

Institute of Dentistry  
PGR SSLC held on 16<sup>th</sup> February 2022  
Microsoft teams  
Student Staff Liaison Committee

**Minutes**

<b>(Chair)</b>	Dominic Hurst	
<b>(Secretary):</b>	N/A	<b>Staff Present:</b>
<b>(Minutes written by)</b>	Mason Newbury	Dominic Hurst (DH)

Becky Hunter (BH)  
Mason Newbury (MN)  
Eleni Hagi Pavli (EHP)

**Students Present:**

Maher Mohammed (MM)  
Georgia Leisegang (GL)  
Melissa Tiskaya (MT)  
Rui Wu (RW)  
Alice Ho (AH)  
Randy Chance (RC)

**Part 1: Programme delivery and other matters**

**Learning, teaching and assessment**

**Loss of lab manager and the resulting issues**

- GL – with Steve Cannon gone, there has been issues with contamination, things malfunctioning and low stock.
- Communication has been poor around regarding this matter.
- EHP explained that the role is in the process of being approved.
- With a change of centre lead, Farida Fortune is now chasing to appoint a new lab manager.
- Blizzard lab management have been helping Dentistry in the meantime.
- EHP will bring this up to the Dean and Institute Manager.
- GL praised the work of Teresa Parker in certain areas since she has been appointed.
- EHP highlighted that the PGR administrator role is being filled temporarily by the end of February.
- MT praised the work of Shamim Shariff as lab manager at Mile-End.

**Progression Milestones**

- MT – asked for more specification on these milestones as previously students would get emails with short notice.

- This would allow students to have a longer preparation time for hand-ins.
- Students would also like more detail on writing up, forms for examination entry and vivas.
- EHP clarified that in future, these notices will come from the PGR administrator.
- EHP explained that information can be found on QMplus regarding writing up.
- MT responded to say that this information was vague.
- GL suggested different templates rather than one standard one as it differs for each student.

### **Interaction with supervisors**

- MT – difficult to communicate with supervisors with staff working from home.
- Huge lack of response from supervisors during the times they are most needed.
- DH – students must be aware of escalation processes. Students should email EHP after two weeks of no response from their supervisor.
- EHP – students should go to their second supervisor if their first is unable to supervise.
- DH – if there is no communication from either of them, the student support office could be contacted.
- EHP to work with small group of students to get better policies in place.

### **Basic Courses**

- MT noted that this affects both PGR and PGT students.
- A lot of students do not have the certain basic skills. E.g. MS Excel.
- These are vital as Excel is needed to make graphs for theses.
- Excel courses are not available through the CPD bookings.
- EHP – to organise internal training every few months.
- Various – drew attention to LinkedIn training on Excel etc. Via QMUL subscription.

### **Self-Plagiarism**

- MT – students can be at risk of self-plagiarism by using pieces of their published papers in their thesis.
- DH clarified that students will not be at risk as it is their own work.
- EHP agreed with DH.

### **Industry Collaborations**

- MT – Staff should encourage industry collaborations.
- MT confirmed that there will be more collaborations attending the upcoming PhD day.
- DH – As time is running short, add this to the agenda for the next SSLC for further discussion.

**Date of next Meeting**  
To be arranged for after Easter.

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

<b>Action</b>	<b>Progress</b>	<b>Responsibility</b>
EHP will raise the item of appointing a new lab manager to the Dean and Institute Manager.	Ongoing	EHP
EHP to send an updated list of Blizzard students to lab management.	Ongoing	EHP
MN to raise a ticket to Mysis for an updated PGR student list.	Ongoing	MN
EHP will look into more detail being added onto QMplus for progression milestones to be discussed at the graduate committee meeting.	Ongoing	EHP
EHP to send out supervisor policies to remind staff and students of how they should be interacting.	Ongoing	EHP
EHP to organise a small group of students to work with on supervisor interaction.	Ongoing	EHP
MT to send information to EHP on LinkedIn courses.	Ongoing	MT
MN to add industry collaborations to the next PGR SSLC agenda	Ongoing	MN