

**School of Mathematical Sciences**

**Undergraduate Student Voice Committee**

**26 March 2025**

**Draft Minutes**

**Staff members present:**

<b>Name</b>	<b>Role</b>
Matthew Lewis (ML)	Lecturer / Director of Student Engagement/ Meeting Chair
Matt Fayers (MF)	Director of Education (Operations)
James Soderman (JS)	Faculty Liaison Librarian-Science and Engineering
Sonia Lassami (SL)	Careers Consultant
William Ng (WN)	Education Services Manager
Maria Patsou (MP)	Education Services Administrator
Chung Hin Chan (CHC)	Education Services Administrator / Meeting Secretary

**Student members present:**

<b>Name</b>	<b>Programme name and level</b>
Athisha Sivabalan	Computer Science and Mathematics Year 3 / Meeting Co-Chair
Emomalijon Murodzoda (EM)	Computer Science and Mathematics Year 2
Joel Callum Micah Daniel (JCMD)	Mathematics Year 2
Najifa Alam Naba	Economics, Statistics and Mathematics Year 1
Oliver Tak Shun Cheung (OTSC)	Financial Mathematics Year 2

**Apologies for absence:**

<b>Name</b>	<b>Role or programme and level</b>
Boris Khoruzhenko (BK)	Head of School
Claudia Garetto (CG)	Deputy Head of School
Pedro Vergel (PV)	Director of Education (Strategy)
Melania Nica (MN)	Senior Lecturer/ Deputy Director of Education
Justin Ward (JW)	Senior Lecturer/ Senior Tutor
Jacques Rogers	Information Skills Assistant
Harvey Abraham-Green (H AG)	Faculty Student Success and Engagement Manager
Florence Nicholson (FN)	Education Services Officer
Hamida Begum	Student Support Officer

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for members</b>
2024.098	The Student Co-Chair welcomed everyone to the meeting and members introduced themselves.
<b>1(b)</b>	<b>Apologies for Absence</b>
2024.099	The committee noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2024.100	The committee approved the minutes of the meeting held on 26.02.2025.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2024.101	<p>Updates from JW:  2024.050: This has been completed.  2024.082: This is still on progress.</p> <p>Updates from CHC:  2024.076: This has been completed. Post-meeting notes have been added in the minutes.  2024.077: This has been completed. Post-meeting notes have been added in the minutes.  2024.078: This has been completed. Post-meeting notes have been added in the minutes.  2024.079: This has been completed. Post-meeting notes have been added in the minutes.  2024.084a: This has been completed. Post-meeting notes have been added in the minutes.  2024.084b: This has been completed. Post-meeting notes have been added in the minutes.  2024.086a: This has been completed. Post-meeting notes have been added in the minutes.</p> <p>Updates from WN:  2024.086b: The Linus machines are located at the temporary building. We are discussing with EECS in terms of access for maths students, and it is not likely to be changed. Our IT lab with all the necessary softwares in MB302 is available to students when teaching ends, so that students can work on their projects or prepare for the exams. Those Linus machines in the Queens Building are for SBBS, where they are not accessible by students in SMS during teaching period. <b>ACTION: WN will further check if they could be open to students in SMS as well.</b>  2024.095: WN has looked into the issue. It is believed that it is due to back-to-back tutorial sessions, where the Module Organiser or Tutorial Lead was posting both to all students. They have been explained that students should only be given the code for the assigned session.</p> <p>[Post-meeting notes:  Updates from FN:</p>

	2024.047a: This has been completed.]
<b>1(e)</b>	<b>Terms of reference and membership</b>
2024.102	WN noted that there is no change from previous meeting.
<b>1(f)</b>	<b>Admissions, induction and enrolment</b>
2024.103	<p>WN noted that there will be change on the process of student ID card collection for new incoming students where they have to book a timeslot for collection.</p> <p>We do not currently offer induction to returning students, but in case students would prefer that, this can be considered.</p>
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2024.104	MF noted that there have been few changes on the structures of UG programmes. The details are available to students on the QMplus Maths landing page. Also, we are reviewing the assessment patterns to reduce the number of summative assessment items. Besides, the Programme Level Assessment (PLA) is being reviewed and this is in the planning stage for the coming year.
<b>2(b)</b>	<b>Student Feedback</b>
2024.105	Representatives reported on student feedback matters and the following points were noted:
2024.106	<p><b>MTH6105/MTH721P - Algorithmic Graph Theory</b></p> <p>AS noted that positive feedback has been received for this module. Students have been enjoying the module, the module structure is nice, especially to students in BSc Computer Science and Mathematics as the module provide concepts with more depth in a mathematical way and at the same time the contents are not too unfamiliar for them. The lecturer is very approachable when students have questions.</p>
2024.107	<p><b>Resources on Module Selection Advice</b></p> <p>ML received feedback from a student after his class that since Advisors of students in BSc Computer Science and Mathematics are from EECS instead of SMS, they had limitation in getting academic advice on maths modules apart from the module directory and QMplus.</p> <p><b>ACTION: ML to consider additional resources to offer academic advice to students in module selection, such as organising brief talks by Year 2 Module Organisers during Year 1 classes as well as Module Fair that EECS offer.</b></p> <p>AS noted that Panel events with students sharing their feedback after taking the modules, Module Fair and videos on QMplus description</p>

	<p>modules are available for students in facilitating their module selections in EECS, and these are helpful to students and worth considering by SMS.</p> <p>MF commented that we do not have videos, but we have module description documents on QMplus for student to access.</p> <p>Najifa noted that they have Module Fair from SEF where all Level 5 and 6 Module Organisers are available in the events on a Wednesday afternoon, students can know about the module content, level of difficulty, suitability to their career perspective. It was optional for students to attend, students who attended find that useful. This is not in a presentation style, but students are able to ask questions instead.</p>
2024.108	<p><b>MTH4500 Probability and Statistics</b></p> <p>EM noted some positive feedback collected for this module. The lecturer is approachable. The content material is constantly showing in the slides in the recordings so it is easy to follow.</p>
2024.109	<p><b>MTH5103 Complex Variables</b></p> <p>EM noted some positive feedback collected for this module. Although there were some issue on Q-Review, the lecturer is good and encouraged students to participate.</p>
<b>2(c)</b>	<p><b>Learning resources</b></p> <ul style="list-style-type: none"> <li>• Library facilities / materials (books, journals etc.)</li> <li>• QMplus</li> <li>• QReview</li> <li>• Updates from faculty E-learning forums</li> <li>• IT</li> </ul>
2024.110	<p>JS promoted Drop-in sessions that are available from Tuesday to Thursday 1400-1600, and sessions on Tuesday and Thursday focuses on Maths. He welcomed students to join.</p> <p>Workshops are available, students can have a look at the calendar on the academic skills website.</p>
2024.111	<p>SL promoted the following workshops and events for UG and PG students. SL also noted Maths Society that volunteers would be needed for the Alumni Event.</p> <ul style="list-style-type: none"> <li>• Tuesday 1st April (1pm): Careers Essentials Workshop on Job hunting (In person)</li> <li>• Wednesday 2nd April (1pm): Careers Essentials Workshop on Psychometric Testing (Online)</li> <li>• Wednesday 2nd April (3pm): SMS Alumni Event (In person)</li> <li>• Wednesday 9th April (11am): Spring Recruitment Fair (Online)</li> </ul>
<b>2(d)</b>	<b>Student feedback (NSS/Module evaluations)</b>

2024.112	The committee noted the following:
2024.113	MF noted the efforts from students in filling in the survey, where the response rate is higher than 50%. MF suggested student representatives to also encourage other students to take part in the survey since a higher response rate is just as important as positive responses.
2024.114	MF mentioned that it is hoped that Module Organisers in Semester A has addressed the feedback received and closed the feedback loop. For Semester B, the current response rate of module evaluation is quite low. It would be good for student representatives to encourage students to fill in the module evaluation survey.
<b>2(e)</b>	<b>Consideration of Student Experience Action Plan</b>
2024.115	There is nothing to report.
<b>Part 3 – Any Other Business</b>	
2024.116	The following items were raised under Any Other Business:
2024.117	WN noted that we are organising a Focus Group led by student course representatives, Dr. Robert Johnson and WN, to facilitate gathering student feedback on areas like engagement and assessments. The QM Academy has offered a 1-hour online recorded training session for all student course representatives interested, and therefore would like to check for availability. This could be included in the HEAR Report.
2024.118	<p><b>Online Revision Sessions before Exam Period</b></p> <p>AS noted the request of having online revision sessions to facilitate students in preparing for final exams raised previously, where students can receive assistance on past paper attempts.</p> <p>MF commented that we will have a new structure of online revision sessions. We might have online Drop-in sessions for Q&amp;A. Individual Module Organisers will inform students on the schedule. Ideally, there would be 2 sessions, one when teaching period ends and another just before exam period.</p>
2024.119	<p><b>Result release of January Exams and mid-term assessments in Semester 2</b></p> <p>EM asked when the result of January Exam and Semester mid-term assessments will be released.</p> <p>ML responded that the result release of mid-term assessments depends on Module Organisers.</p> <p>WN responded that since MTH4500 Probability and Statistics is a year-long module, the results do not officially get released on MySIS. As discussed with the Module Organiser, the results hopefully will be released by the end of the week via QMplus. Students wishing to obtain the result before that can contact the Module Organiser directly.</p>

	<p>EM asked whether the release period will be different for students in BSc Computer Science and Mathematics. WN responded that he will check with the Module Organiser.</p> <p><b>ACTION: WN to check for MTH4500 Probability and Statistics result release with the Module Organiser, especially students in BSc Computer Science and Mathematics.</b></p>
<b>Part 4 – Date of the next meeting</b>	
2024.	2025/26

### 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		
2024.047b	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 module selection, module content and experience of taking certain modules.	ML	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		
2024.081	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		
2024.086b	Send EM the list of Linux machine locations.	WN	ASAP		

	Further check if Linux machines from SBBS and EECS on campus could be open to students in SMS as well.				
2024.095	Look into issue of students in a session being given with multiple CampusM code.	WN	ASAP		
2024.107	Consider additional resources to offer academic advice to students in module selection, such as organising brief talks by Year 2 Module Organisers during Year 1 classes, Panel Event as well as Module Fair that EECS offers.	ML	ASAP		
2024.119	Check for MTH4500 Probability and Statistics result release with the Module Organiser, especially students in BSc Computer Science and Mathematics.	WN	ASAP		