

School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
Tuesday 3rd December 2024 | 11:00 – 12:00 | Scape Teaching Rooms: Room TR2 & MS Teams

Unconfirmed minutes

Staff members present:

Name	Role
Weini Huang (WH)	Chair
Claudia Garetto (CG)	Acting Head of School
Matthew Fayers (MF)	Director of Education
James Soderman (JS)	Academic Skills and Liaison Librarian
Pedro Vergel (PV)	MSc Financial Mathematics Programme Director
Lei Fang	Senior lecturer
Nicola Perra	Reader in applied mathematics
Ian Morris	Reader in Mathematical science

Student members present:

Name	Programme name and level
Ahmed Ziauddin Shaikh (AS)	MSc Data Analytics
Mathieu Jean Delehayé (MD)	MSC Financial Mathematics
Elisabetta Maria Moretti (EM)	MSc Financial Mathematics
Ricard Caiulo (RC)	MSc Data Analytics
Sushmitha Shivashankar Singh (SS)	MSc Data Analytics
Sathiyathevi Murugiah (SM)	MSc Actuarial Science and Data Analytics

Apologies for absence:

Name	Role or programme and level
Sajida Rahman	Student support officer
Anisha Chauhan	Education Service administrator
Hugo Maruri-Aguilar	Lecturer in statistics
Melania Nica	Senior lecturer in actuarial science
Oscar Bandtlow	Reader in mathematics
Harvey Abraham-Green	Faculty student engage and success manager

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2023.091	JW welcomed everyone to the PGT Student Voice meeting (formerly known as Student Staff Liaison Committee (SSLC)).
1(b)	Apologies for Absence
2024.01	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2024.02	The committee approved the minutes of the meeting held on 08.12.2023.
1(d)	Report on matters arising and actions taken
1(e)	Terms of reference and membership
2024.03	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
1(f)	Admissions, induction, and enrolment
2024.04	Nothing to report.
Part 2 – Student feedback, Programme Delivery, and other matters	
2(a)	Programme/module developments and amendments
2024.05	Nothing to report.
2(b)	Learning and teaching matters
2024.06	MD reported that the A/C was cold in the Maths Building, and that the water fountain in the School Hub did not work. Action: FN to speak to Diana Nsita about School facilitates and how we can improve them.
2024.07	EM raised issue with Programming with Python – students feel as though it is too difficult. From EM's experience, there's not enough questions. Similarly, there are no past exam papers. MF noted that there is a space in QMplus where past papers are uploaded – however EM noted that past papers was needed for the in-class coding papers. Action: WH to communicate with lecturers around past papers.

2024.08	EM also noted Probability and Statistics and that the it is difficult to follow the lectures because they consist of hand-written notes, and also that they would like more problems to solve. Also noted that the reading list was very “scattered” and not very well organised. Also noted that the students weren’t happy with the 80-20% structure of assessments as they feel like it is too much on one single assignment. WH noted that unfortunately this cannot be changed. SS noted that a sample/mock exam for the 80% portion would be helpful. Action for WH to investigate. SS also noted that students could have been better informed about the change from a quiz to a mini-project.
2024.09	The student reps for MSc Data Analytics noted that people were asking for past papers and sample questions to be released earlier. Action for FN and EST team: look into central resource on QMplus where past exam papers can be held.
2024.10	The availability of Bloomberg terminals for the Financial Markets module was also noted. PV noted that for that course access to Bloomberg data was not required, only for a login to a Bloomberg learning platform which could be done from anywhere. PV also noted that other Bloomberg terminals are available in the Graduate Centre for use.
2024.11	SS noted for Storing. Manipulating and Visualising Data that the assessment evaluation is not being returned quickly enough for students to analyse where to improve. Action for Nicola Perra to investigate.
2024.12	RC noted that one student was worried that three hours would not be enough for the midterm, and that on occasion lecture codes given by the lecturer did not work. Action for EST to investigate.
2024.13	SS noted that exemptions for more Actuarial Science modules would be ideal, as well as “sorting” out the timetable as having incongruent lecture/seminar times can mean people are not able to work whilst studying their degree.
2024.14	SS also notes that for Machine Learning and Python, it is a very dense assignment for 40% of the mark and that using R does not feel very “stats and maths”. The module organiser of this module was present in the meeting as one of the programme directors. The question is discussed directly during the meeting and the module organiser explained the rationale behind this. No further action required.

2024.15	<p>It was also noted for MSc Data Analytics that group work projects that it can be difficult to organise, especially for the formative assessment as some students may not do the work until the last minute, if at all. It was also noted that differing groups for the formative and summative group work was also not ideal.</p> <p>LF has responded to the feedback about the following topic: group work and frustrations with some members not contributing. She states that group work is not graded, hence this will not affect the students' grades.</p> <p>She also acknowledges the frustrations around participation but to tackle this- students have been asked to document their contribution which is followed up by members of staff. She encourages presentations as it is an excellent opportunity for students to practice their communication and leadership skills.</p>
2(c)	Assessment and feedback
	<i>Please see section 2(b)</i>
2(d)	Academic support
2024.16	Nothing to note.
2(e)	Organisation and communication
2024.17	Nothing to note
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
2024.18	JS explained that the Library offers a lot of help with both books and skills, as well as online asynchronous modules. He also notes that they are running workshops which last around 15 minutes, usually around lunchtime.
2024.19	MD noted that the Library is really busy most of the time and it is hard to find a place to sit. JS notes that it may be helpful to go outside of peak time, and also make of the Graduate Centre, and the postgraduate study room on the 3rd floor.
2(g)	Student feedback (PTES/UKES/Module evaluations)
2024.20	WH noted that in Semester B they will be opening the Postgraduate Teaching Students Survey – emails will be sent out as the next SVC meeting will not happen until afterwards.
2(h)	Consideration of External Examiner reports

2023.21	WH explained the purpose of the external examination reports to everyone present, and that the reports were good.
Part 3 – Any Other Business	
2024.22	Nothing to note.
Part 4 – Date of the next meeting	
2023.23	Week 3 of Spring term

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2024.06	A/C too cold and water fountain facilities broken	FN / EST team	ASAP	Not completed	
2024.07	Communicate with lecturers around dissemination of exam/past papers	WH	ASAP	completed	
2024.08	Investigate complaints around Probability and Statistics lectures being hard to follow	WH	ASAP	half completed	WH has emailed the lecture with all feedback of students. No response.
2024.09	Investigation into possible central space for past papers to be located	FN / EST team	ASAP	Not completed	
2024.11	Assessment evaluation timings for SMVD	NP	ASAP	Not completed	
2024.12	Incorrect / no lecture codes given out	EST team	ASAP	Not completed	