

Minutes of the Post Graduate Taught Board

JA 507

Friday 7th September 2018

Attending: Ackemann, Langford (convenor), Suhling (EE), Ronald, Naresh Kumar, Edwards, Sutter, Trager-Cowan, McKenna, Wentao Li, Hurtado, Kemp, Van der Linde, Chen, Hourahine, Kuhr, Piani, Rolinski, Wark

Apologies: Laurand, Flockhart

1. TA welcomed KS and explained that KS will continue for next 2 years
2. Minutes from last year accepted
3. KS had no preliminary comments
4. PGR CDT Applied Photonics Marks were validated
5. PGT followed schedules
6. Overview of course PH 952. All students passed the class and the average mark was 62. There was a slight bi-modality to the marks. NL questioned whether this could be associated with the students who have not experienced project work in the first degree that they took. To address this the department may need to look at providing some additional support for such students and it was agreed that this should be taken to the Teaching Committee.
7. Students on schedule – The performance of the students was considered and degree recommendations were made. The board considered the borderline performance of student 201762179 and agreed to award at Merit. For student 201784048 it was suggested to contact the vice dean academic to approve assessment based on 160 credits without PH958 due to mitigating circumstances. (Student agreed after board to be assessed on submitted part of PH958 only, mark 58, total award merit.) For student 201778472, the board suggested “no decision due” as large parts of PH958 were missing due to medical circumstances but Student Business indicated need to put student into “academic suspension”.
8. Prizes – TA outlined the rubric for the award of the two prizes associated with the MSc degrees. The board agreed that 201783408 would receive the MSc Excellence prize and student 201671325 would receive the MSc prize.
9. External Examiner’s Comments – KS through that the department did a good job in teaching on the MSc courses. The teaching and guidance materials that are supplied to the students are clear, copious, detailed and sufficient for students to learn. KS met with 6 MSc students and from the discussion with these students indicated he gained the impression that the academic and administrative support from department is very good. The exams were well set and marked carefully. The projects have broad spread of marks, but the marking is consistent with marking scheme and the level of work presented by the students. The exam board was conducted in a fair way and recognised that the board needs to be pragmatic with students in difficult situations. KS felt that the board operated in a manner that is fair to students.
10. AoB Semester 1 Level 5 components – Postgraduate Taught Experience Survey responses indicated that Level 5 component need to take a 1st semester Level 4 class

to Level 5 often went deep into Semester 2. There is a need to manage the communication to students taking a 1st semester Level 5 MSc class that this has some element of Level 4 teaching. The message to these students is that the Level 5 class runs over both semesters and to avoid significant assessment clashes the continuous assessment elements of the Level 5 class will be submitted by Monday Noon Wk 4 in Semester 2.