



**School of Medicine and Dentistry/Centre for Psychiatry
MSc Forensic Mental Health
Student Staff Liaison Committee
Thursday 21st November 2019**

Final Minutes

Staff members present:

Hannah Jones (HJ) Chair	FMH Lecturer and Course Director
Mark Freestone (MF)	Taught Programmes Lead
Jenny Hopton (JH)	Part-time FMH lecturer
Rehana Patel (RP)	Academic PG Programmes Manager
Sabina Adams (SA) Minute taker	Course Administrator
Michael Parkes (MP)	E-Learning Technologist

Student members present:

Rosalyn King (RK)	MSc Forensic Mental Health (P/T)
Makayla Ross (MR)	MSc Forensic Mental Health (F/T)

Apologies:

Ellie Stewart (ES)	Institute Manager
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Part 1: Preliminary items

1. Welcome and introduction of members

2019:001 The Committee was introduced and welcomed.

2. Apologies

2019:002 Apologies were noted from Ellie Stewart.

3. Terms of reference and membership

2019:003 This was circulated with the agenda. RP mentioned the SSLC is about accountability and transparency as all SSLC minutes are available on QMUL website. MR and RK have both attended the SSLC representative training. RP explained SSLC format has changed with emphasis on student representatives to take more ownership and reps can co-chair SSLC meetings.

Part 2: Programme delivery and other matters

4. Programme/ module developments and amendments

2019:004 No updates or amendments.

5. Learning, teaching and assessment

2019:005 HJ explained that all the external lecturers have commented how engaged all the students.
The proposal deadline has now been changed to the end of the term (11th December) and oral assessments information will be posted onto QMplus today.

6. Academic support and learning resources

2019:006 MP confirmed that there is a missing video from QReview of one of the lectures and that this has previously been flagged by students and looked in to – but that we have not received any reply from the central QReview team.

Action: MP to follow up with QReview support team to ascertain what happened to the lecture recording.

2019:007 HJ welcomed JH to the team, a part-time lecturer, who has joined recently; her expertise is in sex offending.

7. Student feedback

2019:008 RP explained the end of module evaluation forms will be via email and students have 2 weeks to reply. HJ encouraged all students to complete the feedback. RP will email all students a reminder via QMplus.

Action: RP to remind students of the end of term evaluation feedback via QMplus.

Part 3: Items Raised by Students

7. Items from student course representatives

2019:009 RK stated that part-time students felt they have missed out the statistics/research elements in their research proposal. HJ explained that there will be a statistics tutorial today and proposals do not

require elaborate analysis, to research questions / proposals / hypothesis.

- 2019:010 RK said that late starters are also struggling to catch up with FMH content. HJ explained that all FMH content and materials are available on QMplus.
- 2019:011 MR mentioned some students felt that emails are not responded to promptly ranging from personal emails to room changes; students feel communication could be improved. HJ responded that all announcements regarding room changes and any timetable changes which can occur are also posted on QMplus. Additionally as a department we have a 2 working day response to emails, and requested that any students who feel they are having particular difficulties with this should raise this individually as it is difficult to ascertain where this concern is coming from given the prompt replies of staff.
- 2019:012 MR: students would have liked to receive the oral assessment information a week earlier.
HJ explained that it was a departmental policy to notify students 2 weeks before the assessments. The oral assessments are worth 10% of the overall module and students critique a paper; this is an open book assessment which looks at students' communication of the paper. HJ clarified its 10 minutes to present and 5 minutes to ask questions – this is an assessment and not an exam.
- 2019:013 MR explained that students, especially international students, would like notification of when the exams are scheduled to allow travel arrangements to be made. RP responded that this is all managed via the exams office.
- Action: Students would like notifications of exam dates earlier (especially for international students)**
- 2019:014 MR said that students would like 1 to 1 feedback for dissertation. MF explained that tutorials would focus on dissertations, structure and information is also available in the handbook, research topic questions and what kind of approach is pertinent to the research question. HJ added that if changes were made to the research proposal question, for instance if it was not practical or feasible then this would not be penalised. MF stated that at QAA Level 7 study, academics cannot be prescriptive rather they will direct students with further questions and provide feedback.
- 2019:015 MR stated that students feel they need to create a mini dissertation for the research protocol. MF/HJ responded that this assessment is only 1500 words and students are welcome to ask questions but will not be spoon fed; tutorials have already used to see how to unpick large areas of a topic for a MSc dissertation in addition to academic writing, formatting of a proposal etc. HJ explained that academic advisors will be allocated who will review scope of dissertation further and there will be a combination of one to one and group tutorials across Semester 2 and Semester 3.

Other Items

8. Any other business

MF explained any topics that were not covered in the modules will not be in written exams (for instance the Ethics lecture due to lecturer sickness).

9. **Date of next meeting:** Thursday 20th February 1.30pm in room G.01, Joseph Rotblat Building, Charterhouse Square campus.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Progress	Responsibility	Timescale
2019:006	Follow up with QReview support team to ascertain what happened to the lecture recording.	Completed	MP	2 weeks
2019:008	Remind students of the end of term evaluation feedback via QMplus.	Completed	RP	1 week
2019:013	Students would like notifications of exam dates earlier (especially for international students)	Completed (3 to 6 weeks from exams office)	SA to follow up with Exams office.	1 month