

**MSc Staff Student Liaison Committee Meeting**  
**11am-12pm, Wednesday 28 March 2018**  
**Appleton Tower, 7.14**

**Present:** P Jackson (chair and MSc year organiser), E Muller (MSc student rep), J Wong (MSc student rep), S Stewart (PGT Administrator)

**1. Introduction and overview of SSLC:**

The meeting opened with a brief introduction from the MSc Year Organiser on the purpose of the meeting, mainly to gain feedback to help enhance student's experience for the next academic year.

**2. Comments on MSc courses:**

ATFD

No complaints reported.

BIO2

Overall fine – no complaints reported.

CQI

No complaints reported.

DME

This is the first year that lecturer, A Onken, ran this course. Students reported that too much time was spent on certain topics, and it appeared that the lecturer, was not aware of the feedback from previous year which highlights this. MLPR and PMR are set as co-requisites for DME, however there is overlap of course material between DME, MLPR and PMR, and therefore students felt that that having these as co-requisites was not necessary; and it also limits the courses students can take.

DMR

Lecturer and lectures were reported as good. However, for a 10 credit course there was a lot of coursework, almost as much as a 20 credit course, this resulted in some students leaving the course.

IPP

Students reported that there is inconsistency amongst tutors. Similar to IRR, however there was better communication in general. The project allocation was delayed and lack of communication here frustrated students. Students reported that it would be beneficial to have access to the previous year's projects at the start of the academic year so that students can have a better idea of which courses to take that would put them in better standing with receiving their preferred project when it comes to project allocation. There is 2015/16 projects available on DPMT but not 2016/17 - Is there an archive functionality to DPMT that does this?

MDI

No complaints reported.

### MI

No complaints reported.

### NIP

No complaints reported.

### PMR

Enjoyable course, with the lecturer putting lots of effort into lectures. Tutorial attendance was poor – there was a lot of preparation to do for tutorials, however it would be helpful if emphasised in future, that it is still beneficial for students to attend the tutorials even if they haven't done the prep-work; also would be beneficial to let students know what the purpose is of the tutorials. Concern from students with regard to open book exams and the lack of books at the library for this, meaning students need to obtain copies another way, which is not ideal.

### RL

Lectures were not very good or clear – Students reported that they used YouTube videos which were more beneficial. For next year – would be beneficial to have more clarity of set up of course at outset.

### RLSC

Good. Would be beneficial to have tutorials for this course, to go over exercises, especially before assignments are due to be handed in.

### THF

Okay – course didn't cover much or very beneficial. Could cover more material.

## **3. Comments on other courses:**

### SP

Lecturer crammed lots of missed material from the industrial strike action into two weeks – is this against university policy – No.

### SAPM

No feedback from formative part of coursework – final part of coursework due tomorrow (29/03/18); students reported that some things from the course were not followed through on.

### ST

Students reported that they have had to find material elsewhere to be able to do coursework as material not covered in course due to industrial strike action.

## **4. General Issues about the year and specific courses:**

### IRR

More communication with regard to IRR marks and feedback would be beneficial. Student reps reminded by ITO PGT Administrator, S Stewart, that marks will be released once they have been ratified by the Board of Examiners in June, and that feedback will be available for students as soon as possible. There has been disruption in attaining the feedback from the markers, ITO are continually trying to

get this and also have escalated this to higher management; deepest apologies passed on to students for their wait regarding feedback and thanks for their patience.

### **5. Comments on Computer Facilities, labs, study and social spaces:**

Students suggested it would be beneficial to have a help site that highlights the etiquette for using computers. It would be useful to have this and any other important information at the top of the webpage, as it would be easier to see. Reported that many students would hog machines with running long reports, and that regular reminders for not doing so would be beneficial – perhaps also mention this as the DICE induction. Would be beneficial to have signs at printers of where to get resources for printers and computing support details.

### **6. Comments on Computing Support:**

No complaints reported.

### **7. Comments on ITO Support:**

Students reported that some felt intimidated when coming for help at the ITO office – apologies made on behalf of team by S Stewart, and passed on to rest of ITO team for future improvement.

### **8. AOB:**

ITO Actions:

- Course Feedback Officer, I Stark; Course Feedback Course Administrator, S Stewart:  
It would be beneficial to advertise more with regard to course feedback to course lectures in the future so that they are more aware. ACTIONED – more advertisement was sent out during the weeks that course feedback surveys were running and used various ways/media in doing this; and IN PROCESS – collation of course feedback material still in progress, information will be sent to course lecturers for comment shortly.
- BoS Administrative Secretary, A Welsh:  
Pass on information regarding possible revision of co-requisites of MLPR and PMR. ACTIONED.
- Director of Teaching, S Anderson:  
For Consideration: No standard guidelines on what courses equate to – i.e. 10 hours of work per 1 credit. However for some courses (eg. DMR) the workload reflected more toward a 20 credit course. ACTIONED.  
General comment: Students reported that it would be beneficial to have coursework spread across the semester rather than too close together. ACTIONED.  
Check whether IPP can be submitted as electronic copy only – ACTIONED and approved.  
Open book exams in future where books may be required – is it possible to have a table of formulas for students to use instead? Or perhaps look into

lack of books at the library? Students feel it is unreasonable to buy a textbook for an open exam. ACTIONED.

To see whether course organisers can spend time on their course webpages to include information on the benefits of attending tutorials/what to expect from them. Are there any links on the 'values and benefits to tutorials' that could be put on to course webpages? ACTIONED.

Specific courses, such as MLP, can they put information regarding running long jobs and the etiquette of using computers on their course webpage? Students suggested putting this by plagiarism section of course webpage. ACTIONED.

- MSc Project Manager, R Mayr:

Is it possible to have previous academic year's projects available to students at start of new academic year, so that students can have a better idea of which pre-requisite courses they may need to have better chance of getting their preferred project when it comes to project allocation later in the year? Is there an archive functionality to DPMT that does this? ACTIONED.

- Senior Personal Tutor, J Bradfield:

Pass on to Personal Tutors to make stronger suggestions/advice more emphatically that students split their courses evenly across the year (60 credits per semester. ACTIONED.

- Computing Support:

Consider having a help site that highlights the etiquette for using computers. It would be useful to have this and any other important information at the top of the webpage. Reported that many students would hog machines with running long reports, and that regular reminders for not doing so would be beneficial – perhaps also mention this as the DICE induction. ACTIONED.

- G Bell and N Heatley:

Microwave – can this be reinstalled for next academic year? ACTIONED.  
Level 9 – when will this be available for MSc students to use? ACTIONED.

- ITO:

Put signs at printers of where to get resources for printers and computing support details – In process.

- PGT Administrator, S Stewart:

Send out MSc Handbook to students as reminder and clarification. ACTIONED.