

Minutes of the Graduate Staff-Student Liaison Committee (SSLC) meeting

Date: 29th April 2020

Place: Held online via Microsoft Teams

Time: 12:00 – 13:00

Attendees:

Staff representatives

Jeremy Smith	Head of Department
Alex Karalis Isaac	Deputy Director of PGT programmes (MSc)
Robin Naylor	Director of Studies
Kelly Taylor	Head of Administration (Teaching and Learning)
Helen Riley	Library representative
Stephanie Redding	Senior Careers Consultant
Lucia Ashley	Student engagement and experience coordinator

Student representatives

Catherine Ojo	MSc Econ (Chair)
Sambhav Choudhury	MSc EIFE (Secretary)
Arinola Lawal	MSc BES
Aisha Intesar	MSc Econ
Pratik Sanghvi	MSc Econ
Alex Li	MSc Econ

Apologies

Carolyn Andrews	Postgraduate Taught Programmes Manager
Eugene Malthouse	MSc EIFE

1. Membership of the Committee

- The meeting was held online via Microsoft Teams for the first time this year due to the Covid-19 pandemic.
- Everyone introduced themselves and the meeting began.

2. Minutes of the meeting held on 11th March 2020 (attached)

- The secretary highlighted some of the key issues raised in the previous meeting.

3. Matters arising

- Nothing discussed

4. Learning Resources (Library/IT)

- Helen Riley encouraged students to check the library website regularly for updates
- The library has been buying a lot of e-books and approaching publishers based on student requests
- Additional resources have been provided on the student homepage for use during the pandemic
- Important books have been made available on 'Coretext'
- Helen also mentioned that there will be no fines on books that are currently with students
- A new valuable resource known as 'ICON Online' has been made available for students to access data on stocks

5. Skills Development and Careers

- Stephanie Redding mentioned that all one-on-one meetings have been moved online via platforms such as Skype and Microsoft Teams
- New facilities have been provided for students to join workshops online
- Job application support is now available online
- Webinars have been organised in collaboration with 'Bright Network' for students
- The careers blog is also active for students to access information
- All Term 3 seminars have been cancelled and replaced by video recordings

6. Teaching and Learning

- Summary of Module Evaluation comments: Spring term 2019-20
- Generally positive feedback along with substantial participation with 90% of the students selecting 'agree' as their response. However, there were chances of having misunderstood the question on the feedback.
- Stata video resources were available for all MSc Economics students

7. Student Engagement and Support

- Technical practice papers have been made available for students to practice and get familiar with the format of the online exams
- The economics webpages has been updated with all the module leaders' new virtual office hours for Term 3

- Students are encouraged to meet teachers online
- 2 days prior to the exam, key information regarding that particular exam will be mailed to the students
- Encourage students to approach for pastoral support
- WBS: An email has been sent to WBS to inform the WBS students who take modules from the economics department of the format of assessment/exams going to be used in the economics department

8. Assessment and Feedback

- Written exams: 2 hours of writing, 45 minutes for upload
- BES didn't have extension on all their assignments, which led them to face mitigating circumstances while submission
- A new grading system has been introduced by the postgraduate department: Final scores will be calculated by taking best 120 CATs out of total 184 CATs.
- Most students seem to be happy with this new grading system
- The chair raised a concern regarding the level of strictness applied in marking for the open book exams.
- The response given was that the marking will remain the same for the online open book exams as though it were the exams written physically. The examination standard remain the same.
- There will be penalty for plagiarism and zero marks allocated to students who directly reproduce answers from the lecture notes. Students are therefore expected to demonstrate a clear understanding of the subject by using their own words to answer the questions rather than summarising online resources.
- There is a penalty for late submission that has been set by university (not by the department); hence students are advised to stick to the time allotted for writing the exams and avoid spill over into the time allocated for uploading the exam papers online.

9. Dissertation

- Most students are busy with exam preparation and have therefore deferred dissertation work until after exams
- A reminder was made regarding the dissertation module available on Moodle that consists of guidelines and information on structuring and writing dissertations

10. Organisation of the course

- Nothing discussed

11. Equality, Diversity and Inclusion

- Nothing discussed

12. Any other business

- Nothing discussed