

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
26th August 2020 Minutes**

Staff members present:

Name	Role
Sebastian Del Bano Rollin (SdBR)	Chair
Mark Walters (MW)	Director of Education
Michael Phillips (MP)	Director of Postgraduate Taught Studies (DPTS)
Neofytos Rodosthenous (NR)	MSc Mathematical Finance/MSc Financial Computing Programme Director
Alexander Gnedin (AG)	MSc Mathematics Programme Director
Sukhpal Gill (SG)	Lecturer in Cloud Computing-School of Science and Engineering, EECS Representative
Simon Rawstron (SAR)	Education Services Manager (Secretary)
William NG (WN)	Student Support Officer

Student members present:

Name	Programme name and level
Camilo Blanco Vargas (CBV)	MSc Financial Computing Course Representative
Stuti Malik (SM)	MSc Mathematics Course Representative
Shane Richardson (SR)	MSc Data Analytics Course Representative
Muhammad Abdulmuntaqim (MA)	MSc Financial Computing Course Representative

Apologies for absence:

Name	Programme name and level / role
Boris Khoruzhenko (BK)	Head of School
Stefan Couch (SC)	Careers Consultant
Primoz Skraba (PS)	MSc Data Analytics Programme Director
Maria Patsou (MP)	Secretary
James Soderman (JS)	Faculty Liaison Librarian – School of Science and Engineering
Jon Strathdee (JS)	Employer Engagement and Internships Coordinator (EEIC)
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2019.145	SdBR welcomed all members to the Virtual meeting and explained that the focus of this meeting was to discuss the forthcoming Dissertation submission deadline and related queries/concerns. SdBR explained the protocols for the Virtual meeting.
1(b)	Apologies for Absence
2019.146	The meeting noted the apologies of members as recorded above.
1(c)	Minutes of the previous meeting
2019.147	The minutes of the previous meeting held on 5 th August 2020 were not discussed.
1(d)	Report on actions taken and matters arising
2019.148	No actions or matters arising were reviewed or reported on.
1(e)	Terms of reference and membership
2019.149	Nothing to report
1(f)	Admission, induction and enrolment
2019.150	Nothing to report
Part 2 - Programme Delivery and Other Matters	
2(a)	Programme/module developments and amendments
2019.151	Nothing to report
2 (b)	Learning and teaching matters
2019.152	Nothing to report
2(c)	Assessment and feedback
2019.153	Nothing to report
2(d)	Academic support

2019.154	This meeting was dedicated to Dissertation preparation submission and queries/issues.
2019.155	<p>AG reported that in his opinion there will be 15 cases that will have some difficulties during the forthcoming period. The Extenuating Circumstances process was explained to the Committee and AG was asked what sort of problems he had identified. AG advised that the following had been flagged;</p> <ul style="list-style-type: none"> • Caring Responsibilities during the Pandemic. • Some students in China have had access and connectivity issues; • Some students started too late; <p>MP (DPTS) stressed to the Committee that requests for an extension need to continue to be for valid reason and WN reiterated this.</p>
2019.156	<p>SR raised a query about the impact of taking ECs in terms of when exam boards will sit, and transcripts and certificates will be available. SAR took an action to find out the timelines and report back to SSLC.</p> <p>CBV shared his concern about the decision to only move the submission deadline back by one week as assessment dates moved back by 1 month. He commented that has 'lost contact' with students in China and that others had said they need at least another two weeks. CBV felt it was unfair that the School was not being more accommodating as, if students do not meet the deadlines, even though they get an automatic EC, this will delay final graduation by roughly 4 months. He told the Committee he believed the fairest thing to do was to give everyone until 18 September without the requirement to submit an EC form.</p> <p>MP (DPTS) discussed the timeline with the Committee and confirmed that 1st supervision meetings were one week late and that this had been taken into account in the agreed extension to 11 September. He let the Committee know he had pushed for a longer extension but because the SEB is on 30 September this was not possible if all work was to be marked.</p> <p>CBV asked if this could be raised again, and MP (DPTS) confirmed that the same had applied in previous years when extensions were reviewed as SEBs take place at the same time each year. AG commented that he assumed there would be some latitude in terms of marking Dissertations to take account of timelines, once all the submissions were in.</p>
2019.157	<p>MA wanted to check the process and deadline again and asked what the registration status would be for students who are submitting in January 2021. SAR confirmed he would find out and advise the Committee.</p>
2019.158	<p>MA also asked if the School could ask Queen Mary to move the DEB date and felt that students just needed until 21 September. SAR agreed to explore the possibility of the SEB moving back to allow an extension to the submission deadline.</p> <p>Post meeting note; Following discussions with the PGT Exam Board Chairs, it was determined that the date for the SEB could not be moved. An update to the information about extensions was then agreed and AG to send this out to all students.</p> <p>SR let the Committee know that he agreed with AG's estimate that roughly 20% of students would be looking for an extension. He also advised that after the last SSLC he had emailed out to students that they should have had at least 10 hours of Dissertation</p>

contact time. He advised that one student had received less than 1 hour of contact time with his/her supervisor. SdBR asked SR if he could supply the details of this student.

SR commented that he knew some supervisors were supervising 19 students and that this was too many. He warned the Committee that this was going to be a problem and asked that the School remind supervisors what is involved in supervising.

MW asked for more information here and commented that appropriately sized group meetings do work. SR agreed with this.

SM asked if there was any way for students to check their work via Turnitin before they submit it. SdBR commented that this was not available and explained the reason for this. SR confirmed that this was a valid request as the School has heightened students' concerns about committing Plagiarism accidentally, to the point where they were 'scared to death'. MW provided further information about the reasons why students cannot use Turnitin and also what they need to bear in mind for referencing and using other sources.

SM asked for more information about extensions to Dissertation submission and SdBR reiterated the earlier conversations.

2(e)	Organisation and communication
2019.159	Nothing to report
2(f)	Learning resources & Careers <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • Q-Review • Updates from faculty E-learning forums • IT
2019.160	Nothing to report
2(g)	Student feedback (NSS/PTES/QMSS/Modules evaluations)
2019.161	Nothing to report
Part 3-Any Other Business	
2019.162	Nothing to report
Part 4-Date of next meeting	
2019.163	CBV queried about subsequent SSLCs and while reps suggested to have one after dissertation submissions, staff suggested a dissertation focused SSLC meeting prior to submissions, to account for any potential issues with supervision. This was supported by staff.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue Resolved?
2019.128	Pass along a firm message to all module organisers that SEMA marks should be delivered in SEMA.	MW	By semester A		
2019.133	Chase up the possibility of providing exam feedback to students.	SAR	ASAP	MW has advised that this should be the case and would be factored in for next year	Yes
2019.134	Send a clarification email to students about ECs regarding dissertations.	SAR	ASAP	Comms have been sent.	Yes
2019.135	Follow up potential issues with communications between students and supervisors. MP and AG to contact PGT students to check all is going well with their Dissertations.	MP/AG	ASAP		
2019.156	Determine the SEB/DEB/Certificate production timeline for students who submit in September and January SAR took an action to find out the timelines and report back to SSLC	SAR	ASAP		

2019.157	Check registration status for students who are submitting in January 2021.	SAR	ASAP		
2019.158	Explore the possibility of moving the SEB date back.	SAR	ASAP		