

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
14 June 2022**

Staff members present:

Name	Role
John Moriarty (JM)	Chair
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
Simon Rawstron (SR)	Education Services Manager
Hamida Begum	Student Support Officer
Maria Patsou (MPa)	Education Services Administrator
Bindiya Chongbang (BC)	Secretary

Student members present:

Name	Programme name and level
Kanchan Kumari (KK)	MSc Data Analytics Programme Representative (FT Sept entry)

Apologies for absence:

Name	Role or programme and level
Alex Clark (AC)	Head of School
Shabnam Beheshti (SB)	Director of Education
Sebastian Del Bano Rollin (SdBR)	Deputy DOE
Michael Phillips (MP)	MSc Financial Mathematics/MSc Financial Computing Programme Director
Jade Mills (JaM)	Digital Learning Technologist
Georg Graevenitz (GG)	MSc Business Analytics Programme Director
Andrea Pinner (AP)	Careers Consultant
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

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2021.089	JM welcomed everyone to the fifth PGT SSLC meeting.
1(b)	Apologies for Absence
2021.090	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2021.091	The committee approved the minutes of the meeting held on 29 th March 2022 with no amendments noted.
1(d)	Report on matters arising and actions taken
2021.092	<p>2021.82 BC had followed up with JS for updates regarding Learning Resources, but there was nothing to report so this action is now complete.</p> <p>2021.83 KK reported she had asked her peers to complete the survey following the last meeting and would contact them again to encourage more feedback.</p> <p>2021.071 This action is now complete.</p> <p>2021.034 It was noted there had been no response for the two Finance programmes by FH and DJ. BC to follow up on this action.</p> <p>2021.052 OB reported guidance has been updated and provided to external markers. This action is now complete.</p>
1(e)	Terms of reference and membership
2021.093	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.
1 (f)	Admissions, induction, and enrolment
2021.094	Nothing to report
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments

2021.095	OB informed the Financial Mathematics and Financial Computing would be consolidated into one programme next year (2022-23).
2021.096	It was noted there had been some development on the new online part time MSc Applied Data Analytics programme due to start in September 2022. It would be a one-year programme.
2(b)	Student feedback
2021.097	KK had reported there was no negative feedback from the students. Issues regarding delays with the allocation of Dissertation projects had been raised, otherwise the cohort in MSc Data Analytics were happy with how the course had been conducted.
2021.098	OB responded they had tried to reorganise the way dissertations were allocated this year and unfortunately there had been issues along the way, so it took longer than expected. Nonetheless, OB reassured KK that everything is on track and that students were not expected to start their projects until the exams had finished.
2(c)	Learning resources <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2021.099	JS informed the library search had been updated and that it had extended to include electronic resources such as the eBooks, making it more accessible for all.
2021.100	It was noted the library would be running sessions (45 minutes) for anyone who may need assistance to find information, it can be found online through the Library Skills tab.
2021.101	JS mentioned, due to the rebuilding at the top of the library, students who would prefer a quiet study space can find temporary spaces available for their use.
2(d)	Student survey feedback (NSS/PTES/UKES/Module evaluations)
2021.102	OB informed PTES survey had been extended to 17 June 2022.
2(e)	Consideration of Student Experience Action Plan (SEAP)
2021.103	Nothing to report.

2 (f)	Periodic review
2021.104	Nothing to report.
2 (g)	Consideration of External Examiner reports
2021.105	Nothing to report.
Part 3 – Any Other Business	
2021.106	Nothing to report.
Part 4 – Date of the next meeting	
2021.107	02 August 2022

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.091	(2021.31) BC to follow up with FH and DJ regarding feedback for the two Finance Programmes.	BC	ASAP	O/S	
2021.82	BC to follow up with JS for updates.	BC	ASAP	Complete	14 June 2022
2021.83	KK to inform colleagues about the opening of PTES survey to encourage feedback.	KK	ASAP	Complete	14 June 2022
2021.071	PS to contact the Careers Team to check why no replies to HPS and see what support they could provide January 2021 start students.	PS	ASAP	Complete	14 June 2022
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	O/S	
2021.052	Provide update on policy and guidance provided to second markers at the next meeting.	OB	ASAP	Complete	14 June 2022

2021.068	SB to check that students have had the SEAP, get their feedback and then report to SSLC at the next meeting.	SB	Next meeting.	Complete	29 March 2022
2021.58a	SB to advise MTH784P assessment offence students of the outcome of meetings with various Queen Mary teams to discuss ways of going forward.	SB	ASAP	Complete	29 March 2022
2021.047	Create guidance for examiners to support online marking on QMPlus.	JaM	ASAP	Complete	29 March 2022
2021.016	Circulate a list of SEAP actions for the next SSLC.	SB	ASAP	Complete	22 February 2022
2021.050	Course reps to provide feedback on second marking [Dissertations].	HPS, FH, DJ, KK, MBM	ASAP	Complete	22 February 2022
2021.011	Circulate QMPlus archive information to the January entry Data Analytics cohort.	MP	ASAP	Complete	7 December 2022
2021.022	Change timeslot for next meeting and inform the Committee members.	MP	ASAP	Complete	7 December 2022
2021.05	Circulate the terms of reference and membership to the members of the committee.	MP	ASAP	Complete	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	Complete	7 December 2022

2021.08b	Discuss why the particular project submission date was chosen for the Data Analytics January entry programme.	SB	ASAP	Complete	7 December 2022
2021.09a	Look into available spaces for attending the second online tutorial for Thursday, for the Data Analytics students.	SB	ASAP	Complete	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	Complete	7 December 2022