

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

**Staff members present:**

Name	Role
John Moriarty (JM)	Chair
Shabnam Beheshti (SB)	Director of Education
Sebastian Del Bano Rollin (SdBR)	Deputy DOE
Primož Skraba (PS)	MSc Data Analytics Programme Director
Oscar Bandtlow (OB)	Director of Postgraduate Taught Studies
Ian Morris (IM)	MSc in Mathematics Programme Director
Alexander Gnedin (AG)	Dissertations Coordinator
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
Georg Graevenitz (GG)	MSc Business Analytics Programme Director
Simon Rawstron (SR)	Education Services Manager
Jade Mills (JaM)	Digital Learning Technologist
Maria Patsou (MP)	Education Services Administrator
Bindiya Chongbang (BC)	Secretary

**Student members present:**

Name	Programme name and level
Hemanth Paneer Selvam (HPS)	MSc Data Analytics Programme Representative (January entry)
Feeras Hosin (FH)	MSc PT Financial Computing
Daun Jeong (DJ)	MSc FT Financial Mathematics
Mutsa-Washe Bertha Mamvura (MBM)	Business Analytics Rep-January entry

**Apologies for absence:**

Name	Role or programme and level
Alex Clark (AC)	Head of School
Michael Phillips (MP)	MSc Financial Mathematics/MSc Financial Computing Programme Director
Stefan Couch (SC)	Careers Consultant
William Ng (WN)	Student Support Officer
Jon Strathdee (JS)	Employer Engagement and Internships Coordinator (EEIC)
Dale Breame (DB)	Education Services Officer
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services
Kanchan Kumari (KK)	MSc Data Analytics Programme Representative (FT Sept entry)

Part 1 – Preliminary Items	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2021.023	JM welcomed everyone to the second PGT SSLC meeting.
<b>1(b)</b>	<b>Apologies for Absence</b>
2021.024	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2021.025	The committee approved the minutes of the meeting held on 1 <sup>st</sup> November 2021 with no amendments noted.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2021.026	2021.05 This item is complete. 2021.08a AG reported there is no option to change the MSc DA project submission deadline due to constraints such as University closure time and

	<p>the MSc DA exam schedule. However, if students have problems they can claim for ECs requesting extensions.</p> <p>2021.08b It was noted the project submission dates were chosen to give students' more time and SB reported the University has policies that prevent Academics setting deadlines during the winter break.</p> <p>2021.09a and 2021.09b SB and PS had discussed adjusting the timetable for MSc DA students and concluded there were constraints meant this couldn't be adjusted.</p> <p>2021.11 This Item is complete.</p> <p>2021.016 SB to circulate at the next meeting.</p> <p>2021.022 This item is complete.</p>
<b>1(e)</b>	<b>Terms of reference and membership</b>
2021.027	The committee noted the terms of reference and membership of the Student Staff Liaison Committee. JM highlighted that the SSLC forms one of the mechanisms in which issues can be addressed, but that students should aim to address issues with lecturers first. The SSLC would then offer a last resort option to deal with study matters.
<b>1 (f)</b>	<b>Admissions, induction and enrolment</b>
2021.028	Nothing to report
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2021.029	At EC, discussion from SSLC were shared and it was noted that QM Covid Policy had been reiterated to staff and updated more recently by the Principal and Head of School.
2021.030	SB noted the Teaching and Learning Committee will now be called the Education Committee.
2021.031	Reading week will now be referred as 'Week 7'.
2021.032	SB informed MSc Financial Computing and MSc Financial Mathematics has been consolidated and approved.
2021.033	Two EECS electives have been dropped from the diet next academic year.
2021.034	In preparation for the next meeting to assist with curriculum review, SB has asked course reps to feedback which modules are useful and appealing, and report if there is any missing content / skills in MSc Financial Maths and Financial Computing programme. SB has also asked course reps to share what students intend to pursue after completing their programmes and their reason for studying these courses. Action point: Course reps to feedback at next meeting.
<b>2(b)</b>	<b>Student feedback</b>
2021.035	HPS reported students were concerned their classes migrating online after week 7. He enquired if there are any reason outside of Covid that might have influenced this transition. SB responded staff members weren't well enough to teach on campus and they had to self-isolate, therefore lessons have been delivered online. Otherwise, it was noted students are satisfied with on campus learning.
<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>
2021.036	JS reported facial covering must be worn when moving around the library and communal spaces.

2021.037	The Library will not be open 24/7 during Christmas and there are planned bank holiday closures during this period.
	Library transformation: JS reported the ground floor refurbishment is due to be completed in December and announced new building work will begin in January 2022.
<b>2(d)</b>	<b>Student survey feedback (NSS/PTES/UKES/Module evaluations)</b>
2021.038	Nothing to report.
<b>2(e)</b>	<b>Consideration of Student Experience Action Plan (SEAP)</b>
2021.039	SB to share SEAP files and explained it contains documents which include: Learning environment, Education, Employability and Engagement. It was noted each sector has designated people who are directors of these items, they oversee the progress of these areas for both PGT and UG programmes. SB explained the SEAP includes action plans based on student feedback, for both PGT and UG courses. SB is aware students have needs that would need to be met and has encouraged all to use SEAP to create action points that would be meaningful to all.
<b>2 (f)</b>	<b>Periodic review</b>
2021.040	Nothing to report.
<b>2 (g)</b>	<b>Consideration of External Examiner reports</b>
2021.041	The EE reports have been reviewed and the following points were noted;
2021.042	OB reported that the 24hr exam format created confusion as the original exam duration was set to be 3hrs. This has since been resolved and should not create any new confusion going forward.
2021.043	The University is currently in the process of moving to a more centralised examination software. OB advised this should provide functionality suggested by the examiner and reduce the number of issues experience with online exams.
2021.044	PS reported the EEs were satisfied with the Dissertation marking.
2021.045	In terms of qualifying marks for Dissertation, PS noted this was discussed at EC and informed any changes will require further discussion at EC.
2021.046	Regarding the late delivery of Dissertation paperwork to EEs this year, PS reported the timing of submission, EC claims, and the short turnaround period were contributing factors. In response SB enquired if there is any flexibility to select a later submission date without disadvantaging students.
	SdBR noted there is limited flexibility to move the submission date due to tight deadlines.
2021.047	With reference to comments about online marking, JaM has suggested producing a guide to support examiners, enabling them to become familiar with QMPlus and navigate around the platform effectively.
2021.048	It was noted in some assessment forms the comments from the second marker had hardly any input. EE suggested, if permitted in the regulations, to remove second marking.
2021.049	SB disagreed with this and highlighted it may not be a suitable approach.
2021.050	OB stated the delivery of MSc Dissertation and second marking process is currently being reviewed, course reps were invited to reflect and feedback their views on this. Action point: Course reps to provide feedback on second marking.
2021.051	To alleviate the issue of second marking, SdBR suggests dividing the form into different sections, ensuring markers can provide comments in these areas.

2021.052	In agreement with SB, AG informed SSLC that the purpose of a second marker is for quality control, they are assigned to review the quality of work delivered and, in many cases, may not be experts to provide a detailed feedback. Action point: OB to provide update on the policy and guidance provided to second markers at the next meeting.
<b>Part 3 – Any Other Business</b>	
2021.053	Nothing to report.
<b>Part 4 – Date of the next meeting</b>	
2021.054	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>
2021.016	Circulate a list of SEAP actions for the next SSLC.	SB	ASAP	ASAP	
2021.034	Course reps on the two Finance programmes to provide feedback relating to the course, focusing on which module have been useful / appealing and what the cohort intends to pursue upon completing the programme.	FH, DJ	ASAP	ASAP	
2021.047	Create guidance for examiners to support online marking on QMPlus.	JaM	ASAP	ASAP	
2021.050	Course reps to provide feedback on second marking.	HPS, FH, DJ, KK, MBM	ASAP	ASAP	
2021.052	Provide update on policy and guidance provided to second markers at the next meeting.	OB	ASAP	ASAP	

2021.011	Circulate QMPlus archive information to the January entry Data Analytics cohort.	MP	ASAP	ASAP	7 December 2022
2021.022	Change timeslot for next meeting and inform the Committee members.	MP	ASAP	ASAP	7 December 2022
2021.05	Circulate the terms of reference and membership to the members of the committee.	MP	ASAP	ASAP	7 December 2022
2021.08a	Make a survey to supervisors to query what they think about the project submission date for the Data Analytics January entry programme.	AG	ASAP	ASAP	7 December 2022
2021.08b	Discuss why the particular project submission date was chosen for the Data Analytics January entry programme.	SB	ASAP	ASAP	7 December 2022
2021.09a	Look into available spaces for attending the second online tutorial for Thursday, for the Data Analytics students.	SB	ASAP	ASAP	7 December 2022
2021.09b	Discuss further with PS to find a solution that fits most schedules to adjust the Thursday timetable, for the Data Analytics students.	SB	ASAP	ASAP	7 December 2022