

<b>Meeting:</b>	PGT Council
<b>Location:</b>	The Ensemble Room, The Edge
<b>Date &amp; Time:</b>	Wednesday 28 <sup>th</sup> February (13:15 – 14:45)

<b>Present:</b>	
Charlie Partridge	MSc Applied Clinical Psychology
Joanna Dennehy	MSc Molecular Biosciences (Bioinformatics)
Matilde Ripa	MSc Marketing
Ching-Huang Lin	MSc Marketing
Sarah Upendra Chandratreya	PGT Science Faculty Rep
Bhavya Sree Muchala	PGT Engineering & Design Faculty Rep
Joyeeta Kar	PGT Exec Chair
<b>In attendance:</b>	
Taibah Orpin	Student Voice Coordinator (Postgraduate Representation)
Amber Snary	SU Education Officer
Hanna Hajzer	SU Community Officer

<b>Item</b>	
1.	<p><b>Introductions</b></p> <p>SU Advice and Support sent their apologies, as they were unable to present at this meeting.</p>
2.	<p><b>Discussion: How did your cohorts exams go?</b></p> <p>Not all cohorts had exams, but all of them had some form of assessment.</p> <p>The exams were good, some people thought that the evaluations could be better.</p> <p>Exams went well – we had good lecture notes, and enough materials to prepare.</p> <p>There was an issue with some coursework. Q &amp; A sessions were only three or four days before assignments were due in. Other than that, the assignments were fine.</p> <p>We had 2-3 assignments due on the same day. We are currently waiting for some results to come out. Of the results we have had back, some are happy with their marks, and others are not.</p> <p>We haven't had a lot of assignments, and they have all been very short. Feedback wasn't really helpful. Only one sentence. This has been raised by the DoS but they have said they don't want to give more feedback as they it would be too prescriptive, and make everyone's assignments too similar.</p> <p>2 exams were good and went well. People used their own laptop for exams. I wasn't sure if this was the best way to do it. There is no announcement of when the exam</p>

	<p>starts automatically – some students didn't notice as they were still organising materials on their desk, and expected there to be an announcement.</p> <p>Feedback was a huge problem for the Brandscapes module – we shared a sample of feedback with the DoS, who was shocked. The feedback was one line.</p> <p>Some modules have not received feedback on modules from last semester.</p> <p>The quality of feedback was really varied. Some was really good – In some units, we received a whole page of personalised feedback, which helped us to improve throughout the unit. In other cases, the feedback wasn't helpful, and we didn't know how to improve our work.</p> <p>In Machine Learning and Stats, there was structured, matric feedback.</p>
3.	<p><b>Semester One Experience</b></p> <p>Some lecturers did mid semester reviews, and adapted the content and teaching based on this.</p> <p>People only tend to fill out Unit Evaluations when there are negative things, they don't tend to fill them out if things are working.</p> <p>The timing of OUEs isn't great, its around exams, when most people don't have the time to fill out extra forms.</p> <p>Would be good to do a unit evaluation after exams, when we have finished the module, and know how well the teaching prepared us for assessment.</p> <p>There could be issues if people are filling out the evaluations after exams, as they may score modules poorly if they did not receive the results they wanted.</p> <p>Could the unit evaluations take place after exams, before marks are released?</p> <p>We are bombarded with emails, so it is easy to miss important things like OUEs.</p> <p>Some lecturers didn't put you posters or QR codes advertising that the OUEs were open.</p> <p>It would be better if all files on Moodle were pdf – some of us use different versions of PowerPoint and Word, and sometimes the files don't display properly.</p> <p>It would be helpful is all Moodle files were uploaded before the class, so students can download them before the session.</p>

4.	<p><b>Refreshment Break</b></p> <p>The meeting broke for refreshments.</p>
5.	<p><b>Introduction to Advice &amp; Support, IMCs and Appeals.</b></p> <p>Amber, the SU Education Officer, gave a brief introduction to Academic Advice and Support, IMCs &amp; Appeals. A copy of the slides is included below:</p> <p><a href="#">Advice and Support Slides.pdf</a></p>
6.	<p><b>Quiz!</b></p> <p>1. <u>Do you know how to contact your PGT Faculty Rep?</u></p> <p><i>Answer: You can contact your PGT Faculty reps through the PGT Reps 2023/24 groups on teams. You can also find out who your faculty rep is, and see their contact details, on the SU website.</i></p> <p>All respondents know how to contact their reps.</p> <p>2. <u>Do you know where to find your Open Unit Evaluation Results?</u></p> <p><i>Answer: These should be on Moodle! Please let us know if your Online Unit Evaluation have not been uploaded to Moodle.</i></p> <p>All respondents answered yes, although after further conversation, it became clear that some of the reps were not aware that their OUE results were on Moodle.</p> <p>3. <u>Do you know where to find out about SU events?</u></p> <p><i>Answer: There are lots of way to find out about SU events. Postgraduate events are posted in the PGT community on Teams, and on the @subathpg Instagram. You can also see all the SUs events, including PG specific events, on the SU website.</i></p> <p>All respondents knew where to find out about PGT Events.</p> <p>4. <u>Do you know what Diversity and Support groups the SU offer?</u></p> <p><i>Answer: We have 8 Diversity and Support Groups:</i></p> <ul style="list-style-type: none"> <li><i>Disability Action Group</i></li> <li><i>Feminism and Gender Equality</i></li> <li><i>LGBT+</i></li> <li><i>Mature Student Group*</i></li> <li><i>Nightline</i></li> <li><i>Race Equality Group</i></li> <li><i>Student Minds</i></li> </ul>

*\* Currently inactive, but we are keen to get more people involved!*

All respondents knew about the diversity and support groups on offer.

5. True or False – The SU has a dedicated postgraduate Instagram?

Answer: *True! Follow us on @subathpg*

66% of respondents knew that the SU had a dedicated PG Instagram.

6. True of False – One third of the citizens of the city of Bath are students?

Answer: *True!*

All respondents knew that students make up a third of the city of Baths citizens.

7. True of False – Postgrads can only join some societies, arts and volunteering groups?

Answer: *False. We have 126 SU affiliated groups, and postgrads can join them all!*

All respondents knew that Postgrads can join any SU group.

8. True or False – There is a PGT reps group on Teams?

Answer: *True! You should all be in this group already, but please let us know if you aren't!*

All respondents knew that there is a dedicated PGT Reps group on Teams.

9. The SU Advice service can offer guidance on IMCs and Appeals?

Answer: *True*

All respondents knew that the SU Advice and Support service can offer guidance on IMCs and Appeals.

10. IMC stands for...

Answer: *Individual Mitigating Circumstances*

66% of respondents knew that IMC Stands from Individual Mitigating Circumstances.

11. An IMC will...

Answer: *Indicate that there is a reason my mark may be lower*

33% of respondents knew that and IMC will indicate that there is a reason their mark may be lower. Other incorrect answers included changing that mark they would receive, and allowing them to retake an assessment they passed.

12. How long after an assessment can I submit for an IMC?

Answer: *3 working days*

66% of respondents knew that an IMC needs to be submitted within 3 working days of the assessment.

13. If I miss the IMC deadline, I can...

Answer: *Submit an appeal when the official marks appear on SAMIS*

66% of respondents knew that an appeal could be submitted if the IMC deadline was missed.

14. The SU advice service shares details about the academic advice they give you with the University?

Answer: *False!*

66% of respondents knew that the SU Advice and Support service does not share information with the University, except in exceptional circumstances, when it is necessary for safeguarding.

7. **Date and Time of next meeting**

Date and Time: TBD

Location: TBD