

**Minutes of a Meeting of the Board of Studies for the Faculty of Engineering & Design on Thursday 17 November 2022 at 2.15 pm held remotely via Teams**

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**Present:**

Professor Tim Ibell (Chair)	
Prof. Kirill Cherednichenko	Faculty of Science representative
Prof. John Chew	Dept. of Chemical Engineering
Dr Ricardo Codinhoto	Faculty Director of PGT Programmes
Dr Jos Darling	Dept. of Mechanical Engineering (via TEAMS)
Dr Vaggelis Giannikas	School of Management Rep
Dr Sabina Gheduzzi	Dept. of Mechanical Engineering
Prof. Andrew Heath	Dept of Architecture & Civil Engineering
Dr Carmelo Herdes Moreno	Dept of Chemical Engineering
Dr Nigel Johnston	Director of Doctoral Studies
Dr Tristan Kershaw	Dept. of Architecture & Civil Engineering (via TEAMS)
Prof. Mirella di Lorenzo	Associate Dean (International)
Prof. Andrew Plummer	Dept. of Mechanical Engineering
Mr Anointing Reuben	UG Student Rep (Dept. Electronic & Elec Eng)
Mr Alexander Robinson	SU President
Mr David Stacey	Subject Librarian
Professor Peter Wilson	Dept. of Electronic & Electrical Engineering

**In Attendance:**

Mrs Rachel Summers	Faculty Assistant Registrar
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**Apologies for absence were received from:**

Angelli Atienza Atienza	PGT Student Rep (Dept. Chemical Engineering)
Dr Charles Courtney	Dept of Mechanical Engineering
Dr Jeff Gavin	Faculty of Humanities & Social Sciences rep
Prof Davide Mattia	Deputy Dean
Professor Marion Harney	Associate Dean Education
Dr Ben Metcalfe	Dept. of Electronic & Electrical Engineering
Dr Emma Emanuelsson Patterson	Dept of Chemical Engineering
Dr Jannis Wenk	Dept. of Chemical Engineering

**Part I Business**

**2181 Declarations of Interest**

There were none.

**2182 Minutes of Previous Meeting**

The unreserved minutes of the meeting of the Board of Studies held on 12 October 2022 (Paper FE2022-23/025) were approved as a correct record of the proceedings and signed by the Chair.

The Board noted that the Secretary had forwarded the Board's suggested amendments and feedback

on the Board of Studies Terms of Reference & Standing Orders (minute 2162) to the Governance team. Members of the Board commented that there had been very little discussion of these matters at the recent meeting of Senate.

### 2183 Matters Arising

There were no matters arising.

### 2184 Chair's Business

The Dean reported on the following items,

- i. Entrepreneurial Bid to Royal Academy of Engineering. Successful bid has resulted in a diversity impact award 100k
- ii. MSc Scholarships. Successful joint bid (with the Faculty of Science) to the British Council has secured funding to support 5 MSc Scholarships for female international students interested in accessing MSc courses in STEM disciplines. To be advertised imminently.
- iii. Boards of Examiners 22/23. Senate had confirmed that Boards of Examiners could continue to be held 'online' (remotely) in 22/23.

Students' Union Officer Alex Robinson and UG student representative Anointing Reuben were welcomed to their first meeting. The Board noted apologies from PGT student rep Angelli Atienza Atienza.

### 2185 Membership of Boards of Examiners 2022/23 (FE2022-23/026)

The Board approved the Unit and Programme Boards of Examiners membership for 2022/23 for the following.

- 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 invited Heads of Department to consider extending an invitation to new or probationary academic colleagues to attend exam boards, in an observer capacity, so that they might familiarise themselves with assessment processes.

### 2186 Annual Report: Operation of Boards of Examiners 2021/22 (FE2022-23/027)

The Board received the annual report on the Operation of Boards of Examiners for 2021/22 and noted the summary of feedback from Independent Observers and External Examiners. The Board considered the report's recommendation for all Departments to present anonymised student data at BEPs. The Board noted that Departments were still dealing with complex student cases resulting from the legacy of Covid no detriment adjustments etc and there was genuine concern that anonymising the reports could be problematic. The Board noted that BEP decisions, with the exception of students with valid IMCs., were automatically generated based on the assessment regulations built into SAMIS but agreed that given the continued complexity of assessment decision making for some students the Chairs of BEPs could determine whether BEP reports should be anonymised. The Board supported the Report's second recommendation for external examiners to be provided with a briefing on the University's IMC processes.

**Action: Secretary to draft IMC briefing paper for Dept's to share with their external examiners.**

### 2187 Consultation on University Rule 2 (FE2022-23/028)

The Board considered the proposed updates to University Rule 2 – Conduct of Examinations 2022/23 and made the following comments.

- The Board noted the different ‘scales’ of security between invigilated in person examinations and online assessments detailed in Rule 2 which struck some members as anomalous.
- Greater flexibility to hold examinations outside of the normal assessment periods / blocks was considered desirable e.g. where students with individual circumstances are such that it would be unfair and unreasonable to require them to wait for up to a year to sit outstanding assessments. The Board noted that Individual Schemes of Study / Assessment could be put to the Board of Studies for formal approval but felt that there should be a simpler more ‘automatic’ procedure for students in this situation which could be administered by the Exams office ensuring consistency and equity of approach across the University.
- The Board felt it would have been useful to have had the opportunity to review Rule 2 alongside the proposed arrangements for Late/Non-Submission of online exams.
- Members of the Board noted the retention of the requirement for supplementary assessments to be like for like with the original mode of examination, which meant that students who’d failed in person exams at the first attempt / or had deferred assessments had to return to Bath to take supplementary examinations in person. This presented financial and logistical difficulties for International students and raised concerns regarding the University’s commitment to the Climate Action Framework.
- The Chair briefly summarised the new revised arrangements for handling late submission of online exams. Student members suggested that a group or cohort of students who have all been affected by a power or IT outage should be allowed to submit a group appeal.
- The Board asked that the University commit to provide suitable physical space for students to sit online examinations on campus as not all students had access to appropriate physical spaces in which to complete their exams or for revision. The Board agreed this should be a priority.

*(Secretary’s post-meeting note: Academic Registry clarified that the late submission arrangements for 22/23 provide students with different options and that students can request a review of the late submission penalty in limited, clearly defined circumstances. Full details have been published to students on the web [here](#)).*

#### 2188 Membership & Terms of Reference Staff Student Liaison Committees (FE2022-23/029)

The Board of Studies approved the membership of the Staff-Student Liaison Committee for the following programme in 2022/23.

Learning Partnerships office- online Masters in Engineering Business Management.

The Director of Teaching and the Head of Dept for Mech Eng commented that they had not been consulted regarding the paper and felt that communications between the LPO and the Dept could be improved.

#### 2189 Reports from Ex Officio Members (FE2022-23/030)

The Board noted the update reports from ex officio members as detailed in Paper FE2022/23-030.

#### 2190 Reports from Student Reps/ Students Union Officer

The SU officer reported that the Students’ Union had indicated its support for the planned strike action by members of the University & College Union (UCU).

#### 2191 Library Matters

Mr Stacey provided an update on library matters.

- Faculty librarians have been following up on CT related developments and working with colleagues in CLT to update the pre-delivery checklist on the website.
- Library displays are currently focussed on well-being and materials are being developed for Disability Awareness month.

## Part II Business

### 2192 Minutes of Boards of Studies Sub-Committee

The Board received the (unconfirmed) minutes of the following Committee meetings:

Faculty Executive Committee	3 October 2022
Faculty Research & Knowledge Exchange Committee	28 September 2022
Faculty Learning Teaching & Quality committee	26 October 2022

## Part III Business

### 2193 Any Other Business

#### Feedback from Senate:

- I. Members of the Board who had attended the recent meeting of Senate reported that Senate had discussed extending attendance monitoring for all students – no decision had been reached at this point.
- II. Senate members advised that the Annual Report (21-22) of the University Independent Advisor & Deputy Independent Advisor for PGR students had been considered at the November meeting of Senate. The report had raised serious concerns requiring further action – the Board agreed that it would like to be updated on progress on these issues and noted that Professor David Tosh (Dept of Life Sciences) had been appointed by Senate as a third member of the IA team.

**PGT Programme Developments:** The Faculty Director of PGT Programmes reported that he was driving forward with proposals for ‘with Placement’ programme variants of the Faculty’s existing suite of MSc courses. Discussions are ongoing with Academic registry to identify whether a fast track/ light touch approval process can be followed so that the courses can be advertised early in the new year for 2023/24 applications. Alternatives to the traditional MSc dissertation component e.g. a practice track option are also being explored.

#### Action Summary

Minute no 21896: IMC briefing paper to be drafted by Rachel Summers for Depts to share with their external examiners before semester two BEPs.