

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

**Staff members present:**

<b>Name</b>	<b>Role</b>
Sebastian Del Bano Rollin (SdBR)	Chair
Michael Phillips (MP)	Director of Postgraduate Taught Studies (DPTS)
Primoz Skraba (PS)	MSc Data Analytics 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
Maria Patsou (MP)	Secretary
William Ng (WN)	Student Support Officer

**Student members present:**

<b>Name</b>	<b>Programme name and level</b>
Vincent Newcombe (VN)	MSc Data Analytics Programme Representative, Co-Chair
Shangru Li (SL)	MSc Financial Computing Programme Representative
Mutsa-Washe Mamvura (MM)	MSc Business Analytics Programme (January entry) Representative
Gerardo Duran Martin (GDM)	MSc Mathematics Programme Representative
Nabeeha Khalid (NK)	MSc Data Analytics Programme 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
Mark Walters	Director of Education
Neofytos Rodosthenous (NR)	MSc Financial Mathematics/MSc Financial Computing Programme Director
Stefan Couch (SC)	Careers Consultant
Jon Strathdee (JS)	Employer Engagement and Internships Coordinator (EEIC)
Nadia Hussain (NH)	Education Services Administrator
Dale Breame (DB)	Education Services Officer
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>
2020.105	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>
2020.106	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2020.107	The committee approved the minutes of the meeting held on 16.06.2021 with corrections on members' titles.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2020.108	<p>2020.082: This action is still ongoing as PS is looking through all module descriptions in relation to their content for next year. This should be complete by the end of August. PS suggested the School monitors that module descriptions match across various platforms to ensure they match.</p> <p><b>ACTION: Ensure that module descriptions are the same across all platforms.</b></p> <p>2020.093: SdBR noted that several communications have gone out about DataCamp. All students should now have access to DataCamp.</p>
<b>1(e)</b>	<b>Terms of reference and membership</b>
2020.109	The committee noted the terms of 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, is to offer a last resort to deal with a matter and that students should always attempt to address issues with lecturers first. Additionally, SdBR noted that this meeting will focus on dissertations but that reps can bring up any other issues they might want to discuss.
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>

2020.110	MP (DPTS) noted that there will be minor changes to assessment weightings next year, so that it is possible to discount components up to 20%, following the acceptance of Extenuating Circumstances claim. In this case the main examination will account for 100% of the module. Currently some modules have elements, excluding the final assessment, that are over 20% and require an additional element to be written where ECs are accepted.
<b>2(b)</b>	<b>Student feedback</b>
2020.111	Representatives reported on learning and teaching matters and the following points were noted:
2020.112	VN noted that there have been discrepancies of grade boundaries between the handbook and academic guidance pages. SdBR suggested that the handbook has hyperlinks with the academic guidance pages so that it was always up to date. WN has been updating the handbook.
2020.113	GDM asked if it was possible to extend the dissertation deadline to reflect last year's extension, asking for the deadline to be moved to the 16 <sup>th</sup> September as opposed to the 6 <sup>th</sup> September. AG noted that last year's extension was exceptional due to the pandemic circumstances. He initially noted the deadline was not extended last year (5 <sup>th</sup> September), but upon checking he confirmed it was moved to the 11 <sup>th</sup> , still less time than what has been requested for this year. AG further noted that in order to meet Exam Board dates, the date can be extended by 2 weeks, in the event of an accepted Extenuating Circumstances claim. SAR added that claims need to meet certain well-publicised criteria in order to be accepted. Accepted EC extensions can go up to the 20 <sup>th</sup> September, with an additional 7 more days that will incur late penalties. Alternatively students can submit in March.
2020.114	HPS noted that the guidelines and the guides for dissertations are not very clear for the January intake. AG noted that the submission deadline is the 6 <sup>th</sup> December. He said that students should have weekly or biweekly meetings with supervisors with an average of 10 hours of supervision. PS urged students to let him and AG know if something is not clear. <b>ACTION:</b>

	AG to send general guidance on dissertations to January intake Data Analytics students.
2020.114	MM queried whether more certification in basic cloud platforms is possible. SdBR noted that he has looked through available options, and has concluded that these are probably far from analytics.
2020.114	SL noted that some students queried dissertations marks' release timescales. AG responded that it takes about two weeks to mark. MP (DPTS) noted that provisional marks are released in mid-October and confirmed marks in November.
2020.115	VN noted that some of the students reported positive feedback about the level of support they have received from their supervisors.
<b>2(c)</b>	<b>Learning resources</b> <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>
2020.116	Representatives and staff reported on learning resources matters and the following points were noted:
2020.117	JS reported that browsing is now possible in the library and that the library remains open.
<b>2(d)</b>	<b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>
2020.118	Representatives and staff reported on student feedback matters and the following points were noted:
2020.119	Nothing to report
<b>Part 3 – Any Other Business</b>	
2020.120	MP announced to SSLC that an annual report now needs to be completed jointly by student reps and staff, summarising the proceedings of the committee throughout the year. The full report will be disseminated to the committee, once finalised. <b>ACTION: MP to send out annual report questions relevant to reps to complete, via email.</b>
<b>Part 4 – Date of the next meeting</b>	
2020.121	TBC

**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>
2020.082	Look into Data Analytics programme module descriptions and cross-reference them with the modules' content.	PS	ASAP	End of August	
2020.108	Ensure that module descriptions are the same across all platforms.	Pending	Discuss in the next meeting	Discuss in the next meeting	
2020.114	Send general guidance on dissertations to January intake Data Analytics students	AG	ASAP	Pending	
2020.120	Send out annual report questions relevant to reps to complete, over email	MP	ASAP	Pending	