

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
Wednesday 16 November 2022**

Confirmed minutes

Staff members present:

| Name | Role |
|------------------------|--|
| Justin Ward (JW) | Chair |
| Shabnam Beheshti (SB) | Director of Education |
| Oscar Bandtlow (OB) | Director of Postgraduate Taught Studies MSc Dissertation Coordinator |
| Ian Morris (IM) | MSc Mathematics Programme Director |
| Pedro Vergel (PV) | MSc Financial Mathematics Programme Director |
| Nicola Perra (NP) | MSc Data Analytics Programme Director |
| James Soderman (JS) | Faculty Liaison Librarian – Science and Engineering |
| Maria Patsou (MP) | Education Services Administrator |
| Bindiya Chongbang (BC) | Education Services Administrator (SSLC Secretary) |

Student members present:

| Name | Programme name and level |
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| Emilia Valentina Economu (EE) | MSc FT Financial Mathematics |
| Sonalika (Sn) | MSc Data Analytics |
| Ayush Anand (AA) | MSc Data Analytics |
| Yun-Sheng Lee (YsL) | MSc Data Analytics |

Apologies for absence:

| Name | Role or programme and level |
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| Alex Clark (AC) | Head of School |
| Sebastian Del Bano Rollin (SdBR) | Deputy DOE MSc Business Analytics Programme Director |
| Sukhpal Gill (SG) | Lecturer in Cloud Computing-School of Electronic Engineering and Computer Science, EECS Representative |
| Olumide Popoola (OP) | Student Study Skills Coordinator – Library Services |
| Andrea Pinner (AP) | Careers Consultant |
| Simon Rawstron (SR) | Education Service Manager |
| Dale Breame (DB) | Education Services Officer |
| Hamida Begum (HB) | Student Support Officer |
| Roulian Zelo (RZ) | School of Maths Representative (Actuarial Science Year 1) |
| Danial Hoth (DH) | MSc Data Analytics |

| Part 1 – Preliminary Items | |
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| 1(a) | Welcome and introduction for new members |
| 2022.001 | JW welcomed everyone to the first PGT SSLC meeting. |
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| 1(b) | Apologies for Absence |
| 2022.002 | The meeting noted the apologies from members as recorded above. |
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| 1(c) | Minutes of the previous meeting |
| 2022.003 | The committee approved the minutes of the meeting held on 14.06.22. |
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| 1(d) | Report on matters arising and actions taken |
| 2022.004 | 2021.091 This action is now complete. 2021.034 This action is now complete. |
| 1(e) | Terms of reference and membership |
| 2022.005 | The committee noted the terms and reference and membership of the Student Staff Liaison Committee. JW informed that a co-chair should be elected to facilitate SSLC and invited all the course representatives for nominations. Action Point: Course representative to email JW with nominations. |
| 1(f) | Admissions, induction, and enrolment |
| 2022.006 | SB reported the enrolment and induction process had run smoothly this year with the exception of some delayed starters. As part of enrolment, there were organised welcome week activities for all PGT students, this included an introduction to all the MSc programmes. |
| Part 2 – Student feedback, Programme Delivery and other matters | |
| 2(a) | Programme/module developments and amendments |
| 2022.007 | No new development to report for 2022/23. |
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| 2(b) | Learning and teaching matters |
| 2022.008 | AA reported that the Data Analytics course is structured well however students are finding it difficult to apply their theoretical knowledge and feel there is a disconnect between theory and application, particularly for Storing, Manipulating and Visualising Data (MTH765P). Sn added examples of case studies would be more appropriate to help students learn |

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| | effectively instead of the current question / answer format, in particular for Probability and Statistics for Data Analytics module. |
| 2022.009 | For Financial Mathematics, EE informed the zoom recordings for MTH790 displays face of the lecturer rather than the content of the slideshow from the lecture. Otherwise, it was noted that the new updates and additional functions on QMPlus have been received well by the students and that they found the recorded lectures and lecturer's resources very helpful. Action point: MO to display slideshows when screensharing on Zoom. |
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| 2(c) | Assessment and feedback |
| 2022.010 | EE enquired if support sessions could be arranged for students who may need assistance with academic writing for their assessments. PV responded that they would provide examples to students, and JS added there are academic skills sessions available at the library. |
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| 2(d) | Academic support |
| 2022.011 | AA enquired what actions should students take when they miss assessment deadlines. OB responded that students could contact the Student Support Officer in the first instance and submit a claim if they feel they have a case for extenuating circumstances. MP explained the claim would be reviewed by the School and the outcome would be communicated to the student accordingly. BC added that details of the EC process can be found online for guidance. |
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| 2(e) | Organisation and communication |
| 2022.012 | EE enquired if entry to the SMS building could be extended (out of hours) for students who may require access to computers with the programming software such as Jupiter and Anaconda. Action point: BC to raise this with EST and School manager if access to the building could be extended. |
| 2022.013 | EE enquired if students could receive clear communication (via email) about Bursary / Grant schemes that would be specific to Maths's students, particularly at PGT level. BC responded that bursary related information is usually communicated by the central university team, and that students can search the university database online for further information. |
| 2022.014 | EE enquired if the University would consider introducing incentives such as STEM bursary / scholarships for students from the Black, Asian, and |

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| | <p>Minority Ethnic (BAME) background to encourage participation and promote diversity across the MSc programmes. Also, Sn added that bursaries for international students are limited and are generic which are not targeted at programme level.</p> <p>JW responded that the school has limited control regarding the availability of bursaries, but the committee could work together to raise this to the wider university for their consideration. On the other hand, PV recommended that it may be helpful to create a shortlist with funds that are available to SMS students and communicate them directly at School level.</p> |
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| 2(f) | <p>Learning resources</p> <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT |
| 2022.015 | <p>JS informed the library has introduced a new service to help students with writing assessments called 'Smart thinking'. It was noted the library also offers bitesize sessions (15mins) and monthly 'Library search' sessions to all students who require support with academic skills.</p> |
| 2022.016 | <p>JS updated there is ongoing refurbishment at the library, and it is expected to continue until early 2023, therefore, students who require study spaces may use the spaces available in the temporary building.</p> |
| 2022.017 | <p>AA requested for more study materials, particularly, examples of books for Machine Learning so that they could apply their theoretical knowledge to real-life cases. JW responded that there is usually a reading list on QMPlus with links to the resources, however, NP noted that in the previous year not all of the essential materials were accessible as it required payment and for this reason they could not be recommended. JS advised that the library team could check for availability if the Module Organisers provide a reading list.</p> <p>Action point: NP to compile a list of reading materials and submit it to JS.</p> <p>SB requested to include the School Library rep, Dr Shu Sakai in the comms.</p> |
| 2(g) | Student feedback (NSS/PTES/UKES/Module evaluations) |
| 2022.018 | Nothing to report |
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| 2(h) | Consideration of External Examiner reports |
| 2022.019 | Nothing to report. |
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| 2(i) | SEAP, SEAM or TPAP review |
| 2022.020 | SB informed the SEAP review had been completed, however it was noted that the faculty had decided to retire the SEAP altogether and replace it with PTES at PGT level. |
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| 2(j) | Periodic Review |
| 2022.021 | Nothing to report. |
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| Part 3 – Any Other Business | |
| 2022.022 | Nothing to report |
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| Part 4 – Date of the next meeting | |
| 2022.023 | TBC |

Action Sheet: Student-Staff Liaison Committee

| Minute | Action | Responsibility | Timescale | Action status | Issue resolved? |
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| 2022.005 | Course representative to email JW with nominations for Co-chair. | Course reps | ASAP | Ongoing | |
| 2022.009 | MO to display slideshows when screensharing on Zoom. | PV | ASAP | Ongoing | |
| 2022.012 | BC to raise this with EST and School manager if access to the building could be extended. | BC | ASAP | Ongoing | |
| 2022.017 | NP to compile a list of reading materials and submit it to JS. SB requested to include the School Library rep, Dr Shu Sakai. | NP, JS | ASAP | Ongoing | |
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