

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
Friday 14th March 2025 | 15:00 – 16:30 | MB-502 Committee Room & MS Teams**

Unconfirmed minutes

Staff members present:

Name	Role
Weini Huang (WH)	Chair
Hugo Maruri-Aguilar	Lecturer in statistics
Matthew Fayers (MF)	Director of Education
Oscar Bandtlow	Reader in mathematics
Pedro Vergel (PV)	MSc Financial Mathematics Programme Director
Oscar Bandtlow	Reader in mathematics
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
Maria Patsou	Education Service administrator

Student members present:

Name	Programme name and level
Ahmed Ziauddin Shaikh (AS)	MSc Data Analytics
Mathieu Jean Delehayé (MD)	MSC Financial Mathematics
Antoine Alexis Aurelien Georges	MSc Risk Analytics
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
Boris Khoruzhenko	Head of School

Hamida Begum	Student support officer
Anisha Chauhan	Education Service administrator
Elisabetta Maria Moretti (EM)	MSc Financial Mathematics
Melania Nica	Senior lecturer in actuarial science
Lei Fang	Senior Lecturer
Harvey Abraham-Green	Faculty Student Engagement and Success Manager
Sonia Lassami	Careers

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2024.057	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
2024.058	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2024.059	The committee approved the minutes of the meeting held on 03.12.2024.
1(d)	Report on matters arising and actions taken
2024.060	It was noted that all actions had been completed and resolved from the last meeting.
2024.061	It was noted that WN spoke with the Lecturer and they confirmed the issue should have been resolved. It was noted the issue of the room is still an issue and being looked into.
2024.062	It was noted most QReview issues have been resolved but noted some new reported issues have been raised.
2024.063	It was noted that all Lecturers were reminded to provide notes in advance if possible or provide reason for not doing this.
2024.064	Oscar and James confirmed that the information on the dissertation support has been placed onto the QMplus page but an information will be sent out to students.
2024.065	It was noted that sample in-term assessments were mandatory but Module Organisers were asked if it'll be possible to add some to QMplus pages or some additional questions/examples for students to work on.

2024.066	It was noted that the dissertation page will be advertised to students again so they are aware of the support available from the Library.
1(e)	Terms of reference and membership
2024.067	The committee noted the terms and reference and membership of the Student Voice Committee.
1(f)	Admissions, induction, and enrolment
2024.068	Nothing to report.
Part 2 – Student feedback, Programme Delivery, and other matters	
2(a)	Programme/module developments and amendments
2024.069	Nothing to report.
2(b)	Learning and teaching matters
2024.070	It would be nice to get a bigger room for MTH762P and one with QReview. ACTION
2024.071	It was noted there was a query about the dissertation allocations and support but this has been resolved in earlier in this meeting.
2(c)	Assessment and feedback
2024.072	It was reported that students found the MTH773P mid-term a bit difficult and felt there was a bit too much to do within the allowed time. ACTION
2024.073	It was reported that students on MTH7014P felt the deadline for the mid-term was a bit short as students were only given 6 days to complete this and most students on the course are part-time students so didn't have enough time to dedicate to the coursework. ACTION
2024.074	It was reported that students felt 2 hours was not enough time for the Graphs and Networks mid-term to complete and upload. It was noted the mid-term was designed to be completed in 90 minutes with 30 minutes to scan and upload. It was noted this will be feedback to the Module Organiser for future feedback on the duration of mid-term.
2024.075	It was reported if MTH767P and MTH741P Module Organisers could provide a bit more clear communication on the structure of the final

	assessments for the modules on QMplus as this would help students in preparation for the final exam. ACTION
2(d)	Academic support
2024.076	Nothing to note.
2(e)	Organisation and communication
2024.077	It was asked if it'll be possible to get an explanation via email etc. from Dr Fayers or Dr Vergel regarding the query about the lower of entry requirements on the MSc Financial Mathematics programme. Students are still a bit worried about the reputation consequence about this and would help if there was a written explanation and to confirm this does not mean a drop in the reputation of the MSc and the academic standards to help put students minds at ease. ACTION
2024.078	It was noted some students were wondering when Dissertation Supervisors would be reaching out. Dr Bandtlow had already provided feedback on this earlier in the meeting, so this has been resolved. Dr Bandtlow mentioned that students are more than welcome to proactively contact their assigned Dissertation Supervisors.
2024.079	It was raised that students on MSc Risk Analytics have submitted their dissertation topics a month ago but not received an allocation yet. Dr Bandtlow mentioned there was a slight delay with MSc Risk Analytics but they should be out within the next week so apologises for the delay.
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
2024.080	OB and JS to email about all the Dissertation Support Sessions for MSc Dissertation Students as agreed earlier in the meeting.
2(g)	Student feedback (PTES/UKES/Module evaluations)
2024.081	WH noted that the Postgraduate Teaching Students Survey is live and encouraged students to complete this and remind students on their cohort to complete this.

2(h)	Consideration of External Examiner reports
2024.082	Nothing to report
Part 3 – Any Other Business	
2024.083	Nothing to note.
Part 4 – Date of the next meeting	
2024.084	To discuss in meeting and decide – July/August 2025?

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2024.070	Bigger room for MTH762P and one with QReview.	WN	ASAP	On-going	Yes - Partially
2024.072	Feedback to MO regarding MTH773P mid-term	WN	ASAP	Completed	Yes - Partially
2024.073	Feedback to MO regarding MTH7014P mid-term	WN	ASAP	Completed	Yes - Partially
2024.075	Ask MOs to provide clearer information on QMplus regarding final assessments for MTH767P and MTH741P	WN	ASAP	Completed	Yes - Partially
2024.077	Written communication on the decision to reduce the entry requirements of the MSc Financial Mathematics programme	MF and PV	ASAP	On-going	