

**School of Mathematical Sciences  
Postgraduate Student Staff Liaison Committee  
29 March 2022**

**Staff members present:**

<b>Name</b>	<b>Role</b>
John Moriarty (JM)	Chair
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
Bindiya Chongbang (BC)	Secretary

**Student members present:**

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

**Apologies for absence:**

<b>Name</b>	<b>Role or programme and level</b>
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
Simon Rawstron (SR)	Education Services Manager
Jade Mills (JaM)	Digital Learning Technologist
James Soderman (JS)	Faculty Liaison Librarian – Science and Engineering
Georg Graevenitz (GG)	MSc Business Analytics Programme Director
Jon Strathdee (JS)	Employer Engagement and Internships Coordinator (EEIC)
Andrea Pinner (AP)	Careers Consultant
Maria Patsou (MPa)	Education Services Administrator
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
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<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2021.74	JM welcomed everyone to the third PGT SSLC meeting.
<b>1(b)</b>	<b>Apologies for Absence</b>
2021.75	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2021.76	The committee approved the minutes of the meeting held on 22 <sup>nd</sup> February 2022 with no amendments noted.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2021.77	<p>2021.071 PS spoke to Careers team and directed students to contact them with feedback, but there has been no response. PS to follow up so the action is still open.</p> <p>2021.068 SB circulated SEAP to students but unfortunately did not receive any feedback to report at the meeting. This action is now complete.</p> <p>2021.58a. It was noted SB and PS advised MTH784P assessment offence students of the outcome to set up a local on-campus exam which will be invigilated by EST. This action is now complete.</p> <p>2021.034. In the absence of FH and DJ, there were no feedbacks to be reported on the two Finance programmes, BC to follow up with MP so this action is still open.</p> <p>2021.047 JaM created guidance for examiners to support online marking on QMPlus. This action is now complete.</p> <p>2021.052 OB advised this action is still ongoing, the process of consulting with other universities and response rate has been slow therefore delaying the process.</p>
<b>1(e)</b>	<b>Terms of reference and membership</b>
2021.78	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>
2021.79	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>
2021.80	Nothing to report.
<b>2(b)</b>	<b>Student feedback</b>
2021.81	KK asked their COHORT for feedback but has not received anything to report. It was noted KK is enjoying the course and has no critical feedback.
<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>
2021.82	BC to follow up with JS for updates.
<b>2(d)</b>	<b>Student survey feedback (NSS/PTES/UKES/Module evaluations)</b>
2021.83	OB informed PTES survey is now opened to Post graduate students from 28 March 2022 to 10 June 2022 and communications will be sent out accordingly. OB encourages courses reps to circulate this to their colleagues. KK to follow up with cohort.
<b>2(e)</b>	<b>Consideration of Student Experience Action Plan (SEAP)</b>
2021.84	Nothing to report.
<b>2 (f)</b>	<b>Periodic review</b>
2021.85	Nothing to report.
<b>2 (g)</b>	<b>Consideration of External Examiner reports</b>
2021.86	Nothing to report.

<b>Part 3 – Any Other Business</b>	
2021.87	Nothing to report.
<b>Part 4 – Date of the next meeting</b>	
2021.88	TBC

## Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.82	BC to follow up with JS for updates.	BC	ASAP	O/S	
2021.83	KK to inform colleagues about the opening of PTES survey to encourage feedback.	KK	ASAP	O/S	
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	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	
2021.052	Provide update on policy and guidance provided to second markers at the next meeting.	OB	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.	Complete	29 March 2022
2021.58a	SB to advise MTH784P assessment offence students of the outcome of meetings with	SB	ASAP	Complete	29 March 2022

	various Queen Mary teams to discuss ways of going forward.				
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