

School of Mathematical Sciences

Undergraduate Student Voice Committee

26 February 2025

Confirmed Minutes

Staff members present:

Name	Role
Matt Fayers (MF)	Deputy Head of School/ Director of Education (Operations)
Pedro Vergel (PV)	Director of Education (Strategy)
Justin Ward (JW)	Senior Lecturer/ Senior Tutor
James Soderman (JS)	Faculty Liaison Librarian-Science and Engineering
William Ng (WN)	Education Services Manager
Florence Nicholson (FN)	Education Services Office
Chung Hin Chan (CHC)	Education Services Administrator/ Meeting Secretary

Student members present:

Name	Programme name and level
Oliver Tak Shun Cheung (OTSC)	Financial Mathematics Year 2/ Meeting Co-Chair
Emomalijon Murodzoda (EM)	Computer Science and Mathematics Year 2
Joel Callum Micah Daniel (JCMD)	Mathematics Year 2
Shaivi Darsi (SD)	Mathematics with Management Year 2

Apologies for absence:

Name	Role or programme and level
Matthew Lewis (ML)	Lecturer/ Director of Student Engagement/ Meeting Chair
Boris Khoruzhenko (BK)	Head of School
Claudia Garetto (CG)	Acting Head of School
Melania Nica (MN)	Senior Lecturer/ Deputy Director of Education
Sonia Lassami (SL)	Careers Consultant
Mark Walters (MW)	Director of UG Admissions
Jacques Rogers	Information Skills Assistant
Harvey Abraham-Green (H AG)	Faculty Student Success and Engagement Manager
Hamida Begum	Student Support Officer
Andrew June Jake Mai	Mathematics with Finance and Accounting Year 1
Athisha Sivabalan	Computer Science and Mathematics Year 3

Najifa Alam Naba	Economics, Statistics and Mathematics Year 1
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Part 1 – Preliminary Items	
1(a)	Welcome and introduction for members
2024.067	The Student Co-Chair welcomed everyone to the meeting and members introduced themselves.
1(b)	Apologies for Absence
2024.068	The committee noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2024.069	The committee approved the minutes of the meeting held on 29.01.2025.
1(d)	Report on matters arising and actions taken
2024.070	2024.045b: This action is on-going. 2024.047a: This action is on-going. The module selection template file can be shared to the Advisor QMplus page, the file is being updated according to the new programme specifications.
1(e)	Terms of reference and membership
2024.071	WN noted that we do not have representative from Student Union yet. We have not received response from them yet. However, minutes of the meetings had been shared with Student Union. ACTION: WN to contact them again for representative from Student Union.
1(f)	Admissions, induction and enrolment
2024.072	WN noted that there would be a new programme, BSc Mathematics with Computing. WN noted that there might be potentially changed to Welcome Week, but nothing had been confirmed yet. From the student feedback, we would aim to run Welcome Week as more condensed, to one or two days, and other days would be optional for students to attend. WN mentioned that there was feedback on whether we should run Welcome Week for students in Year 2 and 3, where it did not appear that students would prefer so, and welcomed feedback from course representatives. OTSC replied that we could wait for next time to provide feedback. ACTION: OTSC to response on feedback on whether students would prefer also having Welcome Week for Year 2 and 3.
Part 2 – Student feedback, Programme Delivery and other matters	

2(a)	Programme/module developments and amendments
2024.073	MF reported that they have been reviewing elective modules. The module, MTH6115 Cryptography, would be withdrawn next year. Also, MTH6141 Random Processes had been made available on the Pure Pathway of BSc Mathematics from 2025/26. Director of Education (Strategy) had been looking at for module amendments in terms of assessment patterns, particularly Programme Level Assessment (PLA) for Year 1. PV added that the assessment format of presentation had been well-received. It would be aimed to enhance students' employability through the interim assessment by including presentation and group works. The possibility to include more employability component from the first year would be reviewed.
2(b)	Student Feedback
2024.074	Representatives reported on student feedback matters and the following points were noted:
2024.075	<p>Module selection for next year</p> <p>EM asked whether students in BSc Computer Science and Mathematics can choose modules outside of their programme structure in Level 6.</p> <p>WN replied that possibility exist, where students should satisfy the prerequisite of the module. If students were not sure whether prerequisite had been satisfied for the module they would like to take, students can emailed maths@qmul.ac.uk with their module choice for advice on possibility to take the module(s) after checking with the Module Organiser. The module selection would also needed to be approved by EECS. It is suggested that students in Year 2 to also chat with students in Year 3 for their experience.</p>
2024.076	<p>MTH5120 Statistical Modelling I – Q-Review</p> <p>OTSC noted that the Q-Review for Friday lecture did not capture the screen, but camera with audio only. Yet, the camera sort of captured the screen contents. However, the inappropriate aspect ratio would make the contents not legible. It would be good for the Module Organiser to have a check if the contents are big enough to be legible.</p> <p>ACTION: CHC to contact IT for the issue and contact the Module Organiser to share the slides/ any saved files of written contents to students and see if we should release recording of last year.</p> <p>[Post-meeting notes: Screen content capture did not work on 31 January and 21 February, it worked well on 7 and 14 February, an IT ticket had been raised to look into the issue. IT replied that Q-Review cannot capture Apple devices due to content protection on these devices, and instead suggested using VGA option with the correct adapter or using the document camera and place the iPad on the document camera for Q-</p>

	<p>Review to capture the content. They cannot re-angle the camera as this room is used by multiple users.</p> <p>Module Organiser confirmed that presentation slides and annotation slides were available on QMplus after class. Module Organiser responded she would be discussing with students whether they needed extra help on revision, and whether recording of last year would be needed.]</p>
2024.077	<p>MTH5105 Differential and Integral Analysis – assessment deadline reminder</p> <p>JCMD noted that an email reminder for the assessment due on 2 March 2025 (Sunday) would be helpful for students.</p> <p>WN replied that we can contact all Module Organisers to send email reminders to students for assessment deadlines.</p> <p>ACTION: CHC to contact all Module Organisers to send email reminders to students about assessment deadlines.</p> <p>[Post-meeting notes: All Module Organisers have been contacted for the feedback.]</p>
2024.078	<p>MTH5103 Complex Variables – assessment description update</p> <p>EM noted that there had been confusion on the assessment description on QMplus where the assessment should be mid-term test, but indicated as coursework instead. It would be good to have this updated.</p> <p>WN replied that it was a coursework last year, but a test now.</p> <p>ACTION: CHC to contact the Module Organiser to have this updated.</p> <p>[Post-meeting notes: CHC has contacted the Module Organiser regarding the feedback.]</p>
2024.079	<p>MTH5205 Professional Skills for Mathematicians – deadline reminder</p> <p>OTSC noted it would be good to send email reminders to students in the module to have the seminars by the deadline.</p> <p>ACTION: CHC to contact the Module Organiser to send email reminder.</p> <p>[Post-meeting notes: CHC has contacted the Module Organiser regarding the feedback.]</p>
2024.080	<p>Advisor meetings and module pre-selection</p> <p>OTSC asked when will the Advisor meeting take place. JW replied that students would be contacted by their Advisor in the coming 3 weeks for the meeting. WN added that the meeting would be linked to module pre-selection. Students who did not attend the Advisor meeting and therefore missed module pre-selection will be allocated with modules by School for</p>

	<p>the time being until module registration opens in semester commencement, so that timetable can be settled earlier. For students in BSc Mathematics with Computing, we would be looking at offering additional sessions</p>
2024.081	<p>Release of provisional results to students</p> <p>EM noted EECS sent out emails to students last semester about releasing of provisional results, and asked whether this is possible to be sent in SMS as well.</p> <p>WN replied that the provisional results will be released to students on 3 March 2025. The practice this year had been changed where the release date would be universal for all Schools, unlike previous years. Students should be able to receive an email with a link to MySIS, students would be able to view their result by logging into MySIS. Email reminders could be sent to students regarding this.</p> <p>ACTION: WN to email students regarding result release date on 3 March 2025.</p>
2024.082	<p>Advisors in SMS for students in BSc Mathematics with Computing</p> <p>EM asked whether it is possible to switch Advisors from EECS to SMS for students in BSc Mathematics with Computing, for advice on the programme and career development.</p> <p>WN replied that this would not be possible since EECS would be the programme home school, but SMS could look into allocating secondary Advisors from SMS for the students. WN added that students in the programme would be welcome to join the Learning Café as well.</p> <p>ACTION: JW and WN to explore possibility on allocating secondary Advisor from SMS for students in BSc Mathematics with Computing.</p> <p>WN asked whether students in the programme had been receiving emails from Careers and Enterprise Team regarding careers development support and events. EM replied that they only received emails from EECS.</p> <p>ACTION: WN to contact Sonia to see if email communications could also be send to this joint programme with EECS.</p>
2024.083	<p>Project for Year 3 students in BSc Mathematics with Computing</p> <p>EM asked whether it is possible to choose project supervisor from SMS, instead of EECS.</p> <p>WN replied that the project for Year 3 students in BSc Mathematics with Computing would be managed and controlled by EECS.</p> <p>There could be possibility, subject to approval from EECS, depending on the project title/ subject, to have a joint one, but it would mainly under the</p>

	EECS topic and EECS supervisor. Students with such request can contact SMS
2024.084	<p>MTH5103 Complex Variables – Q-Review</p> <p>JCMD noted that the Q-Review camera was facing the lecturer, but not the whiteboard, so it was difficult to see the content written on the board.</p> <p>OTSC added that sometimes even the alignment and framing of the camera was fine, the written text were not clear to be visible through Q-Review. The camera was positioned high up and had to zoom in far away. The lighting would make the words on the whiteboard not legible as well. It would be good if QReview can capture contents of 2 screens instead of 1, in addition to the camera.</p> <p>EM added that it would be good if Module Organiser could show the notes on the screen in parallel when writing notes on the whiteboard.</p> <p>WN replied that the video quality depends on the room setting. Some Module Organisers were using the overhead projector instead for written contents. Students could also feedback to the Module Organiser.</p> <p>CHC replied that the issue of QReview not framing to capture the whiteboard entirely, and the issue of handwritten contents not legible had been raised with IT. Updates from IT were that, the framing had been adjusted, but the resolution cannot be improved, the team from IT would contact the Module Organiser for further advice.</p> <p>ACTION: CHC to feedback to IT.</p> <p>[Post-meeting notes: A ticket with IT has been raised, we received update from IT saying that the camera position has now been corrected.]</p> <p>ACTION: CHC to feedback to the Module Organiser about student requesting to show in parallel the notes on the screen when writing notes on the whiteboard.</p> <p>[Post-meeting notes: Feedback has been passed to the Module Organiser.]</p>
2(c)	<p>Learning resources</p> <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2024.085	Library resources for students

	<p>JS reminded members for the availability of mathematics and statistics resources in the Library. It would be good for course representatives to remind their fellow students of the resources. Also, drop-ins for mathematics and statistics questions would still be available from Tuesdays and Thursdays 1400-1600 in the Library</p>
2024.086	<p>Programme availability in Library computers</p> <p>EM noted that some programmes needed for students in BSc Mathematics with Computing were not available from the computers in the Library. JS replied if EM could provide the name of the programmes specifically and the availability would be controlled by ITS. WN guessed that it would be Linux that EM was referring to and responded that EECS had their own computer labs that shared with SBBS. JS replied that Linux would not be available from the computers in the Library. WN would be sending EM a list that can be shared with the fellow students for locations of computer labs with Linux. JS added that the programme availability would be subject to licence available from ITS. There had been successful case where School's request for programme to be installed in the computers in the Library can be fulfilled.</p> <p>ACTION: CHC to pass the feedback to EECS.</p> <p>[Post-meeting notes: Feedback has been passed on to EECS.]</p> <p>ACTION: WN to send EM the list of Linux machine locations.</p>
2024.087	<p>Archive to Past Paper on QMplus</p> <p>OTSC asked whether students should still be able to access the Past Paper Archive on QMplus, students were able to access it before.</p> <p>MF replied that since there had been module changes over time, the style and syllabus for the paper might have been changed. Free access to the Archive had therefore been stopped. Instead, Module Organisers had been asked to put suitable past/ sample papers on their QMplus module page.</p>
2024.088	<p>Resources for revision and support for Exams in January</p> <p>JCMD noted that students were given enough resources.</p> <p>OTSC added that their modules had at least 2 papers for students' practice, as well as seminar/ tutorial questions. These were helpful resources. Questions appeared in the Exams were reasonable and in line with the expected syllabus and contents.</p> <p>EM noted that there had been confusion on the assessment format of MTH4500 Probability and Statistics, where the assessment format was different from students in other students in SMS.</p>

	WN apologised for the confusion and replied that this was the first year we conducted the Programme Level Assessment for Year 1 students, and asked whether students had contacted the Module Organiser to clear the confusion. Feedback would be helpful for the School to improve the arrangement for coming years.
2(d)	Student feedback (NSS/Module evaluations)
2024.089	The committee noted the following:
2024.090	<p>Updates on NSS</p> <p>MF reported that the School had been promoting NSS as much as we can with the Final Year Students. For the first couple of weeks, we had a good response rate. And final year students would be given some reminders during their Advisor Meetings.</p> <p>WN added that we had the highest response rate for medium size school and won £500 for organising events for finalist students. It would be suggested that students do the NSS early. Module evaluation would be starting in Week 8/9 for Semester B on the app.</p>
2024.091	<p>Response for Module Evaluation for Semester A</p> <p>WN added that most of the Module Organisers should have responded to the feedback received for modules in Semester A already. If there would be any outstanding one, we would send reminders to them to response to all the feedback and close the loop. Students would be welcome to contact us if there would still be outstanding ones.</p>
2(e)	Consideration of Student Experience Action Plan
2024.092	WN reported that this had not come forward yet. Course Representatives would be asked to do a final Student Voice Committee summary by Student Union. The reports would then feed into the Student Experience Action Plan to ensure that we are championing student voice.
Part 3 – Any Other Business	
2024.093	The following items were raised under Any Other Business:
2024.094	<p>MTH5005 Programming in Python II</p> <p>OTSC noted that students found the labs sessions in the module helpful.</p>
2024.095	<p>MTH4500 Probability and Statistics</p> <p>EM noted that the lab sessions in the module were helpful.</p> <p>EM added that students were given 4 codes in the 1 hour session.</p> <p>WN replied that there should only be 1 code for each session.</p> <p>ACTION: WN to look into this.</p>
2024.096	CampusM attendance data

	<p>OTSC suggested sending email reminders to both Module Organisers (to provide the code to students) and students (to enter the code on their phone).</p> <p>WN replied that the attendance data would be for internal use only. The data would mainly be for student support purpose. There would not be mark deductions. It would be the engagement that we look into, not just the attendance data.</p>
Part 4 – Date of the next meeting	
2024.097	Week 10 of Semester B

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2023.080b	Compile a list of and advertise existing summer bursary schemes to students.	RJ	ASAP		
2023.114c	Get in touch with cohort and encourage them to complete the NSS.	DM	ASAP		
2024.011b	Explore possibility to include library induction session during welcome week.	SR (to be followed up by HB)	ASAP		
2024.012	Pass on the feedback on Learning Café (there could be interruption in the discussion when people around are talking).	ML	ASAP		
2024.013	Inform members of academic staff to have consistency on the time to release code of Campus M.	ML	ASAP		
2024.016	Pass the feedback (provision of mock papers for each module would help students on revisions) to members of academic staff	ML	ASAP		
2024.017	Pass the feedback (provision of solutions to Past Papers would be preferred by students) to members of academic staff.	ML	ASAP		

2024.020	Follow up on the planning for next year for PLA	MF	ASAP		
2024.025	Follow up on the implementation of mid-module feedback collection and response.	ML	ASAP		
2024.043	Contact the Module Organiser to communicate more clearly to students in this module and to update the contents there on the module page.	ML	ASAP		
2024.045a	Contact SBM to see if communication could be enhanced so that 1) students understand high Turnitin result possibility and interpretation and 2) steps, processes and time allocation for reading and ticking Turnitin terms and agreement checkboxes before submitting.	ML	ASAP		
2024.045b	Explore possibility of having similar mock exam page for students to practice submission on QMplus like EECS.	CHC	ASAP		
2024.046	Follow up with the MO and IT on the issue	ML	ASAP		
2024.047a	Explore if the module selection template file can be shared with Advisors.	CHC	ASAP		
2024.047b	Contact EECS regarding module selection template file.	WN	ASAP		
2024.047c	Look into offering meetings for Year 3 students to share with Year 2 students on	ML	ASAP		

	module selection, module content and experience of taking certain modules.				
2024.050	Add link of QMUL module directory on QMPlus Advice page, so that Advisors can follow and read through the details before advising.	JW	ASAP		
2024.058	Further check with MF for more details on NSS.	PV	ASAP		
2024.064a	Explore adjusting the name as Exam Study Café etc when advertising to attract more students to attend.	ML	ASAP		
2024.064b	Take into consideration of having 1-to-1 during the holiday and study period.	ML	ASAP		
2024.064c	Contact all Module Organisers to make announcement to students in their class that we would continue the Learning Café in Week 12, and let students know that this would be an advantage for students.	ML	ASAP		
2024.071	Contact again for representative from Student Union.	WN	ASAP		
2024.072	Respond on feedback on whether students would prefer also having Welcome Week for Year 2 and 3.	OTSC	ASAP		
2024.076	Contact IT for the Q-Review issue of screen content not being captured in Q-Review and aspect ratio made it not legible	CHC	ASAP		

	and contact the Module Organiser of MTH5120 to share the slides/ any saved files of written contents to students and see if we should release recording of last year.				
2024.077	Contact all Module Organiser to send email reminders to students about assessment deadlines.	CHC	ASAP		
2024.078	Contact the Module Organiser of MTH5103 to have the assessment description on QMplus updated.	CHC	ASAP		
2024.079	Contact the Module Organiser of MTH5205 to send email reminder on deadlines.	CHC	ASAP		
2024.081	Email students regarding result release date on 3 March 2025.	WN	ASAP		
2024.082	Explore possibility on allocating secondary Advisor from SMS for students in BSc Mathematics with Computing.	JW and WN	ASAP		
2024.084a	Feedback to IT on Q-Review issue of MTH5103, that handwritten contents on the whiteboard is not legible, and angle of camera needs to be adjusted.	CHC	ASAP		
2024.084b	Feedback to the Module Organiser of MTH5103 about student requesting to show in parallel the notes on the screen when writing notes on the whiteboard.	CHC	ASAP		

2024.086a	Pass on feedback to EECS on student requesting Linus be available in Library computers.	CHC	ASAP		
2024.086b	Send EM the list of Linux machine locations.	WN	ASAP		
2024.095	Look into issue of students in a session being given with multiple CampusM code.	WN	ASAP		