

**School of Biological and Behavioural Sciences  
Postgraduate Student Staff Liaison Committee  
25 November 2022**

**Staff members present:**

Dr Anne Ropiquet	Director PGT Programmes and SSLC Chair
Natalie Holland	Postgraduate Administrator (SSLC Secretary)

**Student members present:**

Marta Delfino	Course Rep - MSc Bioinformatics
Sara Othman	Course Rep - MSc Biomedical Sciences
Mack Laverick	Course Rep - MSc Plant and Fungal Taxonomy, Diversity and Conservation
Florence Been	Course Rep - MSc Psychology – Mental Health Sciences

**Apologies for absence:**

Stina Helvin	Course Rep - MSc Biodiversity & Conservation
Rana Khan	Course Rep - MSc Bioinformatics

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2022.001	The Representatives were welcomed to the meeting.
<b>1(b)</b>	<b>Apologies for Absence</b>
2022.002	Stina Helvin. Rana Khan.
<b>1(c)</b>	<b>Terms of reference and membership</b>
2022.003	The committee noted the terms and reference and membership of the Student Staff Liaison Committee. It was also mentioned that for future meetings A Course Rep was invited to Co-Chair the meeting.
<b>1(d)</b>	<b>Admissions, induction and enrolment</b>
2022.004	A summary of the PGT enrolment numbers was shared.  This was the first intake for the MSc Biodiversity and Conservation programme and second year for both MSc Psychology – Mental Health Sciences (PMHS) programme and MSc Biomedical Sciences. In both cases, the student numbers had increased on last year's intake.

<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2022.005	<p>It was reported that the MSc AI in Biosciences was approved for 2023 intake and currently in receipt of applications. MSc Psychology (conversion) programme was in the process of being approved for 2023 intake.</p> <p>There were some module amendments on the current MSc Biodiversity &amp; Conservation programme. This programme ran for the first time this year and some module amendments were in place in response to student feedback.</p>
<b>2(b)</b>	<b>Student Feedback</b>
2022.006	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <p><b>MSc Psychology: Mental Health Sciences (Florence Been)</b></p> <p>Positive feedback from students but felt there had been slow progression through Semester and subsequently hard to get into a routine. The delivery of teaching had sometimes felt impersonal with reference to a lack of interactive delivery. Module PSY702P uses a R-Studio and this is a new package to all students and a recommendation was made for more preparation for this module in advance of the start of the year.</p> <p><b>ACTION</b> = To discuss with programme lead if a reading list could be circulated in advance of the beginning of the course with introduction to R Studio</p> <p>It was recognised that this is a new programme in its second year of delivery and that this particular module is in process of an amendment for 2023 intake.</p> <p><b>ACTION</b> = Information about the assessment deadlines will be clearer on QM+ modules.</p>

**MSc Biomedical Sciences - Sara Othman**

The students were aware they were the second cohort for this MSc programme and felt there were many positives and were in particular very pleased with how responsive their Programme Director has been to their queries. There was some confusion regarding the exam for CANM937 and they suspected that this was due to this being a shared module with other programme(s). Students were reminded that they can always contact their Module Leads with queries that they have with teaching and assessment content.

**ACTION** = Contact Module Lead for CANM937 to report the confusion regarding the exam component for this module.

**MSc Bioinformatics - Marta Delfino**

The students were happy with how the course is going. They reported that each module has been run very differently but recognise this is part of the programme diet. They are enjoying the challenge.

There was a query regarding the room booking for their module (QB209). They wanted to understand if this is booked consistently for their module. In response to this it was confirmed that a request has been made for PC rooms specifically for the MSc programmes in future years. It was reported that the tech at the start of each module was often not ready and this had been disruptive (e.g. projector, Zoom link). Students were reassured that requests have been made for more technical support for the modules. It was also confirmed that teaching is now on campus and online is in place for back-up in exceptional cases. Students were to be reminded of the attendance expectations. It was also confirmed that if Zoom links have failed that QReview is in place for all modules. A point was also made that the marking criteria for modules hadn't always been clear on QM+.

**ACTION** = students to be contacted with a reminder that the expectation is for on-campus attendance.

**ACTION** = students to be contacted with reminder how to access QReview recordings.

	<p><b>ACTION</b> = An email to be sent to Module Leads reminding them to provide clear marking criteria for their modules.</p> <p><b>MSc Plant and Fungal Taxonomy, Diversity and Conservation - Mack Laverick</b></p> <p>Students are happy with how the modules are being run. Classes are intense but interesting. As with other programmes a request was made for more clarity on the arrangements for exams and marking criteria. A point that had already been addressed in the meeting. There was also feedback regarding the teaching facilities at the Kew Gardens site. The MSc Suite had recently had some construction work which had been disruptive, but they were aware this was almost complete and had no further feedback on the modules or programme in general.</p>
<b>2(c)</b>	<b>Learning Resources</b>
2022.007	Online teaching and QM+ resources had already been covered in the earlier discussions about the modules. Students were reminded that if there is anything they want to feed back on their modules, to contact their Module Leads, Programme Director, Anne Ropiquet (Director PGT programmes) or Natalie Holland (PG Administrator).
<b>2(d)</b>	<b>Student Survey feedback</b>
2022.008	Students were reminded of the importance of completing the module evaluations. The results of Semester A module evaluations were to be shared and discussed at the next SSLC meeting.
<b>2(e)</b>	<b>Consideration of External Examiner reports</b>
2022.009	The External Examiners report for MSc Psychology: Mental Health Sciences had been shared and was available on the QM+ page for all students to access. Reports for other MSc programmes had not yet been received and would be shared in due course.
<b>Part 3 - Any Other Business</b>	
2022.010	<p><b>Nomination of Co-Chair</b></p> <p>There was a requirement to appoint a Co-Chair and the Student Reps were asked to consider how to appoint this role and to report back in advance of the next meeting.</p> <p><b>ACTION</b> = PG Directors to be invited to the next SSLC meeting.</p>
<b>Part 4 – Date of the next meeting</b>	
2022.011	TBC

## Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2022.006	To discuss with programme lead if a reading list could be circulated in advance of the beginning of the course with introduction to R Studio.	PG Director (MSc PSMH)			
	Information about the assessment deadlines will be clearer on QM+ modules.	Module Leads			
	Contact Module Lead for CANM937 to report the confusion regarding the exam component for this module.	Postgraduate Administrator			
	Students to be contacted with a reminder that the expectation is for on-campus attendance.	Postgraduate Administrator			
	Students to be contacted with a reminder of how to access QReview recordings.	Postgraduate Administrator			
	An email to be sent to Module Leads reminding them to provide clear marking criteria for their modules.	Deputy PGT Programmes Director (?)			
	PG Directors to be invited to the next SSLC meeting	Postgraduate Administrator			