

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
Thursday 22 February 2024 | 13:00 – 14:00 | MB502 Committee Room**

Unconfirmed minutes

Staff members present:

Name	Role
Justin Ward (JW)	Chair
Boris Khoruzhenko (BK)	Head of School
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
Ian Morris (IM)	MSc Mathematics Programme Director
Sukhpal Gill (SG)	Lecturer in Cloud Computing-School of Electronic Engineering and Computer Science, EECS Representative
James Soderman (JS)	Faculty Liaison Librarian – Science and Engineering
Simon Rawstron (SR)	Education Services Manager
Bindiya Chongbang (BC)	Education Services Administrator (SSLC Secretary)

Student members present:

Name	Programme name and level
Muhammad Mustafa Ajmal (MA)	MSc Data Analytics
Sujin Sundar Jegadheesan Kannan (SK)	MSc Data Analytics
Marlin Henckels	MSc Mathematics
Anushka Ramkrishna Shinde (AS)	MSc Financial Mathematics
Kaviya Thirumal (KT)	MSc Business Analytics

Apologies for absence:

Name	Role or programme and level
Shabnam Beheshti (SB)	Director of Education
Mark Walters (MW)	<i>Interim</i> Deputy Director of Education
Robert Johnson (RJ)	Deputy Director of Education
Maria Patsou (MP)	Education Services Administrator
Sajida Rahman (SRh)	Student Support Officer
Sonia Lassami	Careers Consultant

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2023.057	JW welcomed everyone to the PGT Student Voice meeting (formerly known as Student Staff Liaison Committee (SSLC)).
1(b)	Apologies for Absence
2023.058	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2023.059	The committee approved the minutes of the meeting held on 08.12.2023.
1(d)	Report on matters arising and actions taken
2023.060	2023.019 This action is now complete.
2023.061	2023.023 This action is now complete.
2023.062	2023.040 This action is now complete.
2023.063	2023.050 This action is now complete.
1(e)	Terms of reference and membership
2023.064	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
1(f)	Admissions, induction, and enrolment
2023.065	Nothing to report.
Part 2 – Student feedback, Programme Delivery, and other matters	
2(a)	Programme/module developments and amendments
2023.066	Nothing to report.
2(b)	Learning and teaching matters
2023.067	AS communicated that the teaching for MTH762P isn't recorded, and students have requested if recordings could be provided. Action point: JW to liaise with MO about providing these to the students.
2023.068	It was also noted, for MTH767P Neural Networks and Deep Learning, the recordings do not include audio. Action point: BC to raise issue with IT services.

2023.069	MH communicated that the Learning Café was received very well by the PGT cohort. It was noted that the sessions had enabled students' the flexibility to meet with lecturers and have their queries resolved.
2023.070	MA shared for MTH783P Time Series Analysis, students are not given answers from their lab sessions, and it was reported that students feel wants this to be made available, so they are able to enhance their learning. Action point: JW to contact the module organiser and enquire if the solutions from the lab sessions could be released to students.
2023.071	MA reported the camera in room MB204 is not close enough and that it doesn't adapt well to the movement in the room. BC informed the course reps that this issue had been raised with IT services and that the camera had been adjusted, however, if it's still an ongoing issue, BC will raise a new ticket with IT Services. Action point: BC to report to IT services regarding the clarity of the camera and adjustment issues for room MB204.
2023.072	SK shared that students on MTH782P SAS for Business Intelligence are concerned that the weekly module content isn't available in advance of the teaching session. Action point: JW to liaise with MOs and check if it would be possible to release the teaching materials before the lectures
2023.073	SK mentioned that students taking MTH792P Financial Data Analytics expressed concerns regarding the course content, he reported that students feel the materials is not "up to trend."
2023.074	SK reported that the lab sessions for MTH92P and MTH784P Optimisation for Business Processes aren't recorded. JW advised that lab sessions aren't normally recorded, recordings are usually available for lectures.
2(c)	Assessment and feedback
2023.075	KT mentioned that students taking MTH794P had found the final exam to be difficult and felt pressured to perform due to the weighting (80%) of the element, and it was requested if the format of the assessment could be reviewed by including more in-class tests, projects, or example mock test.
2023.076	KT asked who they should contact regarding their module marks. BC advised students should contact the module organisers for feedback.
2023.077	For MTH785P, JW added the provisional marks will be released shortly.
2023.078	It was noted, following the selection of their preferred topics, students on the Data Analytics programme would be allocated their Dissertation supervisor by OB and NP.

2023.079	OB informed students on the Mathematics and Financial Mathematics programme, if they have not decided on their topic, they would be contacted by Dr Morris and Dr Vergel in due time.
2023.080	AS reported that the timing of two of their mid-term assessments (MTH787P and MTH791P) fall on the same day and requested if it could be rescheduled.
2023.081	BC advised that the test for MTH787P had been rescheduled and she will send an email confirmation. Action point: BC to email AS the updated date and time for the MTH787P mid-term.
2(d)	Academic support
2023.082	Nothing to report.
2(e)	Organisation and communication
2023.083	Nothing to report.
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
2023.084	It was noted there are workshops available to support students, including referencing for dissertation projects via LibCal.
2023.085	JS informed there is a designated PGT study space on the second floor.
2(g)	Student feedback (PTES/UKES/Module evaluations)
2023.086	OB confirmed that PTES will be available to PGT students until 13 June 2024, and an email will be sent out to encourage feedback.
2(h)	Consideration of External Examiner reports
2023.087	It was noted that the EE reports will be reviewed at the next meeting.
2(i)	Periodic Review
2023.088	Nothing to report.

Part 3 – Any Other Business	
2023.089	BC informed the course reps that the faculty wants to collate feedback from each school, and if they could complete the snapshot report that was emailed to them.
Part 4 – Date of the next meeting	
2023.090	w/c 25 March 2024

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2023.012	BC to liaise with MO about rescheduling the seminar session for MTH794P if possible.	BC	Asap	Ongoing	Complete
2023.015	JW to contact the appropriate module organiser about improving the interactivity of the lecture.	JW	Asap	Ongoing	Complete
2023.016	RJ to refer the comments regarding exam format to DoE, and course reps to contact the relevant MOs about the possibility of providing formula sheets.	RJ, All course reps	Asap	Ongoing	Complete
2023.019	BC to explore with DoE and the Digital Learning Technical Adviser if there's opportunity to develop a page on QMplus and consider alternative channels that may be suitable for the purpose of student feedback.	BC	Asap	Ongoing	Complete
2023.023	BC to refer QMplus login issue to Jade Mills.	BC	Asap	Ongoing	Complete
2023.040	SB to liaise with MO to discuss if an alternative deadline for MTH761P could be arranged.	SB	Asap	Ongoing	Complete
2023.041	SB to liaise with MO to arrange support hours in preparation for the January exam.	SB	Asap	Ongoing	Complete

2023.042	SB to liaise with MO if additional content such as video recordings could be provided to help students understand R.	SB	Asap	Ongoing	Complete
2023.043	SB to liaise with JW regarding the format of the seminar.	SB	Asap	Ongoing	Complete
2023.046	SB to review the assessment pattern with the Module Organiser for MTH794P (for 2024/25) and encourage students to attend Learning Café for extra support if required.	SB	Asap	Ongoing	
2023.050	BC to create student mailing list and contact the students on behalf of the course reps.	BC	Asap	Ongoing	
2023.067	JW to liaise with MO about providing recordings from MTH762P sessions to the students.	JW	Asap	Ongoing	
2023.068	BC to raise audio issue with IT services for MTH767P Neural Networks and Deep Learning recordings.	BC	Asap	Ongoing	
2023.070	JW to contact the module organiser and enquire if the solutions from MTH783P Time Series Analysis lab sessions could be released to students.	JW	Asap	Ongoing	
2023.071	BC to report to IT services regarding the clarity of the camera and adjustment issues for room MB204.	BC	Asap	Ongoing	
2023.072	JW to liaise with MOs and check if it would be possible to release the teaching materials	JW	Asap	Ongoing	

	before the lectures for MTH782P SAS for Business Intelligence				
2023.081	BC to email AS the updated date and time for the MTH787P mid-term.	BC	Asap	Ongoing	