School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
18th November 2020

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)
Primoz 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:

Name	Programme name and level
Vincent Newcombe (VN)	MSc Data Analytics Programme Representative
Nabeeha Khalid (NK)	MSc in Data Analytics Representative
Shangru Li (SL)	MSc Financial Computing Programme Representative
Gerardo Duran Martin (GDM)	MSc in Mathematics Representative
Thi Thuy Trang Le (TTTL)	MSc in Business Analytics Representative

Apologies for absence:

Name	Role or programme and level
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

Part 1 – Preliminary Items	
1(a)	**Welcome and introduction for new members**
2020.027	SdBR welcomed everyone to the SSLC meeting. SdBR introduced the co-chair of the meeting, VN, who would share responsibility of running the meeting's proceedings with SdBR. VN introduced himself and invited everyone to introduce themselves and their role.
1(b)	**Apologies for Absence**
2020.028	The meeting noted the apologies from members as recorded above.
1(c)	**Minutes of the previous meeting**
2020.029	The committee approved the minutes of the meeting held on 21.10.2020.
1(d)	**Report on matters arising and actions taken**
2020.030	2019.128: This action remains open and will be completed prior to the beginning of the new term.
	2020.004: This action remains open and will be completed in January.
	2020.010: MW noted that this action has been superseded by low turnout for campus sessions, which allows for the tutor to proceed with either lecture-type of content or other support depending on the students' needs. This action is complete.
	2020.011: PS confirmed that materials are ready for dissemination. SdBR advised to do it through QMPlus. ==ACTION: PS to upload materials on QMPlus.==
	2020.022: This action is complete.
	2020.023: This action is complete.
	2020.024: This action is complete. VN mentioned he had some issues booking slots that were over 3 hours. SAR asked that he contacts the Education Services Team with any information he has on the error, so that it is investigated further.
	2020.025: This action is complete.
1(e)	**Terms of reference and membership**

2020.031	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. He also reminded everyone that it is important that the meeting lasts 50 minutes as it is set out to be.

Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	**Programme/module developments and amendments**
2020.032	MP (DTPS) noted that the MSc in Financial Mathematics and Machine Learning will be merged with the MSc in Financial Mathematics from 2021-22.
2(b)	**Learning and teaching matters**
2020.033	Representatives reported on learning and teaching matters and the following points were noted:
2020.034	In reference to action 2020.010, MW noted that he is still organising the format of SEMB sign-up sessions and suggestions are welcome as this is a work-in-progress.
2020.035	TTTL noted that students of the MSc in Business Analytics are currently learning two programming languages across two schools, which has the potential to overload their learning. ACTION: SdBR will follow up the issue with the programme director.
2020.036	SL and GDM queried about the format of SEMB. SAR and MW confirmed it will be online but that there will also be offers of on-campus activities. While no formal communications have been sent out by the university, it is safe to assume the format will resemble SEMA.
2(c)	**Assessment and feedback**
2020.037	VN queried about the exam format in January and about whether exams would be as difficult as last year. He fed back from students who completed undergraduates at QM last year. SdBR noted that there was no specific effort to make the exams more difficult in the Spring term, however definition questions that would normally be part of an exam to assess the

	student's understanding of concepts, were removed for the 24-hour exams. MW added that exams looked for explanations of how things were done due to the 24-hour exam format, that late summer assessments were already set prior to the pandemic and that, overall, students performed much better than in previous years. Additionally the MSc in Data Analytics was a new programme last year, therefore there was no precedent on level of difficulty. MW confirmed that students get one hour on top of the normal length of their exams.
2020.038	SL fed back that the mid-term assessment for MTH771U Foundations of Mathematical Modelling required more time than expected, and differed from the mock exam. MP (DPTS) who is the module organiser noted that he will be running classes for the rest of the semester as well as an extra class on 19.11.2020 so that students can practise. He will also be available for any questions and concerns.
2(d)	**Academic support**
2020.039	Nothing to report
2(e)	**Organisation and communication**
2020.040	Nothing to report
2(f)	**Learning resources** • **Library facilities / materials (books, journals etc.)** • **QMplus** • **QReview** • **Updates from faculty E-learning forums** • **IT**
2020.041	Representatives reported on learning resources matters and the following points were noted:
2020.042	JS noted that the library took into consideration feedback on booking times and students are now able to book spaces in short notice. He also shared that OP will be running a fake news session which students might be interested in joining. Students should email library-sande@qmul.ac.uk if they want to find out more about the session.
2(g)	**Student feedback (NSS/PTES/UKES/Module evaluations)**
2020.043	Nothing to report

Part 3 – Any Other Business	
2020.044	The following items were raised under Any Other Business:
2020.045	MW noted that social distancing is not always followed on campus. This is sometimes a result of students coming from the same household but he reminded the SSLC that even those cases need to maintain social distancing while on campus. As this may cause issues for the school and the university to the point of shutting down, he has asked reps to remind students to follow social distancing rules. ACTION: All reps to remind students to follow social distancing.
2020.046	GDM fed back that students do not feel as part of a group and would like to have study time together but are unsure how to do it. MW noted that students can still come on campus and suggested the possibility of using Microsoft Teams for the same purpose. VN suggested a form of an online chat room and WN noted that he and NH are looking into ways as to how this can happen on Microsoft Teams. ACTION: GDM to remind students they can use campus facilities for group study that adheres to social distancing measures. ACTION: WN to feed back to the committee on progress with Microsoft Teams chat spaces.
Part 4 – Date of the next meeting	
2020.047	The next meeting will be announced later in the year.

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	Prior to the beginning of SEMB.	Pending	
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	
2020.030	Upload all relevant resources for MTH793P Advanced Machine Learning and MTH786P Machine Learning with Python on QMPlus.	PS	ASAP	Pending	
2020.035	Follow up the issue with the MSc Business Analytics programme director about the potential overload with the use of different programming languages.	SdBR	ASAP	Pending	
2020.045	Remind students to follow social distancing.	All reps	ASAP	Pending	
2020.046a	Remind students that they can use campus facilities for group study that adheres to social distancing measures.	GDM	ASAP	Pending	
2020.046b	WN to feed back to the committee on progress with Microsoft Teams chat spaces.	WN	ASAP	Pending	