

Faculty of Engineering & Design Board of Studies (Unreserved) Unconfirmed

Wednesday, 13th November 2024 1:15 pm

2 East 3.4 | Faculty of Engineering & Design Board of Studies

Attended

Kamal Asadi

Ricardo Codinhoto

Elise Courbon

Jos Darling (on TEAMS)

Mirella Di Lorenzo

Tina Düren

Adrian Evans

Sabina Gheduzzi

Jonathan Graham-Harper-Cater

Marion Harney

Andrew Heath (on TEAMS)

Carmelo Herdes Moreno

Tim Ibell

Patrick Keogh

Tristan Kershaw

Francesca Marchetti

Benjamin Metcalfe

Despina Moschou

Emma Emanuelsson Patterson (on TEAMS)

Fionna Uppilirajan

Apologies

Chris Bowen

John Chew

Jeffrey Gavin

Omid Maghazei

David Stacey

2485 Welcome and Quorum

The Chair welcomed members and apologies were noted. Elise Courbon (PGT Faculty rep) and Professor Kamal Asadi (Science Faculty rep) were warmly welcomed to their first meeting.

2486 Declarations of Interest

The Chair asked for any declarations of potential conflicts of interest which were not going to be declared during subsequent discussions - there were none.

2487 Minutes of the Previous meeting - ED2024-25/025

The unreserved minutes of the meeting of the Board of Studies held on 9 October 2024 (ED2024-25/025) were approved as a correct record of the proceedings.

2488 Actions and Matters Arising

There were no actions or matters arising.

2489 Chairs Business & Report

There were no unreserved items of Chairs Actions to report.

The Chair noted the recent Government announcement regarding the increase in UG home fees by £285. The increase, although welcome, still falls short of the real cost of educating engineering students and does not alleviate the pressure on University finances.

The Chair also provided an update on work on the University Strategy led by the Vice Chancellor which is focussing on two key priorities for the University; the International agenda and ensuring that the University's core foundational principles are sound and in order ie. the estates and digital infrastructure.

2490 Consultation on Updates to University Rule 2 ED2024-25/026

The Board considered the updates to University Rule 2 detailed in paper ED2024-25/026 and made the following comments,

* regarding the addition of point 7) *The location and mode of exam will normally be the same for supplementary assessment as for the original assessment.* Details and clarification of the type of circumstances when an exception to the 'normally' might apply were requested as well as the process by which any such exception might be agreed (& by whom). The Board also noted that the requirement for students to complete in-person supplementary exam assessments in Bath had environmental / sustainability implications contrary to the Sustainability Compliance statement on the covering paper.

*regarding the inclusion of rules regarding the use of calculators, the Board noted that point 21 specified that students should not bring instruction manuals into exams but that some models of the University supplied calculators carried instructions on their lids. The Board sought assurance from the

Exams Office that students would not be unwittingly placed in a position of breaching exams rules in using University supplied calculators.

*regarding removal of the arrangements for In-person online exams from Rule 2 (point 30), the Board felt that these provisions should be retained pending wider discussion of the outcomes of the School of Management's pilot. Removal from the Rule at this point closed down the possibility of conducting exams in this manner and limited future potential developments without a clear understanding of the constraints or benefits identified during the pilot. The views and input of students should also be sought.

*The Board queried whether the use of AI tools and assessment types should be included.

ACTION: the Board's feedback to be passed to Academic Registry

2491 Academic Appeals / Board of Inquiry Hearings Panel ED24-25/027

The Board approved the updated membership of the Academic Appeals / Board of Inquiry Hearings Panel as detailed in paper ED2024-25/027, noting new members of the Panel, Dr Charles Courtney (Dept. of Mechanical Engineering) and Dr Tareq Asef (Dept. of Electronic & Electrical Engineering). The Board expressed its thanks to colleagues standing down, Dr Robert Watson, Dr Elise Pegg and Professor Tina Duren for their support and contributions to this important area of Faculty business.

Members of the Board suggested that a better gender balance in the pool would be desirable and the Chair agreed to take this forward.

ACTION: Chair and Secretary.

2492 Boards of Examiners 2024-25 ED2024-25/028

The Board approved the membership of Boards of Examiners for Units and Courses (BEUs/ BECs) for 2024/25 as detailed in Paper ED2024-25/028 and listed below.

- i. Dept. of Architecture & Civil Engineering
- ii. Dept. of Chemical Engineering
- iii. Dept. of Electronic & Electrical Engineering
- iv. Dept. of Mechanical Engineering
- v. Dept of Mechanical Engineering / Learning Partnerships office (for the online MSc EBM).

The Board noted some minor corrections (e.g. updating of external examiners)

ACTION: Programme Administrators to amend and update.

2493 Staff Student Liaison Committees 2024-25/029

The Board of Studies approved the membership for the following Staff-Student Liaison Committees in 2024/25.

- a) Department of Chemical Engineering
- b) Department of Electronic & Electrical Engineering
- c) Department of Mechanical Engineering
- d) LPO/ Department of Mechanical Engineering (for the online MSc EBM)

QA48 provides guidance on SSLC membership and specifies the minimum requirements as detailed in Ordinance 26. The Board noted that the membership of the Dept. of Architecture & Civil Engineering SSLC had not yet been confirmed as the first meeting had only been held today but details would be provided to the next meeting of the Board.

Student reps asked for SSLC meetings to be scheduled so that they were held in the same weeks by all departments as this would greatly assist the reps in coordinating feedback to and from SSLC reps and the sharing of information pre and post Faculty level meetings.

Student reps queried the rationale for there to be UG reps for both Aerospace and Mechanical Engineering (for all years) on the Mech Eng SSLC . The DoT advised that this had been requested by the Students' Union - Ms Marchetti (Faculty Rep) advised that she would query this with the SU. The Board noted that there were two students listed on the Chemical Engineering SSLC who were not elected reps and asked that their status on the Committee be clarified (e.g. as in attendance rather than full Committee members).

The Board received and noted the minutes and action logs of SSLC meetings as detailed;

- a) Department of Chemical Engineering - meeting held on 29 October 2024
- b) Department of Mechanical Engineering - meeting held on 22 October 2024

Action: Departments to be asked to schedule future SSLC meetings according to a common calendar.

2494 Reports from Ex Officio members ED2024-25/030

The Board received the update reports from ex officio and academic leadership members of the Board as detailed in paper ED2024-25/030. The Faculty Director for PGT courses noted that the next round of the British Council Women in STEM scholarships allocated to the University would be targeted at candidates from east Asia (Thailand, Indonesia, Philippines, Cambodia).

2495 Report from Student representatives and/or Students' Union Officer

Student reps raised the following items,

- i) PGT students would like more training and support for developing their knowledge of digital tools and coding, or clearer more accessible information about the training and resources available to them. Members of the Board suggested that MSc students take advantage of the MASH workshops and drop-in sessions.

ii) Most issues raised by departmental student reps would normally be dealt with via their SSLCs but in some instances students had not been able to raise matters as the first meetings of their SSLCs had not yet been held. Members of the Board commented that it had been a struggle to fill all of the student rep positions which was why meetings had been delayed however students should not feel that they have to wait until the SSLC meeting if there are urgent issues - students should feel empowered to raise their concerns with their Director of Studies or Director of Teaching outside the formal SSLC setting.

iii) Limited information had been provided to mech eng UG students about the range of industry-led Group Business Design Projects that were available and the deadline for making their choice was imminent. Dr Gheduzzi noted that this had been raised at the SSLC and more information would be made available alongside a possible extension of the deadline for making a choice.

Action: Chair to discuss timing of SSLC with HoDs.

2496 Library Matters

Mr Stacey (Faculty Librarian) had sent his apologies and advised there were no urgent matters to report to the Board.

2497 Sub-Committee Minutes ED2024-25/031-32

The Board received the minutes of the following Committee meetings:

1. Faculty Executive meeting 9 September 2024
2. Faculty Learning Teaching & Quality Committee meeting of 27 September 2024

2498 Committee Minutes ED2024-25/033-034

The Board received and noted the minutes of the following Committees:

1. Board of Studies Doctoral Committee meetings of 24 April, 22 May, 24 June, 24 July and 11 September 2024
2. Faculty Doctoral Studies committee meeting 17 September 2024

2499 Any Other Business

There were no other items of unreserved business.

2500 Date of next meeting

The Board noted the date of the next meeting 15 January 2025 at 2.15 p.m.