

**School of Mathematical Sciences  
Postgraduate Student Staff Liaison Committee  
Wednesday 29 March 2023 | 12:00 – 13:00 | MB502**

**Unconfirmed minutes**

**Staff members present:**

<b>Name</b>	<b>Role</b>
Justin Ward (JW)	Chair
Oscar Bandtlow (OB)	Director of Postgraduate Taught Studies   MSc Dissertation Coordinator
Pedro Vergel (PV)	MSc Financial Mathematics Programme Director
Nicola Perra (NP)	MSc Data Analytics Programme Director
James Soderman	Faculty Liaison Librarian – Science and Engineering
Simon Rawstron (SR)	Education Service Manager
Bindiya Chongbang (BC)	Education Services Administrator (SSLC Secretary)

**Student members present:**

<b>Name</b>	<b>Programme name and level</b>
Ayush Anand (AA)	MSc Data Analytics
Yun-Sheng Lee (YSL)	MSc Data Analytics

**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   MSc Business Analytics Programme Director
Ian Morris (IM)	MSc Mathematics Programme Director
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services
Sukhpal Gill (SG)	Lecturer in Cloud Computing-School of Electronic Engineering and Computer Science, EECS Representative
Dale Breame (DB)	Education Services Officer
Maria Patsou (MP)	Education Services Administrator
Hamida Begum (HB)	Student Support 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
Emilia Valentina Economu (EE)	MSc FT Financial Mathematics
Sonalika (Sn)	MSc Data Analytics
Danial Hoth (DH)	MSc FT Financial Mathematics

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2022.052	JW welcomed everyone to the third PGT SSLC meeting.
<b>1(b)</b>	<b>Apologies for Absence</b>
2022.053	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2022.054	The committee approved the minutes of the meeting held on 13.02.2023.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2022.055	<p>2022.005 This action is now complete.</p> <p>2022.031 This action is now complete.</p> <p>2022.032 BC confirmed MTH773P had been allocated to an IT lab.</p> <p>2022.034 This action is now complete.</p> <p>2022.038 It was noted that all Programme Directors had contacted students prior to the publication of results to discuss marking schemes.</p> <p>2022.040. It was noted that at L7 students are expected to self-study, therefore, activities such as learning café would not be available for MSc students, and that they should contact individual module organisers should they require additional support.</p> <p>2022.041 It was noted that MTH773P offers additional contact hours to students, therefore, additional one-to-one support could not be arranged outside of the seminar sessions.</p> <p>2022.042 This action is now complete.</p>
<b>1(e)</b>	<b>Terms of reference and membership</b>
2022.056	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
<b>1(f)</b>	<b>Admissions, induction, and enrolment</b>
2022.057	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>
2022.058	OB reported that a new programme would be introduced in 2024-25: Artificial Intelligence with Biological Sciences, this would include a maths module.
<b>2(b)</b>	<b>Learning and teaching matters</b>

2022.059	AA reported that in the previous semester, students found Probability and Statistics for Data Analytics easy going and that they were able to understand the module content.
2022.060	It was reported that, for MTH794P, the class had found the assessment to be difficult and expressed that there were many failures. It was also noted when some students had contacted the lecturer but did not appreciate the response from the MO. They felt that they weren't given the opportunity to discuss how their marks had been awarded to them. Action point: JW to contact the MO and discuss their approach to students on how they could discuss the marking scheme and provide feedback.
2022.0	Regarding Neural Networks and Deep Learning, AA reported that students are struggling to navigate around the module / assessments. It was noted that the teaching had been great, however more guidance would be appreciated, particularly with coding. Action point: JW to discuss with MO if more coding guidance could be provided for Neural Networks and Deep Learning.
2022.0	It was reported that students on the Optimisation for Business Processes (MTH784P) module had faced difficulties with coding, therefore, further support and guidance had been requested. Action Point: JW to discuss with MO if more coding guidance could be provided to support students.
<b>2(c)</b>	<b>Assessment and feedback</b>
2022.0	It was reported that for Graphs and Networks, students found the mid-term assessment challenging to complete within the two-hour deadline, although it was designed to be completed in one hour. Therefore, students would like to know how the duration of the exams was decided. Action point: Exam Board Chair to review Graphs and Networks mid-term assessment.
2022.0	Regarding Dissertation, YSL enquired if there would be any possibilities for students to select their own supervisors. OB explained, as some courses are oversubscribed, such as MSc Data Analytics, an advanced algorithm had been used for allocation, as opposed to manual allocation. It was also noted that the advanced algorithm would allocate up to 80% of students with their first choice.
2022.0	
<b>2(d)</b>	<b>Academic support</b>

2022.0	AA enquired if there are funds available to students who are carrying out research for their Dissertation. JW responded that unfortunately there wasn't any available funding for PGT students.
2022.0	AA enquired if lecturers would be able to offer support with Dissertations. JW responded, yes there should be support available from Academics and that they would accommodate to the student where possible.
<b>2(e)</b>	<b>Organisation and communication</b>
2022.0	Nothing to report
<b>2(f)</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>
2022.0	JS mentioned that the Library Services are offering Dissertation workshop to PGT students, available to book in April. It was also noted that there would be reference hub available for students who may require support with referencing.
2022.0	JS informed that the library also offered bitesize sessions and LinkedIn learning.
2022.0	It was noted that the first floor in the library would be closed due to refurbishment, but books would still be available to students.
2022.0	OB mentioned that for Data Analytics and Financial Mathematics, there were online resources available in week 9 that covered areas such as LaTeX. It was also noted that more workshops would be available in Week 11 focused around plagiarism and citation.
<b>2(g)</b>	<b>Student feedback (PTES/UKES/Module evaluations)</b>
2022.0	OB announced that the Postgraduate Taught Experience Survey had opened, and he encouraged all course reps to provide their feedback and circulate the message to their peers. The survey will close Friday 09 June 2023.  Action Point: BC to send promotional materials to Programme Directors and Course reps.
2022.0	It was noted that module evaluations are now open for student feedback.

<b>2(h)</b>	<b>Consideration of External Examiner reports</b>
2022.0	Nothing to report.
<b>2(i)</b>	<b>Periodic Review</b>
2022.0	Nothing to report.
<b>Part 3 – Any Other Business</b>	
2022.0	Nothing to report
<b>Part 4 – Date of the next meeting</b>	
2022.	TBC – w/c 05 June 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
2022.0	JW to contact the MO and discuss their approach to students on how they could discuss the marking scheme and provide feedback for Probability and Statistics for Data Analytics.	JW	ASAP	Ongoing	
2022.0	JW to discuss with MO if more coding guidance could be provided for Neural Networks and Deep Learning.	JW	ASAP	Ongoing	
2022.0	JW to discuss with MO for MTH784P if more coding guidance could be provided to support students.	JW	ASAP	Ongoing	
2022.0	Exam Board Chair to review Graphs and Networks mid-term assessment.	BC	ASAP	Ongoing	
2022.0	BC to send promotional materials to Programme Directors and Course reps.	BC	ASAP	Ongoing	
2022.0	Regarding Graphs and Networks, Exam Board Chair to review the assessment as students found it difficult to complete the mid-term	BC	ASAP	Ongoing	

	assessment within the two-hour deadline. JW to contact the SEB Chair				
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