start of teaching would be useful, particularly studying remotely. <ul style="list-style-type: none"> ○ Response - there can sometimes be delays in posting current lecture notes. Previous years are given as an example for students who wish to review early. <p>DEN5102</p> <ul style="list-style-type: none"> • Connectivity problems with the Blackboard Collaborate, difficult to hear the lecturer at times. • The students feel their understanding would benefit from more examples and problem-based learning. <ul style="list-style-type: none"> ○ Response – use the forum to highlight access issues ○ Action 2.5 - AJ to advise the DEN5102 Module organiser <p>Alternative Assessment</p> <ul style="list-style-type: none"> • When might the exam times and information on assessment style of each module be available? • What will happen to students who receive extra time during normal exam periods? <ul style="list-style-type: none"> ○ Response – release information tomorrow on what the alternative assessment period will be. The timetable is being prepared and hope to release this by 20 April. ○ Response – disabled students won't receive additional time on top of the 24/48 hour window as students are only expected to complete the assessment in a set period of time eg 90 minutes or 360 minutes within this period and therefore can manage additional time within the window.
	<p>Robotics</p> <p>No feedback</p>
2(b)	3rd /4th Year
	<p>Aerospace Engineering</p> <ul style="list-style-type: none"> • Requests for solutions on a number of modules to be released. • Books that had been borrowed from the library had been auto-renewed until 27 May although there was no guidance after this time. <ul style="list-style-type: none"> ○ Response – James confirmed there is no timeline for the library to open at the moment. Students with books on loan would be contacted again in due course. Other queries to library@qmul.ac.uk <p>DEN307</p> <ul style="list-style-type: none"> • Guidance on the report required • Issues with lab demonstrators • Issues with Access to Abaqus <ul style="list-style-type: none"> ○ Action 3.1 - AJ to advise DEN307 Module Organiser

	<p>Biomedical Engineering</p> <p>No Feedback</p>
	<p>Chemical Engineering</p> <p>Project</p> <ul style="list-style-type: none"> • Issues on the deadline and format required for the Project including HAZOP and presentation had not been communicated. <ul style="list-style-type: none"> ○ Response – there had been initial proposals which included <ul style="list-style-type: none"> ▪ 15% for Basic Design Report neutralised. ▪ One-week extension for the Advanced Design Report to 19th April. ▪ Recording of individual presentation due 20th June to include reflection on HAZOP and will have combined contribution of 35%. ○ Action 3.2 - FA to advise Module Organiser
	<p>DICE</p> <ul style="list-style-type: none"> • What are the options for Graduation? <ul style="list-style-type: none"> ○ Response – the formal ceremony has been cancelled. We will be reviewing options for delivery once further information about the pandemic is known. • Will results be delayed? <ul style="list-style-type: none"> ○ Response – the exam boards will be delayed by a couple of weeks. However, students will receive their award and certificates will be sent via the post. ○ Action 3.3 - DPW to send more information once this is known. • Thanks were expressed for ongoing support from the School.
	<p>Materials Science</p> <ul style="list-style-type: none"> • No detriment policy identifies 30 credits will not be counted. Students wanted to know if this could include their final year project. <ul style="list-style-type: none"> ○ Response – students were still expected to pass all modules. Further information is available at arcs.qmul.ac.uk/students/study/assessment-changes-due-to-coronavirus which confirms <i>'For 2019/20, in accordance with the Queen Mary approach to ensuring 'no detriment', the 30 credits with the lowest marks (or 15 credits, for Postgraduate Certificate awards – which are 60 credit awards – only) will not count towards the calculation of the average mark for the 2019/20 year. Your adjusted year average will then be used in turn to generate the mark used for your classification at the end of your studies. (Please note that if your lowest marks are the result of an assessment offence penalty those marks will not be excluded, and the next lowest 30 credits will be excluded instead.'</i>

	<ul style="list-style-type: none"> ○ <i>Response – in addition not completing the project may affect accreditation.</i> • Students requested not to have Vivas <ul style="list-style-type: none"> ○ Response – This is being considered. ○ Action 3.4 - EA to communicate in the next few days.
	<p>Mechanical Engineering</p> <p>No feedback</p>
	<p>Robotics</p> <ul style="list-style-type: none"> • Requested access to Solidworks. <ul style="list-style-type: none"> ○ Action 3.5 - DWP liaising with IT regarding access to a number of packages. Further information will be posted on the SEMS QMPlus landing page.
2 (d)	Masters
	No feedback
Part 3	Programme delivery and other matters
	<p>Learning Resources</p> <p>Library Information on how to use the Library services during Covid-19 is here: https://www.library.qmul.ac.uk/using-the-library/library-services-during-covid-19/ It will be updated when changes to the Library service occur.</p> <p>Sessions can be run on accessing resources. Two sessions were proposed, to support students to access electronic resources, one the week commencing 13 April and one in May. This will be recorded as requested to enable students to access it at other times.</p> <p>Students wishing to return books can post them back to QMUL.</p> <p>Email comments or questions. library@qmul.ac.uk</p>
	<p>Alternative Assessment</p> <p>The principles regarding alternative assessment in SEMS had been confirmed by Adrian Briggs the previous week.</p> <p>Questions included:</p> <ul style="list-style-type: none"> • The format of alternative assessment, will this be at all similar to past exam papers? • Confirmation that the assessment period for SEMS will be 18th May and finishing no later than 12th June. • Will there be opportunities for Mock assessments?

	<ul style="list-style-type: none"> • Response - The exam period in SEMS will be 18 May to 12 June. The papers are likely to be different to past papers. There will be an opportunity to trial downloading and submitting papers as well as examples of papers for modules. Further information on assessments would also be released on 10 April. • Action 4.1 - Student Reps to advise if further clarity is required following the publication of further details.
	<p>Access to remote study</p> <p>Advisors would shortly be approaching students to find out about their access to study to enable the School to be proactive about providing advice.</p>
	<p>Date of next meeting</p> <p>Folashade Akinmolayan proposed a further online meeting for further feedback on alternative assessment.</p> <ul style="list-style-type: none"> - Action – AJ to establish a further session

Drafted by
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13.05.20