

**CCLS Postgraduate Law Taught Programmes  
Postgraduate Student Staff Liaison Committee  
Tuesday 24<sup>th</sup> February and Wednesday 10<sup>th</sup> March 2021**

**Minutes**

**Staff members present:**

|                                |   |
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| Anne Flanagan (AF) (Chair)     | LLM Director  |
| Mark Van Hoecke                | LLM Director  |
| Rodrigo Olivares-Caminal (ROC) | Joint Programmes Director   |
| Christiana HJI Panayi (CP)     | LLM Research Director   |
| Gaetano Dimita (GD)            | Senior Lecturer in International Intellectual Property Law. Director of E-learning. |
| Laura Edgar (LE)               | Senior Lecturer<br>Director of Taught Programmes                                    |
| Michelle Dean                  | Teaching and Learning Services Co-ordinator<br>Student Support and Engagement       |
| Sue Fitzgerald (SF)            | Teaching and Learning Services Co-ordinator<br>Student Records and E-learning       |
| Jack Osborne (JO)              | Quality Manager   |
| Anthea Chou (AC)               | Deputising Faculty Liaison Librarian - Law  |
| Olumide Popoola                | Academic Skills Co-ordinator – Library Services                                     |
| Pia Cronin (Secretary)         | Teaching and Learning Services Administrator<br>Student Support and Engagement      |

**Student members present:**

|  |           |                |
|--|-----------|----------------|
| Art, Business and Law LLM                            | Chloe-May | Champion       |
| Banking and Finance Law LLM                          | Sakshi    | Kharkar        |
| Commercial and Corporate Law LLM                     | Lucas     | Sperka Velasco |
| Commercial and Corporate Law LLM                     | Gunjit    | Madra          |
| Comparative and International Dispute Resolution LLM | Raina     | Mahapatra      |
| Comparative and International Dispute Resolution LLM | Ana       | Sanchez Silva  |
| Criminal Justice LLM                                 | Ilvana    | Dedja          |
| Energy and Natural Resources Law LLM                 | Mirian    | Madubuko       |
| Environmental Law LLM                                | Linus     | Chu            |
| European Law LLM and Competition Law LLM             | Martina   | Marchetti      |
| General Law LLM                                      | Jahnavi   | Mocherla       |
| General Law LLM                                      | Aishwarya | Bhonsale       |
| Human Rights and Immigration Law LLM                 | María     | Barraco        |

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| Insurance Law LLM                                | Hursh        | Singh                              |
| Intellectual Property Law LLM                    | Vaishnavi    | Mootha                             |
| Intellectual Property Law LLM                    | Ana Cristina | Ortega                             |
| International Business Law LLM                   | Radhika      | Thiagarajan                        |
| International Business Law LLM                   | Jia          | Liu                                |
| International Economic Law LLM                   | Fatema       | Buhazaa                            |
| International Shipping Law LLM                   | Dimitrios    | Vazelakis                          |
| Law and Economics LLM                            | Zaakir       | Tameez                             |
| Law and Finance (MSc)                            | Dhwani       | Viswanath                          |
| Law and Finance (MSc)                            | Joanna       | Glowaska                           |
| Public International Law LLM                     | Daniela      | Piovesan Tochetto                  |
| Regulation and Compliance (LLM/MA)               | Amanda       | Robinson                           |
| Tax Law LLM                                      | Fathema      | Rahman                             |
| Technology, Media and Telecommunications Law LLM | Justine      | Naessens                           |
| Technology, Media and Telecommunications Law LLM | Hassan       | Khaled Abdelmagid<br>Ali Elrashidi |

#### Apologies for absence:

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| Richard Evans | Law Librarian (Anthea Chou is deputising) |
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| Part 1 – Preliminary Items |  |
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| 1a                         | <b>Welcome and introduction for new members</b>  |
| 1b                         | <p><b>Apologies for Absence</b></p> <p>Apologies received from Richard Evans. Anthea Chou is attending in his place to respond to queries about the Library.</p> <p>No other apologies were received.</p>  |
| 1c                         | <p><b>Minutes of the previous meeting</b></p> <p>The minutes of the meeting on the 10<sup>th</sup> December were approved.</p>   |
| 1d                         | <p><b>Report on matters arising and actions taken</b></p> <ul style="list-style-type: none"> <li>PC and Jahnavi Mocherla met with Niall Morrissey, Head of the Advice and Counselling Service. One of the staff from the service will be offering a session on Mental Health and Wellbeing specifically for PG Law students this semester. Jahnavi is consulting with other students about which topics should be covered. More details will be released in the next few weeks.</li> </ul> |

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| 1e   | <p><b>Terms of reference and membership</b><br/> <i>Comments invited on documents re-distributed with agenda for new members</i></p> <ul style="list-style-type: none"> <li>All new members received these prior to the meeting as well as before the second half of this meeting along with the training slides provided by the Student Union. ALL members of this committee were asked to review them.</li> </ul>  |
| 1(f)   | <p><b>Admissions, induction and enrolment for January starters</b><br/> A survey was circulated and completed. Results will be posted on the Taught Programmes Noticeboard.</p>  |
| <b>Part 2 – Student feedback, Programme Delivery and other matters</b> |  |
| 2a   | <b>ASSESSMENT AND FEEDBACK</b>   |
| 2b   | <p><b>Module Queries</b></p> <ul style="list-style-type: none"> <li>One student reported that students had been misinformed about the number of words on essay for SOLM171. One student checked on QMplus which said 5,000 but lecturer thought that it was 3,850. Investigation was done and lots of information was given with correct word limit. And so the policy as it is was applied</li> <li>Students were reminded that they should clarify with academics the assessment during the module.</li> <li>Commercial Conflicts of Law was 3,300 word exam but on the 5<sup>th</sup> week it was increased to 5000 words. JO confirmed that this was they have not heard of this issue and asked if the student could please email in with the details. <b>Radhika Thiagarajan</b> to email JO.</li> <li>Licensing in IP module. There was an issue with word limits with this module. JO confirmed that they are aware of it. It is very unlikely that grades will change.</li> </ul> |
| 2c   | <p><b>Publication of Results</b></p> <ul style="list-style-type: none"> <li>There was a question about results, some students have got results and some haven't. JO explained that the deadline for academics to return results has not passed. The results are released as they are marked. All results are expected to be in by 8<sup>th</sup> March.</li> <li>A student raised an issue about confusion with students grades received on QMplus. The assessments team are not aware of any issues with grades. <b>Daniela Piovesan Tochetto</b> agreed to ask the student to email in to <a href="mailto:pglaw-assessments@qmul.ac.uk">pglaw-assessments@qmul.ac.uk</a></li> </ul>  |
| 2d   | <p><b>Extenuating Circumstances and Extensions</b></p> <ul style="list-style-type: none"> <li>A student raised a point about an email from the Vice Principal and Student Union about Reasonable adjustments and asked that there be a liberal approach to assessment.</li> <li>AF pointed that the University does have a very liberal approach, and explained that EC's are currently self-certifying. At the last EC sub committee no EC's were denied.</li> <li>JO explained that the EC deadline won't move but it may be possible to move the Exam board date. If students miss an EC deadline they can submit another EC to have the late penalty</li> </ul>  |

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|    | <p>removed. If students have issues with submitting EC's they should email <a href="mailto:pqlaw-assessments@qmul.ac.uk">pqlaw-assessments@qmul.ac.uk</a></p> <ul style="list-style-type: none"> <li>• The deadline for EC's was 29 January and EC board met on 2 February. If they submitted after that then it will be June.</li> <li>• A discussion was held about EC's and a student raised concerns about the mental health of students and questioned how markers would take this into consideration. AF and JO reiterated the information about EC system.</li> </ul>  |
| 2e | <p><b>Dissertations:</b></p> <ul style="list-style-type: none"> <li>• A student asked if students are allowed to change dissertation topic. AF confirmed that they are but there would be no extension for this reason, Supervisors may change but it is not guaranteed. Students are contacted for final titles in July.</li> <li>• Students asked that there be a dissertation deadline extension because there was a delay in allocating supervisors. AF confirmed that there would not be an extension for this reason. Supervisor meetings do not normally start until February.</li> <li>• 10/03/21. Students asked if the Dissertation deadline could be extended as some students have modules and Dissertations in Sem C20. AF explained that a blanket extension is not being contemplated however students can ask for a two week extension. JO explained that if we receive a large amount of requests we would need to look into it. So they are individually evaluated on merit</li> <li>• It was confirmed that if supervisors are unresponsive students should write to academic director of specialism and if no resolution write to <a href="mailto:pqlawoffice@qmul.ac.uk">pqlawoffice@qmul.ac.uk</a> attaching the original email sent to the academic.</li> <li>• ROC clarified that the role of a supervisor is to guide the student but since it is a research exercise it is not necessary for the supervisor to be expert in the topic. The purpose of the supervisor is to guide through critical thinking, analysis and process so it is not necessary for them to have expertise on the topic.</li> </ul> |
| 2f | <p><b>Length of Assessments:</b></p> <ul style="list-style-type: none"> <li>• A student expressed concern about exams that are 20 hours long. It was clarified that the exam is designed to fit in three hours. ROC, JO and AF emphasised that students should not be spending 20 hours on an exam. <b>Radhika Thiagarajan</b> agreed to send a list of modules where the exam took longer than they were set for.</li> </ul>   |
| 2g | <b>PROGRAMME/MODULE DEVELOPMENTS AND AMENDMENTS</b>   |
| 2h | <p><b>Modules:</b></p> <ul style="list-style-type: none"> <li>• Environmental Law module selection: A student raised the question as to whether more modules could be added to the Environmental Law programme from the Energy and Natural Resources programme as there is a very limited module selection within that programme and many of the topics cross over. <b>Linus Chu</b> will</li> </ul>  |

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|    | <p>gather some more information and feedback to <b>Jack Osborne</b> to see if this is possible.</p> <ul style="list-style-type: none"> <li>• A student asked if it was possible for students to change from one year to 9 month programme. Students are advised to email pglawoffice and it would be considered on a case by case basis.</li> </ul>  |
| 2i | <b>LEARNING AND TEACHING MATTERS</b>   |
| 2k | <p><b>Face to face teaching:</b></p> <ul style="list-style-type: none"> <li>• 24/2/21 There was a question about face to face teaching. It was confirmed that there will be no face to face teaching this semester due to government restrictions. There will be a review by the Government after Easter and we will then be able to let students know if we will return to face to face teaching in Semester C20</li> <li>• 10/03/21 AF repeated that we are not allowed to open for f2f teaching. Government will revise in April. We have opened up Lincoln's inn fields for individual study but that is all that is allowed.</li> <li>• Students raised a question of a letter by 1300 students and they are demanding a reply. AF asked for clarification as to who the letter was sent to as it has not been received by the Directors. <b>Gunjit</b> agreed to forward the letter</li> <li>• ROC emphasised that academics too want to meet face to face but there is nothing we can do about it, these are Government Restrictions.</li> </ul>  |
| 2l | <p><b>Online Teaching:</b></p> <ul style="list-style-type: none"> <li>• Students asked that SGT are recorded. AF reported that lecturers don't have to record them, however it will be repeated at the next staff meeting. <b>AF</b> to raise with academic staff</li> </ul>   |
| 2m | <b>ACADEMIC SUPPORT</b>  |
| 2n | <p><b>Academic Events</b></p> <ul style="list-style-type: none"> <li>• Students asked if there could be a Themed Dissertation for Laws students, however it was clarified that Laws students should attend the Themed Dissertation Session from their Subject area.</li> <li>• A student asked if it would be possible to have virtual Law fairs. There was an event in October but students reported that it wasn't very good. <b>Gunjit</b> will gather specific feedback about it to pass to <b>Daisy Brown</b> who will pass it on to the Central events team.</li> <li>• Daisy brown reported: we recently hosted the editor of the Chambers Student guide for a session on 'The State of the Legal Recruitment Market'. The central events team ran a session on IP and Patent Attorney routes featuring CCLS alumni. We have an upcoming session on In-House Law, with five CCLS alumni on the panel from IBM Europe, HEINEKEN, Bain, Visa and BMW Group. We are also planning a number of events for the third semester. Course reps are also encouraged to run career related events for their specialism. Reps can earn rewards for doing so via the Course Rep+ Programme.</li> </ul> |

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| 2o                                 | <b>ORGANISATION AND COMMUNICATION</b><br>No issues to report  |
| 2p                                 | <b>LEARNING RESOURCES</b>   |
| 2q                                 | <p><b>Library Access:</b></p> <ul style="list-style-type: none"> <li>• 24/2/21 One student asked if the library could be made accessible to students to browse books, if there library could come up with a good sanitisation policy. It was confirmed by AF, AC and ROC that this will not be possible under current Government guidelines.</li> <li>• Anthea Chou (deputising for Richard Evans) explained that there is a way to browse online and that there is a way to order books through click and collect and pick up a few books and return those that you don't want.</li> <li>• AF pointed out that with Amazon Prime there is a facility to 'look inside' also a facility on google. There is also the IALS library.</li> <li>• 10/03/21 Students argued again that the library should be opened and that sanitisation procedures should be put in place. Anthea Chou reported that following the previous meeting of 24/02/21 she had discussed this with management however it was explained that due to the fact we are in a national lockdown this is not allowed. AC agreed to repeat the request back to the Library.</li> </ul> |
| 2r                                 | <p><b>Consideration of External Examiner reports</b></p> <p>Nothing to report</p>   |
| 2s                                 | <p><b>Student feedback</b></p> <p>Module evaluations for study block C were released 2<sup>nd</sup> to last week of teaching, students are given four weeks to complete them</p>  |
| 2t                                 | <p>Consideration of Student Experience Action Plan (SEAP), Student Experience Action Matrix (SEAM) or Taught Programme Action Plans (TPAP)</p> <p>Nothing to report</p>   |
| <b>Part 3 – Any Other Business</b> |   |
| 3a                                 | <p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• Dimitrios Vazelakis spoke about a Law Conference for LLM students that he wants to organise in late June/Early July. AF agreed that this was a good idea and agreed to speak with Garry Gabison and Daniel Behn who are responsible for the PhD one. There was some discussion about what the event would be called and it was agreed that the title should be inclusive.</li> <li>• A student raised a question about a Mooting Society, this was approved by the Student Union however, the school of Law did not feel that there was a need for a specific PG Law one as PG Law students are only here for one year. It was felt that the language that was used by the school of Law was not appropriate. AF pointed out that in normal years there are a lot of opportunities for</li> </ul>  |

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|  | mooting, even if there isn't a society. <b>Gunjut to forward send the email</b>  |
| 3b                                       | <p><b>COVID Testing:</b></p> <ul style="list-style-type: none"> <li>Students asked if it would be possible for the University to cover the costs of students coming to the UK to have the two COVID tests at £210 each. <b>Radhika</b> will formulate this request which the PG Law office will pass on to the appropriate department</li> </ul>   |
| 3c                                       | <p><b>Student Accommodation:</b></p> <ul style="list-style-type: none"> <li>The case of a student that has to pay for her accommodation while in her home country was raised. It was explained that the accommodation office would look into this students case. <b>Jahnavi</b> to email <a href="mailto:pqlawoffice@qmul.ac.uk">pqlawoffice@qmul.ac.uk</a> who will forward to the accommodation office.</li> </ul> |
| <b>Part 4 – Date of the next meeting</b> |  |
|  | <b>Wednesday 07 April 2021 12:00-14:00</b>   |

## Action Sheet: Student-Staff Liaison Committee

| Minute | Action  | Responsibility            | Timescale   | Action status | Issue resolved?  |
|--------|---|---------------------------|-------------|---------------|--|
| 2b     | Radhika Thiagarajan to email JO with details of change of words for Commercial Conflicts of Law module  | Radhika Thiagarajan       | By 10 March |               | Discrepancy of word length in the last week. JO looking on QMplus<br>The exam paper hasn't ben removed |
| 2c     | Daniela Piovesan Tochetto agreed to ask the student to email in to <a href="mailto:pplaw-assessments@qmul.ac.uk">pplaw-assessments@qmul.ac.uk</a> . | Daniela Piovesan Tochetto | By 10 March |               | Yes 3/3/21   |
| 2f     | Radhika Thiagarajan agreed to send a list of modules where the exam took longer than they were set for.   | Radhika Thiagarajan       | By 10 March |               |  |
| 2h     | Linus Chu to email more information to JO about the Environmental Law module selection and JO will look into it                                     | Linus Chu                 | By 09 April |               | Done – JO emailed academic director and chasing.   |
| 2k     | Gunjit Madra to forward the letter to referred to to AF   | Gunjit Madra              | By 09 April |               | Done – made some enquiries concerns on lockdown time and dual billing                                  |
| 2l     | AF to speak to academics to ask them to record SGT  | Anne Flanagan             | By 09 April |               | Done reminded<br>Students could  |



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| 2n | Gunjit to gather feedback about Law fair to pass to Daisy Brown  | Gunjit Madra        | By 09 April |  | Done – Daisy provided name of the person to forward information                                    |
| 3a | Gunjit to forward email from the Department of Law about Mooting to AF   | Gunjit Madra        | By 09 April |  | Anne aware of mooted competition open to all student<br>Aiswarya organising it working with IP law |
| 3b | Radhika to formulate a request to the University to pay for students to have COVID testing at a total cost of £420 each. | Radhika Thiagarajan | By 09 April |  | Not yet done   |
| 3c | Jahnavi to email pglawoffice details of the student who is having accommodation issues                                   | Jahnavi Mocherla    | By 09 April |  | Done   |