

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
Monday 13 February 2023 | 12:00pm – 1:00pm**

Confirmed minutes

Staff members present:

Name	Role
Justin Ward (JW)	Chair
Shabnam Beheshti (SB)	Director of Education
Ian Morris (IM)	MSc Mathematics Programme Director
Pedro Vergel (PV)	MSc Financial Mathematics Programme Director
Nicola Perra (NP)	MSc Data Analytics Programme Director
Sukhpal Gill (SG)	Lecturer in Cloud Computing-School of Electronic Engineering and Computer Science, EECS Representative
Hamida Begum (HB)	Student Support Officer
Bindiya Chongbang (BC)	Education Services Administrator (SSLC Secretary)

Student members present:

Name	Programme name and level
Emilia Valentina Economu (EE)	MSc FT Financial Mathematics
Sonalika (Sn)	MSc Data Analytics

Apologies for absence:

Name	Role or programme and level
Alex Clark (AC)	Head of School
Sebastian Del Bano Rollin (SdBR)	Deputy DOE MSc Business Analytics Programme Director
Oscar Bandtlow (OB)	Director of Postgraduate Taught Studies MSc Dissertation Coordinator
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services
James Soderman	Faculty Liaison Librarian – Science and Engineering
Simon Rawstron (SR)	Education Service Manager
Dale Breame (DB)	Education Services Officer
Howard Chia Hao Yeh (HY)	MSc Business Analytics
Roulian Zelo (RZ)	School of Maths Representative (Actuarial Science Year 1)
Danial Hoth (DH)	MSc Data Analytics
Ayush Anand (AA)	MSc Data Analytics
Yun-Sheng Lee (YSL)	MSc Data Analytics

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2022.024	JW welcomed everyone to the second PGT SSLC meeting.
1(b)	Apologies for Absence
2022.025	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2022.026	The committee approved the minutes of the meeting held on 16.11.22.
1(d)	Report on matters arising and actions taken
2022.027	2022.005 This action is ongoing, JW encouraged course reps for co-chair nominations. 2022.009 This action is now complete. 2022.012 BC reported that out of hours access to the Maths School building cannot be permitted to students, however, the School could explore if required software such as Anaconda and Jupiter could be made available for students to access remotely. 2022.017 This action is now complete.
1(e)	Terms of reference and membership
2022.028	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
1(f)	Admissions, induction, and enrolment
2022.029	Nothing to report.
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2022.030	SB reported there are three new PGT courses being introduced in 2024/25: Risk Analytics, Applied Statistics and Advanced Actuarial Exemption. It was noted there will be some modules available as electives across all the programmes.
2(b)	Learning and teaching matters
2022.031	EE reported that for MTH773P Advanced Computing in Finance, learning had felt disconnected as the lectures aren't delivered in a lab to enable coding, and solutions aren't available for seminar work. It was also noted that due to the limited availability of the Module Organiser, students aren't

	able to receive feedback in a timely manner for their solutions and often experience delayed responses from the lecturer. Action Point: JW to contact MO to discuss the delay with feedback for solutions.
2022.032	EE requested if the lecture for MTH773 could be delivered in a lab. Action point: BC to check with EST if future lectures could be assigned to an IT lab.
2022.033	For Data Analytics, Sn reported that there was a timetable clash between few of the modules, particularly (MTH750U P) Graphs and Network, therefore, in some cases, students were unable to continue with their intended module selections. BC explained, where possible the Education Services team would allocate students to a different slot that best suited their timetable, otherwise the School would usually recommend the student to consider an alternative module and process this request accordingly.
2022.034	Sn reported that for MTH784P Optimisation for Business Processes, although the lectures were recorded, the zoom links were not connected. It was also noted that the last lab session did not have computers, therefore students were unable to participate with in-class activities. In addition, Sn stated that students found the lecture to be uninspiring due to limited interaction with the professor and that the timing of the lecture [Fridays (4-6pm)] was inconvenient as it clashed with employment commitments for many students. Action point: JW to contact MTH784P module organiser to discuss how they could optimise engagement and improve the learning experience.
2022.035	Sn enquired if module organisers could share example reports from the previous year to guide current students with their report writing. PV explained that it could be misleading to share reports from previous years as the content would be different. SG added that providing marking schemes rather than example reports for students to reference may be more helpful and productive.
2(c)	Assessment and feedback
2022.036	Sn reported that students were unsure and having doubts about the process for selecting their topic / supervisor for dissertation. JW responded that the process differs across the programmes, some had a more managed approach as it's not an assignment. JW informed Sn that students should expect to be contacted by the Programme Directors with

	further information and, by week 8, students should have arranged a project title. In addition, NP also explained that OB would usually send out a google form with a list of general topics (21) that students could select and explore widely, however the topics would not be linked to a specific supervisor.
2022.037	Sn asked if students could meet with their supervisor in-person or does it have to be online as students may not be on campus after teaching ends. It was noted that the programme directors explained that meetings could be arranged online or in-person.
2022.038	Sn asked if guidance around marking could be provided as students are unsure how it works and how they contribute to the outcome of their award. Action point: Programme Directors to contact students before the publication of results to discuss how marks are assigned for their assessments.
2022.039	Sn enquired if students are expected to be on campus after the end of term and how can they find out about the format of the exams. BC explained that the exam timetable is due to be released in March (week 8), and the format of the exam should be specified accordingly. Alternatively, students could contact their module organiser for information.
2022.040	EE asked if the university offers activities for students where they could discuss study related problems in their subject with other postgraduates. HB replied that the university offers PASS (Peer Assisted Study Support), however, this would be more applicable to undergraduates in their subject. Action point: BC to check with EST if there are similar existing activities that could be offered to PGT students.
2(d)	Academic support
2022.041	EE requested if additional teaching support could be arranged by introducing PhD students to the MTH773 seminar sessions. Action point: BC to discuss with EST.
2(e)	Organisation and communication
2022.042	Sn enquired if the Academic Hub could be accessible to students as many felt there aren't enough study spaces available, particularly in the library during assessment periods. BC responded the Hubs are reserved for PhD students, academics, and other staff members. However, it was noted

	there was a group study space available on the ground floor of the SMS building students can use (subject to availability), as well as the Social Hub in the lower ground floor. BC also added that there are dedicated study spaces available in the temporary building, open to PGT students (room TB101) until 10pm.
2(f)	Learning resources <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2022.043	The library will be hosting multiple workshops on various aspects of academic and research skills: https://www.qmul.ac.uk/library/academic-skills/accessing-support/
2022.044	The North Reading Room on the second floor of the library is now open. However, it was noted that after the exams, the first floor will be closed for refurbishment.
2022.045	EE reported that for MTH773 there were no zoom stream or QReview recordings available from previous lectures on QMPlus. Action point: BC to check QMplus page and contact the module organiser for update.
2(g)	Student feedback (PTES/UKES/Module evaluations)
2022.046	JW informed course reps that the PTES Survey is open and encouraged them to invite their cohorts to take part and share their feedback. The deadline is Friday 09 June.
2(h)	Consideration of External Examiner reports
	The committee discussed responses to the Consideration of External Examiner reports and noted the following:
2022.047	JW guided Reps through the External Examiner reports and explained how External Examiners fit into the School's examination preparations.
2(i)	SEAP, SEAM or TPAP review
2022.048	Nothing to report.

2(j)	Periodic Review
2022.049	Nothing to report.
Part 3 – Any Other Business	
2022.050	Nothing to report
Part 4 – Date of the next meeting	
2022.051	Wednesday 29 March 2023

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2022.005	Course representative to email JW with nominations for Co-chair.	Course reps	ASAP	Ongoing	Complete
2022.009	MO to display slideshows when screensharing on Zoom.	PV	ASAP	Ongoing	Complete
2022.012	BC to raise this with EST and School manager if access to the building could be extended.	BC	ASAP	Ongoing	Complete
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	Complete
2022.031	JW to contact MO to discuss the delay with feedback for solutions regarding module MTH773P	JW	ASAP	Ongoing	Complete
2022.032	BC to check with EST if future lectures for MTH773P could be assigned to an IT lab.	BC	ASAP	Ongoing	Complete
2022.034	JW to contact MTH784P module organiser to discuss how they could optimise engagement and improve the learning experience	JW	ASAP	Ongoing	Complete
2022.038	Programme Directors to contact students before the publication of results to discuss how marks are assigned for their assessments.	NP, PV, IM	ASAP	Ongoing	Complete

2022.040	BC to check with EST if there are activities that could be offered to PGT students where they could discuss study related problems in their subject.	BC	ASAP	Ongoing	Complete
2022.041	BC to discuss with EST if additional teaching support could be arranged for MTH773 seminar sessions.	BC	ASAP	Ongoing	Complete
2022.045	BC to check QMplus page and contact the module organiser regarding missing zoom stream and QReview recordings.	BC	ASAP	Ongoing	Complete