

School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
22 February 2022

Staff members present:

Name	Role
John Moriarty (JM)	Chair
Shabnam Beheshti (SB)	Director of Education
Sebastian Del Bano Rollin (SdBR)	Deputy DOE
Primoz 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
Simon Rawstron (SR)	Education Services Manager (Secretary)
Maria Patsou (MP)	Education Services Administrator

Student members present:

Name	Programme name and level
Hemanth Paneer Selvam (HPS)	MSc Data Analytics Programme Representative (January entry)

Apologies for absence:

Name	Role or programme and level
Alex Clark (AC)	Head of School
Bindiya Chongbang (BC)	Secretary
Dale Breame (DB)	Education Services Officer
Daun Jeong (DJ)	MSc FT Financial Mathematics
Feeras Hosin (FH)	MSc PT Financial Computing
Georg Graevenitz (GG)	MSc Business Analytics Programme Director
Jade Mills (JaM)	Digital Learning Technologist
James Soderman (JS)	Faculty Liaison Librarian – Science and Engineering
Jon Strathdee (JS)	Employer Engagement and Internships Coordinator (EEIC)
Kanchan Kumari (KK)	MSc Data Analytics Programme Representative (FT Sept entry)
Michael Phillips (MP)	MSc Financial Mathematics/MSc Financial Computing - Programme Director
Mutsa-Washe Bertha Mamvura (MBM)	Business Analytics Rep-January entry
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services
Stefan Couch (SC)	Careers Consultant

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2021.055	JM welcomed everyone to the second PGT SSLC meeting.
1(b)	Apologies for Absence
2021.056	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2021.057	The committee approved the minutes of the meeting held on 7 th December 2021 with no amendments noted.
1(d)	Report on matters arising and actions taken
2021.58	2021.016 SB advised that this had been sent out after the last meeting so the action was complete. 2021.034 SB advised that she'd hadn't had any feedback from students so the action was still open. SB encourages students to provide her with feedback. 2021.047 SR advised that he'd spoken to JaM who would forward the document shortly. 2021.050 OB advised that there hadn't been any feedback from students, but also that this action was more for the School than students. AG also clarified the comments from the Externals related not Dissertations [note added to action]. The action was complete.

	2021.052 OB advised that he was liaising with the PGT SEB Chair and other staff in the School. It was noted that he would feed back to SSLC at the next meeting.
	2021.58a JM invited HPS to comment on the 7 December post meeting conversation regarding students who had received an assessment offence outcome for MTH786P. (HPS had expressed his concern that the School wasn't arranging for a reassessment to take place in a manner timely enough to avoid personal inconvenience [Visas, and PSW visas]). SR advised that this matter had been resolved and that students had taken the reassessment recently. HPS raised that issues of recent assessment offence outcomes for MTH784P [four of the students affected by MTH786P assessment offences now had the same situation with MTH784P having received penalty iii. SB acknowledged that there had been a delay in getting the MTH784P outcome and advised HPS that she and PS were due to have meetings shortly with teams round Queen Mary to see if there was any way to ease the impact and inconvenience. SB advised she hoped to contact four students and advise them on 23 February 2022. HPS advised that he would let students know they should hear soon. – Action for SB
1(e)	Terms of reference and membership
2021.59	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
2021.060	Nothing to report
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2021.061	SB advised that MSc Financial Computing and MSc Financial Mathematics had been consolidated from 2022/23 and that no electives had been lost in the process. SB noted that she'd previously asked for feedback on what had worked well, what could have been better.
2021.062	OB and AG advised that they had re-worked the process for MSc Financial Mathematics and MSc Data Analytics Dissertations, so that it was simpler for students to choose projects and project supervisors.
2021.063	OB advised that the School had been working with the School of Biological Sciences to design a new programme – MSc AI and BioSciences – that would be starting in September 2022. It was noted that the Schools were looking to recruit 50 students initially and that the hope was that numbers would grow over the coming year. OB explained the market reasons for the design of the programme and that School would be providing one Maths module.
2(b)	Student feedback
2021.064	HPS advised that students were waiting for semester 1 marks to be released during week 7.
2021.065	SB asked HPS how many January 2021 start students would be going to the graduation ceremony and HPS advised that there was good interest with students planning to return to the UK.
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
2021.066	SB advised that she'd attended the annual Library Services meeting and that any feedback about the Library can be passed to her or the School's Library rep, Dr Shu Sasaki.
2(d)	Student survey feedback (NSS/PTES/UKES/Module evaluations)
2021.067	SB advised that response rates had been disappointing for semester 1 and that, as a result, the School were looking at doing things differently for semester 2. It was noted that the evaluations would be run across 3 weeks [week 8, 9 and 10] and that Module Organisers will receive response rate information at the end of week 8 and 9. This will enable them to see how many students are responding and encourage, where necessary, increased response rates. SB confirmed that she would be encouraging staff to encourage students to complete the evaluations. HPS asked if this applied to January 2021 students and SB advised that it didn't.

2(e)	Consideration of Student Experience Action Plan (SEAP)
2021.068	SB advised that she was going to check that all students had received the SEAP so that they could provide their feedback - Action for SB . It was noted that SB planned to report to SSLC at the next meeting.
2 (f)	Periodic review
2021.069	Nothing to report.
2 (g)	Consideration of External Examiner reports
2021.070	Nothing to report.
Part 3 – Any Other Business	
2021.071	HPS asked if the School could provide any support for students looking for employment. HPS advised that he'd contacted the Careers Team several times and had no reply. He also noted that because of the timing for the January 2021 programme, many employment openings had gone. PS advised that it was unusual the HPS had not had a reply and that he would following this up with the Careers Team - Action for PS . It was noted that PS advised he wasn't aware of what events were coming up, but assured HPS that students would have access to them. SB advised that the School now has a Careers specialist, Andrea Pinner, who can be contacted and posted information into the chat. SB also suggested HPS contact Stefan Couch who is the School's direct line to the Careers Team. SB advised that all Queen Mary graduates had access to the Careers Service for up to 3 years after graduation and that they're able to help with CVs, applications and other job-related documents. HPS advised he would make contact with Andrea Pinner.
Part 4 – Date of the next meeting	
2021.072	Tuesday 29 March at 12:05 in MB-502 – 5 th floor Committee Room & MS Teams

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.071	PS to contact the Careers Team to check why no replies to HPS and also see what support they could provide January 2021 start students.	PS	ASAP	O/S	
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.	O/S	
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	O/S	
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	
2021.047	Create guidance for examiners to support online marking on QMPlus.	JaM	ASAP	O/S	

2021.052	Provide update on policy and guidance provided to second markers at the next meeting.	OB	ASAP	O/S	
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
----------	--	----	------	----------	-----------------