

**School of Mathematical Sciences  
Postgraduate Student Staff Liaison Committee  
10<sup>th</sup> February 2021**

**Staff members present:**

<b>Name</b>	<b>Role</b>
Sebastian Del Bano Rollin (SdBR)	Chair
Mark Walters (MW)	Director of Education
Michael Phillips (MP)	Director of Postgraduate Taught Studies (DPTS)
Primož Skraba (PS)	MSc Data Analytics Programme Director
Neofytos Rodosthenous (NR)	MSc Financial Mathematics/MSc Financial Computing Programme Director
Alexander Gnedin (AG)	MSc Mathematics Programme Director
Sukhpal Gill (SG)	Lecturer in Cloud Computing - School of Electronic Engineering and Computer Science, EECS Representative
James Soderman (JS)	Faculty Liaison Librarian – Science and Engineering
Simon Rawstron (SAR)	Education Services Manager
William NG (WN)	Student Support Officer
Maria Patsou (MP)	Secretary

**Student members present:**

<b>Name</b>	<b>Programme name and level</b>
Vincent Newcombe (VN)	MSc Data Analytics Programme Representative
Shangru Li (SL)	MSc Financial Computing Programme Representative
Gerardo Duran Martin (GDM)	MSc in Mathematics Representative
Hemanth Paneer Selvam (HPS)	MSc Data Analytics Programme Representative (January entry)

**Apologies for absence:**

<b>Name</b>	<b>Role or programme and level</b>
Alex Clark (AC)	Head of School
Stefan Couch (SC)	Careers Consultant
Nadia Hussain (NH)	Education Services Administrator
Jon Strathdee (JS)	Employer Engagement and Internships Coordinator (EEIC)
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.048	SdBR welcomed everyone to the SSLC meeting. SdBR introduced the co-chair of the meeting, VN. VN introduced himself and invited everyone to introduce themselves and their role, as new members joined the meeting for the first time.
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.049	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2020.050	The committee approved the minutes of the meeting held on 18.11.2020.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2020.051	<p>2019.128: It has been decided for this action to be marked as complete. MW noted that this action referred to specific modules having marking delay issues last academic year, however this does not appear to be a problem this year. Marks should be submitted by Week 4 and released to the students in Week 7.</p> <p>2020.004: This action remains open, pending the release of marks and discussions on the best option to deliver exam feedback.</p> <p>2020.030: This action has been completed.</p> <p>2020.035: This item has been raised with the programme director of Business Analytics who has not yet fed back. SdBR noted that it is unlikely any changes will be made for this academic year, but support can possibly be offered to students. MW suggested that SdBR assesses whether it is better for students to have more programming languages available to learn in smaller depth or the other way round. Therefore this item will be marked as completed and a new action will be added as a result. <b>ACTION: SdBR to consider the current programming language provision for the MSc in Business Analytics and establish whether we need to refactor it in any way.</b></p> <p>2020.045: This action has been completed but, due to the lockdown, it has also become less relevant. JS noted that the library is still open, offering</p>

	<p>single study spaces, and students need to abide by the 2-metre rule, as opposed to the 1-metre rule prior to lockdown, and wear masks at all times.</p> <p>2020.046a: This action has been completed and it is not relevant anymore, due to the current lockdown.</p> <p>2020.046b: This action has been completed.</p>
<b>1(e)</b>	<b>Terms of reference and membership</b>
2020.052	The committee noted the terms and reference and membership of the Student Staff Liaison Committee. More particularly, SdBR noted that the purpose of these meetings with regards to issues arising with teaching and learning relates is to offer a last resort to deal with a matter, and that students should always attempt to address issues with lecturers first.
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2020.053	MP (DPTS) noted that two modules from partner schools are not running anymore, as a result of lack of availability of the external lecturer and as part of the relevant school's reasoning. The School of Mathematical Sciences is examining ways in which these modules can be replaced in the new academic year.
<b>2(b)</b>	<b>Student feedback</b>
2020.054	Representatives reported on learning and teaching matters and the following points were noted:
2020.055	HPS reported that some MSc in Data Analytics (January entry) students would like to have more exercises on MTH794P-Probability and Statistics for Data Analytics, and more support from the lecturer. It was suggested that students speak directly to the lecturer in the first instance. The rep also reported queries around IT and admin support, and was advised to let students know to contact <a href="mailto:maths@qmul.ac.uk">maths@qmul.ac.uk</a>
2020.056	SL reported good feedback from students from the MSc in Financial Computing. He queried about dissertation schedules in relation to staying in London, i.e. when it will possible for students to leave the UK for good. MP (DPTS) and MW confirmed that there is a reduced need for students to

	<p>be in the UK for matters relating to their studies this year as, everything, including supervision meetings can take place online. There may be on campus teaching and supervision meetings available depending on government guidance, but these will be optional for students to take. AG confirmed that the majority of the projects have been allocated. SL queried about the implications of government guidance on Visas. GDM queried about potential issues with students leaving temporarily and not allowed back in due to changing border restrictions. MW confirmed that if it is beyond the student's control then the School will be dealing with the issue so that the student is not disadvantaged in any way. <b>ACTION: SAR to find out about potential Visa changes both for September and January entry programmes.</b></p>
2020.057	<p>VN queried about whether the latest mitigation policy students received is now final. MW noted that as far as staff are aware, the policy is final, even though the situation can change globally. He also noted that all mid-term tests will now be 24-hour tests.</p>
2020.058	<p>VN queried whether it is possible to change dissertation topics. MP (DPTS) noted it is not always possible to give students the project they opted for, but advised they should contact AG if they would like to change projects. SdBR also suggested that students speak to their supervisor as they might be able to offer a tweaked version of the original project.</p>
<b>2(c)</b>	<p><b>Learning resources</b></p> <ul style="list-style-type: none"> <li>• <b>Library facilities / materials (books, journals etc.)</b></li> <li>• <b>QMplus</b></li> <li>• <b>QReview</b></li> <li>• <b>Updates from faculty E-learning forums</b></li> <li>• <b>IT</b></li> </ul>
2020.059	<p>Representatives and staff reported on learning resources matters and the following points were noted:</p>
2020.060	<p>JS confirmed that all three libraries are open. Summer refurbishment with result in restricted use of the ground floor in the Mile End library. Mendeley and Endnote training is coming up. Information can be found on this link: <a href="https://www.qmul.ac.uk/library/academic-skills/">https://www.qmul.ac.uk/library/academic-skills/</a></p>
2020.061	<p>MP (DPTS) asked if reps had any feedback of issues not resolved after the major IT incidents recently experienced. Reps confirmed they were no reports.</p>

<b>2(d)</b>	<b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>
2020.062	Representatives and staff reported on student feedback matters and the following points were noted:
2020.063	Regarding PTES, WN noted that this will be taking place in March via email.
2020.064	SR confirmed that module evaluations for Semester A have been sent back to the module organisers. MW noted that the response rate was very low. SdBR noted that module evaluations are very important as they are a central source of feedback which can improve a module. <b>ACTION: All reps to emphasise to the students the importance of filling in module evaluations.</b>
<b>2 (e)</b>	<b>Consideration of External Examiner reports</b>
2020.065	Representatives and staff reported on student external examiner report matters and the following points were noted:
2020.066	SdBR explained the purpose the reports to the committee. Going through the external examiners' reports, SdBR noted one comment on improving the transparency of marking schemes. PS noted that he will be having a meeting with Dr Harris, Chair of Postgraduate Subject Examination Board to discuss how to best address comments from external examiners. <b>ACTION: SdBR to discuss the transparency of marking schemes (on the back of external examiner report comments) with AG.</b>
2020.067	There was a suggestion to consider blind dissertation marking. This will be addressed as per the comment above.
2020.068	There was a suggestion to consider scaling exam marks. MW confirmed that currently it is only possible to scale marks up, not down.
<b>Part 3 – Any Other Business</b>	
2020.069	Nothing to report
<b>Part 4 – Date of the next meeting</b>	
2020.070	The next meeting will be taking place on 24 <sup>th</sup> March 2021.

**Action Sheet: Student-Staff Liaison Committee**

<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Action status</b>	<b>Issue resolved?</b>
2020.004	In reference to action 2019.133 from previous minutes, let module organisers know that they should expect requests for exam feedback.	MW	January 2021	Pending	
2020.051	To consider the current programming language provision for the MSc in Business Analytics and establish whether we need to refactor it in any way.	SdBR	Summer	Pending	
2020.056	Find out about potential Visa changes both for September and January entry programmes.	SAR	ASAP	Pending	
2020.064	Emphasise the importance of filling in module evaluations to students.	All reps	ASAP	Pending	
2020.066	Discuss the transparency of marking schemes (on the back of external examiner report comments) with AG.	SdBR	ASAP	Pending	