

## Faculty of Arts and Humanities Student Voice Form

Please note that this form should be sent round to meeting attendees, posted on the department webpage and sent to [Sarah Halpin](#) within 1 week of the meeting. Progress against each issue should be reviewed at the start of the following meeting, before fresh issues are raised.

Department: Theology & Religious Studies

Nature of meeting: SSLC

Date of meeting: 25 February 2015

Issue raised by Student Representatives		What is happening as a result	Timescale of action
General	The Facebook page has a few titles suggested for the TRS Library Champion (Caitlin Herrity) to put forward for purchase.	Another reminder will be included in the TRS newsletter, but staff and students can also add their suggestions to the Facebook post.	3 working days.
	Careers Service Alumni Evening.	Jalal Afhim (Careers & Employability Service) has booked three speakers for the Alumni meeting, and will be forwarding final details to Matt Claridge for circulation. Matt to chase up Jalal for these.	One week.
Year 1	There were no Year One Reps present at the meeting.		
Year 2	There were no Year Two Reps present at the meeting.		
Year 3	The Finalists Evening has received very positive feedback from all in attendance (including staff). The turnout was significant, and holding it in the evening so that that it could be combined with a TRSSS event immediately afterwards worked extremely well.	This was the first time that the Department has held the Finalists Event in the evening and the success of doing so means that it will be repeated next year.	One year / ongoing.

	<p>The existing documentation on how the final degree grade is calculated is too complicated.</p>	<p>The Faculty Learning and Teaching Manager responded positively to the TRS Senior Tutor's email enquiring about the introduction of a C-score calculator being made available on the web. He is currently in discussion with the Exams Office about how to take this forward.</p>	<p>Ongoing.</p>
	<p>Third Year students found Period One exams followed almost immediately by essay submissions very stressful, and are concerned that preparing for exams over the Christmas period detracts from time that in previous years could have been used to start working on dissertations. It was noted that the open-book exam for 6AAT3048 was well received in Period One, as less preparation is required, and it frees up time in Period Two. Moving the dissertation submission deadline back by one month would be appreciated, potentially by switching its submission date with essays due in April. There is no recorded desire amongst the student body to return to non-staggered deadlines.</p>	<p>The matter will be discussed at the next DEC meeting. The distribution of assessment in Semester One will be looked at. In 2015/16, the Department will only be holding Period I exams for (a) language modules, and (b) a number of modules in ethics/philosophy, where class discussion is a significant element of the learning, which it is therefore useful to have fresh in the minds of those taking the exam. The deadline for UG dissertations is scheduled in its current slot as if the written work was submitted later, the oral examinations for the module would need to be held in the middle of Period II exams.</p>	<p>Next DEC meeting is scheduled for 18<sup>th</sup> March 2015.</p>

	<p>The Dissertation Protocol requires clearer guidelines as to what is expected from it – marking has been considered inconsistent by students due to this confusion. An earlier submission date would be helpful, and (taking into account the length of the protocol) feedback being available earlier than usual (ie, four week) would be appreciated.</p> <p>If protocols are marked by staff covering for a colleague absent on research leave (who upon their return will be supervising dissertations), the actual supervisor should review the mark and comments upon their return.</p>	<p>The TRS Senior Tutor will suggest to the Head of Department that a seminar is held for all staff who will be supervising dissertations to clarify exactly what the piece of work is, and how it should be marked.</p> <p>The TRS Programme Administration refers teaching staff to the circulated guidance on dissertations (also available at <a href="http://www.kcl.ac.uk/artshums/depts/trs/modules/level6/6aat5000.aspx">http://www.kcl.ac.uk/artshums/depts/trs/modules/level6/6aat5000.aspx</a>).</p>	<p>Within one week.</p>
	<p>There was a reliance on students going to the British Library and/or UCL libraries in order to cover the reading list for 6AAT3051. This led to difficulties with the assessment, meaning that more time was set aside during lectures than would be expected for other modules in order to discuss it. It was noted that the quality of teaching in this module was considered to be of an extremely high standard.</p>	<p>The Senior Tutor will discuss the reading list with the Module Tutor’s mentor. All work in this module is due to be second marked, remedial action taken by the Department after it was noted that this Third Year module is being taught by a PhD student. The high regard in which the Module Tutor’s teaching is held will be relayed to both mentor and tutor.</p>	<p>Within one week.</p>
<p>PGR</p>	<p>PGR Rep confirmed that five students responded to his email proposing holding student-led research seminars – the replies that were received were very enthusiastic. The seminars are not intended for the presentation of polished work, but an informal way to meet up with follow PGR students and share feedback on work in progress.</p>	<p>A ‘click &amp; engage’ Survey Monkey page will now be set up to attract further interest by PGR Rep. The Department will continue to forward on Rep’s messages highlighting the proposed seminars and how to get involved to the PGR mailing list.</p> <p>The idea of holding seminars such as these will be relayed to PARC Chair in case he would like to lend his support.</p>	<p>Ongoing.</p>

PGT	There are no longer problems accessing the J-Store	Teresa Elmes confirmed that it is best to access the J-Store via the KCL Library pages rather than using an institutional log-in.	No action required.
	One student has reported to the Rep that whilst she only had one essay due last semester, in Semester Two she has five to submit, including one that has a five month delay between classes finishing and the work being due.	Rep will contact student to find out which modules she is registered to. There is concern that she may have some dates confused, so 100% clarity is required before the situation is escalated. UPDATE: Although taking the MA Systematic Theology, the student selected modules that more normally fall under Biblical Studies and Religion in Contemporary Society MA programmes. The deadlines are therefore set with students on those programmes in mind and were published before module choices had to be submitted.	Within two weeks.
	Second marks are not revealed to students.	The marking process was explained by the Senior Tutor. The Senior Tutor will ask the MA Programme Board Chair to write to staff reiterating the details of the marking model that is currently used. UPDATE: It was confirmed in the MAC meeting that the Programme Administrator is working on a 'Basic Guide to MA Assessment', which will be ready before the end of term.	Within two weeks.  By the end of term.

### Any issues identified for Faculty-wide consideration

Office hours are located in an illogical place on the website, and would make more sense being on staff profile pages (or at least having the link to the Office Hours page included as standard on staff profiles). The TRS e-bulletin now includes the link to Office Hours as a permanent feature in its layout.