

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
Friday 08 December 2023 | 14:00 – 15:00 | Queen’s Building, LG1**

Unconfirmed minutes

Staff members present:

Name	Role
Boris Khoruzhenko (BK)	Head of School
Oscar Bandtlow (OB)	Director of Postgraduate Taught Studies MSc Dissertation Coordinator
Shabnam Beheshti (SB)	Director of Education
Sukhpal Gill (SG)	Lecturer in Cloud Computing-School of Electronic Engineering and Computer Science, EECS Representative
Ian Morris (IM)	MSc Mathematics Programme Director
Nicola Perra (NP)	MSc Data Analytics Programme Director
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
Justin Ward (JW)	Chair
Robert Johnson (RJ)	Deputy Director of Education
Pedro Vergel (PV)	MSc Financial Mathematics Programme Director
Sebastian Del Bano Rollin (SdBR)	MSc Business Analytics Programme Director
Simon Rawstron (SR)	Education Services Manager
Dale Breame (DB)	Education Services Officer
Maria Patsou (MP)	Education Services Administrator
Hamida Begum (HB)	Student Support Officer
Jade Mills (JM)	Digital Learning Technical Adviser

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2023.024	In the absence of JW, OB welcomed everyone to the second PGT Student Voice meeting (formerly known as Student Staff Liaison Committee (SSLC)).
1(b)	Apologies for Absence
2023.025	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2023.026	The committee approved the minutes of the meeting held on 02.11.2023.
1(d)	Report on matters arising and actions taken
2023.027	2023.012 This action is now complete.
2023.028	2023.015 This action is now complete.
2023.029	2023.016 It was noted that for the January exam papers, it would not be possible to request for formula sheet / appendix as the papers has been scrutinised and reviewed by the external examiners. However, it could be considered for the summer exams.
2023.030	2023.019 It was noted that setting up a QMPlus page, or a MS Teams channel would not be suitable due to restrictions with admin access and confidentiality for the course reps. Therefore, to retain privacy and anonymity, SB suggested producing a student mailing list that BC could use to communicate with the cohort on behalf of the course reps for their designated programmes.
2023.031	2023.023 It was reported that TELT (Technology Enhanced Learning Team) are looking into finding a resolution for QMplus login issues which has been ongoing since the upgrade in August 2023.
1(e)	Terms of reference and membership
2023.032	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
1(f)	Admissions, induction, and enrolment
2023.033	Nothing to report.

Part 2 – Student feedback, Programme Delivery, and other matters	
2(a)	Programme/module developments and amendments
2023.034	In response to student / staff feedback, it was reported that a selection of EECS modules would be made available in the Data Analytics programme (Sem 2). NP added, these modules would focus on technical skills and social networks, and that up to 10 students would be able to select these electives from next year.
2023.035	It was noted that three new streams were introduced to the Financial Mathematics programme this year.
2023.036	SB reported there are no programme level changes for Business Analytics, however, both SBM and SMS are reviewing their processes to identify how they could best manage the supervision of projects collaboratively.
2023.037	In the Mathematics programmes, SB informed that next academic year, the L6 modules (P variant) that are currently available to PGT students on the course would be limited. This is to ensure that students on MSc Mathematics have coherent collection of modules.
2023.038	SB reported three new PGT programmes are being introduced in 2024/25, they are: MSc Applied Statistics and Data Science, MSc Actuarial Science and Data Analytics and MSc Risk Analytics.
2(b)	Learning and teaching matters
2023.039	AS reported that students were satisfied with the modules in FM. However, they weren't happy with the deadline for the Financial Instruments and Markets (MTH761P) coursework (Bloomberg market concept). They felt that it was set too early (20 th Dec) and it was very close to another assessment deadline.
2023.040	SB explained there might be external factors that may have influenced the earlier deadline, and that she would liaise with the MO to see if there's any flexibility to reschedule. Action Point: SB to liaise with MO to discuss if an alternative deadline for MTH761P could be arranged.
2023.041	KK reported that students on Business Analytics are finding it difficult to work on assessments for MTH781P. It was also noted that students were invited to attend the Learning Café but were unable to attend due to TT clash. Alternatively, the students had requested for the lecturer's office hours for additional support. Action point: SB to liaise with MO to arrange support hours in preparation for the January exam.

2023.042	KK mentioned that students enjoyed the delivery of MTH781P and that it's well designed, however, it was noted that some students had struggled to understand the use of R software. KK requested if additional material could be provided to introduce students to the software at beginning of the semester. Action Point: SB to liaise with MO if additional content such as video recordings could be provided to helps students understand R.
2023.043	KK requested for the format of the seminar to be reviewed for MTH785P. It was noted that students would like the sessions to be more engaging and interactive with the lecturer. Action Point: SB to liaise with JW regarding the format of the seminar.
2023.044	KK requested if students could receive an introduction to the list of electives (MTH modules) that are available on the BA programme. SB advised that students could attend lectures up to teaching week 2, at the beginning of the semester if they are interested in changing their module diet. However, it was noted that it would not be visible on their QMplus dashboard, therefore, students are advised to check the schedule via central web timetables and attend according to their choice.
2(c)	Assessment and feedback
2023.045	MM reported that students taking MTH794P Probability and Statistics felt pressured with the weighting (80%) of the final exam and requested if it could be reviewed so that there is a proportionate split. SB responded that it may not be possible to review and implement changes for the upcoming January exam, however this could be considered for next year. SB also asked if there's any support that could be offered to students, so they feel prepared for the final exam.
2023.046	MM mentioned additional learning support hours were added by the MO for MTH794P, however, the students main concern was the weighting of the final exam. Action point: SB to review the assessment pattern with the Module Organiser for MTH794P (for 2024/25) and encouraged students to attend Learning Café for extra support if required.
2023.047	MM was also reported that students taking MTH766P felt the duration (90 mins) of the coursework was not enough for them to complete the tasks. HE also added that initially the assessments were designed to take 60 minutes, but after student feedback, the MO had extended the duration to 90 minutes.

2(d)	Academic support
2023.048	Nothing to report.
2(e)	Organisation and communication
2023.049	Regarding student feedback for Mathematics, MH indicated that they had met with their peers in person as most students didn't want to use WhatsApp. They asked if there's an alternative platform that they could use to contact students.
2023.050	SB suggested creating a student mailing list for their designated programme so that they could retain privacy and anonymity. Action Point: BC to create student mailing list and contact the students on behalf of the course reps.
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
2023.051	Nothing to report.
2(g)	Student feedback (PTES/UKES/Module evaluations)
2023.052	Nothing to report.
2(h)	Consideration of External Examiner reports
2023.053	Nothing to report.
2(i)	Periodic Review
2023.054	Nothing to report.
Part 3 – Any Other Business	
2023.055	Nothing to report
Part 4 – Date of the next meeting	
2023.056	February 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	Ongoing
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	Ongoing
2023.023	BC to refer QMplus login issue to Jade Mills.	BC	Asap	Ongoing	
2023.040	SB to liaise with MO to discuss if an alternative deadline for MTH761P could be arranged.	SB	Asap	Ongoing	
2023.041	SB to liaise with MO to arrange support hours in preparation for the January exam.	SB	Asap	Ongoing	

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	
2023.043	SB to liaise with JW regarding the format of the seminar.	SB	Asap	Ongoing	
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	