

School of Life Sciences
PGT Student Voice Group Meeting
Held on Tuesday 26th November 2019 at 1.00 p.m.
Room 6.22

Apologies	Attended	
Dr Michael Steinke (PGT Director/Tropical Marine Biology Course Director) Dr Mike Hough (MSc Biotechnology Course Director) Mrs Denise Green (Acting School Manager) Miss Yeliz Karabulut (MSc Molecular Medicine Course Representative)	Students: Miss Sarah Jane Evans (MSc Biotechnology Course Representative) Ms Dorka Nagy (MSc Molecular Medicine Course Representative) Mr Adam Nixon (MSc Tropical Marine Biology Course Representative)	Staff: Dr Vassiliy Bavro (MSc Molecular Medicine Course Director) Mrs Nicola Reason (PGT Administrator)

No.	Item	
01/19	Approval of Draft Minutes	The minutes of the meeting held on 11 th March 2019 were approved as a correct record.
02/19	Update on Actions	It was believed that all actions had been carried out with the exception of:- 33/18 – Dr Bavro would meet with Dr Hough to discuss inviting past alumni students to speak to the current students via Skype in the BS985-7-FY Professional Skills module. It was thought that a 'Hot Topic' Seminar could be swapped to accommodate this session. Dr Hough would also need to speak to Dr Zwacka and Dr Whitby to obtain names of past alumni students. Action: VB and MH
03/19	Election of a Co-Chair	The Course Representatives viewed the Chair/Co-Chair information circulated with the agenda. Mr Adam Nixon volunteered to undertake the role of Co-Chair. Mrs Reason would contact the Student Union to arrange the necessary training. Action: NR

	Section A – Student Business	
04/19	<p><u>MSc Tropical Marine Biology</u></p> <p>1) BS707-7-FY “DMS production in Aptasia sp” Practical Write-Up</p>	<p>The MSc Tropical Marine Biology students advised that they felt unprepared for the statistics element in the BS707 Practical write-up as they were expected to run statistics and had only received two/three lectures in ‘R’. They also commented that the word count was too low and the coursework was scheduled too early in the year. Mrs Reason advised that she had sought a response from Dr Steinke prior to the meeting:- Dr Steinke had warned the students that it was a challenging practical. He had arranged a seminar prior to the practical session to prepare the students and had also organised an on-line chat on Moodle which gave the students’ ample opportunity to ask questions. He advised that students had to be better prepared for the coursework assignments, there were only deadlines in Weeks 4 and 5, so there was sufficient time for students to undertake the assignment for the deadline at the end of Week 7.</p>
05/19	2) Communication Skills Lectures	<p>The international students’ raised that they were unfamiliar with writing posters and giving presentations as they were not required to do this at Undergraduate level. They commented that the communication skills lectures were not detailed enough and requested additional help with this. Mrs Reason agreed to feed this back to Dr Steinke.</p> <p>Action: NR</p>
06/19	3) Dr Van Der Ven’s lectures in BS706-7-FY Module	<p>The students’ advised that they had found Dr Van Der Ven’s lectures very engaging and they could tell that she was genuinely passionate and enjoyed discussing her subjects of interest in the class.</p> <p>Mrs Reason thanked the students’ for their comments and advised that it was great to get some positive feedback. Dr Steinke would be asked to feed back the comments to Dr Van Der Ven.</p> <p>Action: MS</p>

07/19	<p><u>MSc Biotechnology</u></p> <p>1) Snap Gene</p>	<p>Miss Evans raised that the students' were expected to use Snap Gene in the BS934-7-AU (Gene Technology and Synthetic Biology) module, however the Module Supervisor was not familiar with the programme. As a result, it took a long time for the students to learn how to use it. Miss Evans advised that in future it would be useful to have further guidance on using Snap Gene. Dr Bavro and Dr Hough would feed back the comment to the Module Supervisor and it was suggested that a training session was scheduled for the students.</p> <p>Action: VB and MH</p>
08/19	2) Delivery of BS934-7-AU Module	<p>Miss Evans and Ms Nagy commented that they had been dissatisfied with the delivery of the BS934-7-AU Module. However they commented that the PhD student assisting in the practical sessions had been very helpful. They advised that they had provided feedback on the module via the Student Assessment of Teaching (SAMT) Questionnaire. Dr Bavro advised that the issue and feedback from the SAMT would be raised with the Module Supervisor.</p>
09/19	3) BS934-7-AU Practical with Dr Metodiev	<p>Miss Evans and Ms Nagy commented that the BS934-7-AU Practical Session facilitated by Dr Metodiev was very good. Dr Bavro agreed to feed this back to Dr Metodiev.</p> <p>Action: VB</p>
10/19	<p><u>MSc Molecular Medicine</u></p> <p>1) EndNote</p>	<p>Ms Nagy advised that a number of students' had experienced problems with EndNote. As a result, the students' had switched to using Mendeley. It was suggested that Greg Cadge (Subject Librarian) delivered an additional session on EndNote/Mendeley in the BS985-7-FY and BS708-7-FY Professional Skills Modules towards the end of the Spring Term (before the students' commenced their MSc Research Project). Mr Cadge would also be asked to produce a User Guide to be uploaded to Moodle for the students' to access. Dr Hough and Dr Steinke would be asked to liaise with Greg Cadge and get the session timetabled with the School Timetabling Officer.</p> <p>Action: MH and MS</p>

11/19	Timeliness and Quality of Feedback	Mr Nixon confirmed that the MSc Tropical Marine Biology students had received their first piece of feedback. He advised that the students' liked the detailed feedback. The MSc Biotechnology and Molecular Medicine students had been advised that there was a delay in the return of feedback for the BS985-7-FY Summary of a Scientific Paper so they were unable to comment at this point.
12/19	Materials on Moodle and in PGT Student Handbook/Module Handbooks	The Course Representatives commented that they were happy with the Module Handbooks. They liked that the Module Handbooks included the marking criteria so they could see what the markers were looking for. They also found the supplementary material on Moodle useful.
13/19	Operation of PGT Support Arrangements	The Course Representatives were reminded that for the MSc Biotechnology and Molecular Medicine students their MSc Course Director was their Personal Tutor. Mrs Reason had circulated the Academic Support Hours for the MSc Biotechnology and Molecular Medicine Course Directors by e-mail. The Student Course Representatives were also reminded that if their matter was extremely urgent, they could e-mail their MSc Course Director outside of their Academic Support Hours. Due to the number of Tropical Marine Biology students, the students had been allocated a personal tutor and they had been informed of their tutor's name. If students did not wish to speak to their MSc Course Director about a certain issue, they could speak to Dr Steinke, PGT Director during his Academic Support Hours or Dr Louise Beard the Senior Tutor.
	Section B – School Business	
14/19	Annual Review of Courses (ARC) 2018/19	Mrs Reason explained that the purpose of the Annual Review of Courses (ARC) was to reflect on the previous academic year and review the MSc Courses, Student Assessment of Modules and Teaching (SAMT), student feedback and the External Examiner Reports to plan for the forthcoming academic year. The deadline for the submission of the ARC to the Quality and Academic Development Office was 29 th January 2020. Mrs Reason agreed to circulate a copy of the ARC to the Course

		Representatives in mid-January for their information/comments. Action: NR, Course Representatives
15/19	External Examiners Reports	Mrs Reason explained that following the Final Exam Boards, the External Examiners submit a report and the School are required to respond to any issues raised by the External Examiner. The Final Exam Board had only recently taken place so the MSc Biotechnology/Molecular Medicine and MSc Tropical Marine Biology External Examiner reports had yet to be submitted, however these would be brought to the Spring Term meeting. Prof Mark Wheatley from the University of Birmingham is the External Examiner for the MSc Biotechnology and Molecular Medicine courses and has been in the role for the last three years. Dr Nick Kamenos from the University of Glasgow is the External Examiner for the MSc Tropical Marine Biology course and commenced the role in June 2019. Feedback had been positive this year and the External Examiners were happy with the courses overall. Action: NR
16/19	Results of Student Assessment of Modules and Teaching 2018-19	The purpose of the SAMT Questionnaire is to provide feedback about the modules. Module Supervisors would be circulating a SAMT questionnaire at the end of their module for students to complete. A traffic light system was used for the results with green indicating low and red indicating high. The Module Supervisors with results in the red range had been given a copy of the results and were asked to address the issues. The Course Representatives were asked to e-mail Mrs Reason if they wished to view any of the SAMT scores. Action: Course Representatives
17/19	Nomination of Student Voice Representative to attend School Meeting	The Student Course Representatives were asked to nominate a fellow representative to attend the School Meeting in the Spring Term and Summer Term. Mr Nixon advised that he would be unable to commit to the role as he would be undertaking his research project work away from the University. It was agreed that the other Course Representatives would decide amongst themselves and e-mail Mrs Reason to advise who would be attending the meeting(s).

		Action: Course Representatives
18/19	<p><u>Any Other Business</u></p> <p>Examinations for the MSc Biotechnology and Molecular Medicine Course</p>	<p>Ms Nagy enquired about the exams for the MSc Molecular Course. Mrs Reason confirmed that the MSc Biotechnology and Molecular Medicine students had one exam for their course which was scheduled in Week 15 (w/c 6th January 2020). It was agreed that information about the exams would be included in the Introductory Welcome Lectures given by the MSc Biotechnology and Molecular Medicine Course Directors. Mrs Reason was asked to ensure that the information was stated clearly in the BS934-7-AU (Gene Technology and Synthetic Biology) Module Handbook.</p> <p>Action: VB, MH, NR</p>
19/19	MSc Biotechnology and Molecular Medicine Research Project Start Date	<p>Ms Nagy enquired about the start date of the research work in the lab for the MSc Research Project Module. Dr Bavro confirmed that the start date was 23rd March 2020 (Week 26), however this was flexible and students should discuss this with their supervisor.</p>
20/19	Date and time of next meeting	<p>The next meeting will be held on Thursday 12th March 2020 at 1.00 p.m. in Room 6.22.</p>