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School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
Tuesday 11ᵗʰ February 2025 | 13:00 – 15:00 | MB-502 Committee Room & MS Teams

Unconfirmed minutes

Staff members present:

Name	Role
Weini Huang (WH)	Chair
Boris Khoruzhenko	Head of School
Matthew Fayers (MF)	Director of Education
Oscar Bandtlow	Reader in mathematics
Pedro Vergel (PV)	MSc Financial Mathematics Programme Director
Lei Fang	Senior lecturer
Nicola Perra	Reader in applied mathematics
Ian Morris	Reader in Mathematical science
William Ng	Education Services Manager
James Soderman (JS)	Academic Skills and Liaison Librarian
Florence Nicholson	Education Services Officer
Chung-Hin Chan	Education Service administrator

Student members present:

Name	Programme name and level
Ahmed Ziauddin Shaikh (AS)	MSc Data Analytics
Mathieu Jean Delehaye (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
Benjamin Frank Peter English (BE)	MSc Actuarial and Risk Management

Apologies for absence:

Name	Role or programme and level
Claudia Garetto (CG)	Acting Head of School
Hamida Begum	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 Engagement and Success Manager
Sonia Lassami	Careers

Part 1 – Preliminary Items	
1(a)	**Welcome and introduction for new members**
2024.024	JW welcomed everyone to the PGT Student Voice meeting (formerly known as Student Staff Liaison Committee (SSLC). All staff and Course Reps introduced themselves.
1(b)	**Apologies for Absence**
2024.025	The meeting noted the apologies from members as recorded above.
1(c)	**Minutes of the previous meeting**
2024.026	The committee approved the minutes of the meeting held on 03.12.2024.
1(d)	**Report on matters arising and actions taken**
2024.027	It was noted that all actions had been completed and resolved from the last meeting.
2024.028	It was noted that past papers are being looked into, and all modules will provide sample papers. As some past papers are in different formats it was noted these may not be helpful, but the relevant past papers will be made available for modules. It was noted that Sample papers are more useful as these are in the structure of this year's exam paper.
2024.029	It was noted the marks for MTH765P have been released now and apology for some slight delay in releasing these.
2024.030	It was noted that some Lecturers forget to put the code up in lectures to record attendance. It was noted that this is for internal engagement only and students will not be disadvantaged if the code is not provided. Lecturers did ask students to remind them as they sometimes staff do forget.
1(e)	**Terms of reference and membership**
2024.031	The committee noted the terms and reference and membership of the Student Voice Committee.

1(f)	**Admissions, induction, and enrolment**
2024.032	Nothing to report.

Part 2 – Student feedback, Programme Delivery, and other matters	
2(a)	**Programme/module developments and amendments**
2024.033	It was noted that PV are reviewing the assessment profiles for all modules so there will be changes for next year. But other than that, there is no intention to introduce or withdraw modules at this stage, but we are reviewing our modules going forward.
2(b)	**Learning and teaching matters**
2024.034	It was noted that there for the module MTH762P the room is a little small and the lecturer of the previous module always finishes late so delays the lecture for this module. **ACTION**
2024.035	It was noted that students wanted some more information about the dissertation. OB provided information on how students will be allocated, when students will hear, how meetings are arranged, timeline, what to expect etc. OB mentioned all students will be sent more information in the next couple of weeks and then the first meetings will be organised with the relevant Supervisors.
2024.036	MSc Data Analytics students had some feedback regarding possibility of being taught PowerBI. Tableau. NP explained the reason why this was not taught in MTH765P and explained other software will be taught instead and the reason for this. It was noted this item will be taken offline for further discussion outside of the SVC to discuss the tools being used and taught.
2024.037	Some Module Organisers have provided reason for not releasing lecture notes early but some Lecturers have provided additional resources to make up for this, but some can Lecturers be asked to do this for there modules to support students. **ACTION**
2024.038	It was noted that some students on the programme felt Sem A was too foundational and not as applied. NP noted Sem B is more applied and hands on following the more so-called theory modules.
2(c)	**Assessment and feedback**

2024.039	It was noted that exam results from January 2025 will be released on 3rd March 2025 and these will be provisional results.
2024.040	It was noted there was some uncertainty about the assessment for Actuarial students for MTH783P Time Series for Business. WH noted that information will be provided very soon for this module. **ACTION**
2024.041	It was noted that students were concerned about clashing mid-terms as some assessments take place in the classes. WN responded and confirmed that assessments will not clash, and these are being reviewed to ensure the assessments are spaced out as much as possible to support students but there will be no clashing.
2024.042	Would be nice to have some more example and practice questions like the mid-terms and assessments. It was noted this is not a mandatory requirement but will ask MOs to see if this is possible. **ACTION**
2(d)	**Academic support**
2024.043	Nothing to note.
2(e)	**Organisation and communication**
2024.044	It was noted a number of timetabling issues occurred due to an issue with the 'Scientia' timetabling system following the migration of the system onto the Cloud. This meant the School lost access for one/two weeks so we could not make changes or allocate students once modules were changed. It was confirmed this has now been fixed and EST has updated all changes and timetables.
2024.045	It was noted there are still some minor clashes for some students and some students have full week timetables, large gaps or one lecture a day so does not allow for part-time work. WN noted that this is due to the number of electives available but made a note that this will be looked into to see if timetables can be adjusted but there are no guarantees. WN noted the School has offered Live Streaming on modules which allow for this to help support. **ACTION**
2024.046	It was noted that some students have been made aware that the tuition fee has been lowered for the MSc Financial mathematics programme and students are concerned this means that the value and reputation of the MSc will be lowered and affect employment. MF confirmed this was something the previous DoE was working on and this related to

5	Admissions and Marketing reasons, but the programme is still the same and the teaching, structure and reputation will be the same. The Academic Standards are not changing for the programme.
2024.047	WN noted that the Exam Timetable for the August LSR period is usually released in mid-July.
2(f)	**Learning resources** • **Library facilities / materials (books, journals etc.)** • **QMplus** • **QReview** • **Updates from faculty E-learning forums** • **IT**
2024.048	It was noted there were major issues with QReview in the first two weeks. These have now been resolved but it does leave a void of two weeks. Will ask to see if old QReviews can be made available as a support mechanism.
2024.049	Issues with cameras not working. Was noted that Doc Cams are the best option. **ACTION**
2024.050	JS provided a reminder that we are in bite size month so there will still be 50 minutes workshops happening right now and also dissertation workshops.
2024.051	Students provided positive feedback on the Library including ability to book seats and lots of space available to book and use.
2024.052	OB and JS to discuss outside of the SVC on Dissertation Support Sessions for MSc Dissertation Students and to send the information to all students when these sessions have been confirmed. **ACTION**
2(g)	**Student feedback (PTES/UKES/Module evaluations)**
2024.053	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**
2024.054	Nothing to report
Part 3 – Any Other Business	
2024.055	Nothing to note.

Part 4 – Date of the next meeting	
2024.056	Week 8 of Spring term

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2024.034	WN to speak with Lecturer in the room before about finishing on time and see if bigger room available	WN	ASAP	Completed	Yes
2024.0037	WN to ask Module Organisers to provide Lecture notes in advance or additional resources	WN	ASAP	Completed	Yes - Partially
2024.040	WH to send further email on assessment structure for MTH783P	WH	ASAP	Completed	Yes
2024.042	WN to ask Module Organisers to provide more questions or sample courseworks, tests, midterms etc.	WN	ASAP	Completed	Yes
2024.045	Check timetables of all students to see if any changes can be made	WN	ASAP	Completed	Yes – but not many changes possible
2024.049	WN to look into QReview queries	WN	ASAP	Completed	Yes
2024.051	Arrange and send information on Dissertation Support Sessions for MSc Dissertation Students	OB and JS	ASAP		