

# FLTQC 13 March 2024

Wednesday, 13th March 2024 2:15pm

Teams | Faculty of Science Learning, Teaching and Quality Committee

## Attendees

---

### Attended

Ben Adams (BA) (for minutes 3289, 3290 & 3293)

Susan Barker (SB) (for minute 3291)

John Benardis (JB) (for minutes 3286-3288)

Zoe Burke

Andrew Burrows (Chair)

Ricardo Codinhoto (RC) (for minutes 3286-3290)

Susan Crennell (SC)

Ffion Gould

Liz Haynes

Momna Hejmadi (MH)

Sarah Jones (SJ) (for minute 3292)

Imogen Le Patourel (ILP) (for minutes 3286-3290)

Zack Lyons (ZL)

Fabio Nemetz (FN) (for minutes 3286-3288)

Sarah Paine (SP)

Charareh Pourzand

Philip Rogers (PR)

Tony Shardlow (TS)

Gan Shermer

Paul Snow (PS)

Tim Wakeley (TW) (for minutes 3286-3290)

Miranda Yafi

### Did Not Attend

Florin Bisset

Sarah Upendra Chandratreya

Marguerite Hallett

## **1.0 Welcome and Quorum (3281)**

---

The Chair welcomed members, noted apologies and observed that the meeting was quorate.

## **2.0 Declaration of Interest (3282)**

---

There were no declarations of any potential conflicts of interest.

## **3.0 Minutes of the Previous Meeting (3283)**

---

The Committee approved the minutes of the previous meeting held on 19 February 2024 (Paper 75).

## **4.0 Matters Arising (3284)**

---

There were no matters arising from the previous minutes.

## **5.0 Chair's Business (3285)**

---

The Committee noted the following Chair's actions:

- Approval of the withdrawal of CH3/40162 with immediate effect (already suspended for 2023/24) (approved 22 February 2024) (Paper 76).
- Approval of British Computer Society (BCS) reaccreditation submission (approved 28 February 2024) (Papers available on request).

## **6.0 New Programme Proposal: MSc Advanced Machine Learning (3286)**

---

The Committee considered for Stage 2 Full Approval a proposal for a new MSc Advanced Machine Learning programme, in the Department of Computer Science, for commencement from 2025/26.

FN and JB presented this item. FB explained that the Department currently offers the following programmes: MSc Computer Science, MSc Data Science, MSc Data Science and Statistics (to be taken over by the Department of Mathematical Sciences with a change in title to MSc Statistics and Data Science), and MSc Machine Learning and Autonomous Systems (jointly delivered with Engineering). From 2025/26, the Department plans to keep MSc Computer Science and MSc Data Science (CT versions) and run these alongside the 2 new programmes: MSc Advanced Machine Learning and MSc Artificial Intelligence. These plans are the result of lengthy discussion with Marketing and consultation. There are core elements shared between MSc Data Science, MSc Advanced Machine Learning and MSc Artificial Intelligence, e.g. Foundational Machine Learning (year long unit), Understanding Deep Learning and Project R&D Skills.

The rationale for the new courses is to futureproof the portfolio and prevent overreliance on Data Science as that market starts to mature. There will always be a demand for data scientists but there is rapid growth in Artificial Intelligence and Machine Learning, and the Department

needs to ensure that its portfolio is ready to match what the market requires, bringing on new courses as part of a natural portfolio evolution. The Department's targets are based partly on the growth in the market and partly on the historical experience of the rapid growth when MSc Data Science was launched. The CT version of MSc Data Science is aligned with the two new programmes.

MSc Computer Science is a conversion course that recruits well; it acts as a bridge to a change in career or a better quality computer science degree for those with either a non-computer science background or those trading up from a lower quality UG degree in computer science. CT changes are being made to bring it in line with the more 'current' topics that prospective students would now be expecting to study in a conversion course: Artificial Intelligence and Machine Learning have been made compulsory and more prominent. The CT version also has an enhanced employability angle, e.g. through Algorithms and Complexity and Software Development.

All of the MSc programmes will have an individual dissertation in the summer, as required by the accrediting body, along with groupwork.

TW enquired as to the distinction between the two new programmes and the rationale for launching them as separate programmes, given the similarities between the two. FN explained that this was discussed at length within the Department. Marketing consulted employers and potential students which revealed much confusion in the market. Artificial Intelligence is the broader area of which Machine Learning is a subset. Therefore, the programmes share content, but the MSc Artificial Intelligence (AI) extends this with classical AI, i.e. AI developed since the 1950s that is still prevalent, whereas the MSc Advanced Machine Learning covers state-of-the-art developments, e.g. frontier machine learning. Market research has shown that people will be able to differentiate between the two programmes as long as they are described correctly. FB added that the word 'Advanced' was added to the MSc Machine Learning title to emphasise that the programme is specialist and designed to produce experts in the field.

MH commented that a single MSc Machine Learning and AI degree might create efficiency gains and open up more options in terms of student employability.

TW enquired as to why the MSc Machine Learning and Autonomous Systems programme is being withdrawn from 2024/25. FN reported that currently there are 5 students on the programme. FN explained that the programme has remained static and there is insufficient synergy between the units.

The Committee considered the following documentation:

- BoS and APC minute extracts (Paper 77A):

FB reported that the Department wished to allow students to take the placement after the dissertation so that they have more time to apply & succeed on applications, as it currently does for its existing MSc programmes. Post APC it came to light that there is currently no way to accurately report to HESA where these students are in the year of their placement because they cannot be considered to be on a sandwich year out as they are not coming back to study with us, and so instead have to be reported as full-time students as though they were with us on campus that year. This leads to a potential issue in terms of any additional funding (OfS top up) we may receive for these students during that year. The Committee noted that this compliance matter was currently being considered by the Head of Registry Services and compliance team. The Committee noted that there may be operational workaround options, e.g. students return for a conference and/or students complete their project pre-placement but submit post-placement. The Committee recommended that the Department explore ways in which the course could not conclude with the placement, in published information.

- MSc AML and MSc AI summary (Paper 77B).
- QA3.1 Resource Implications (Paper 77C):

RC noted that not much time or resources had been allocated for the development of new material. RC suggested reviewing this using 6 hours for 1 hour face-to-face as a benchmark rule. ILP flagged that any changes would need to be reconsidered by APC.

The Chair enquired as to the progress on the lab in 2 South, which has been affected by RAAC, and whether the need for this had been superseded by the space the Department now has in 1 West. FB explained that the Department anticipates that the 2 South lab will be returned to the PGT programmes because the 1 West lab has already been earmarked for another purpose in

the future. FB stated that progress on the 2 South lab appears to be slow; the Department does not expect it to be finished until 2025 at the earliest.

- QA44 Annex B Course Specification (Paper 77D):

ILP enquired as to why no units had been designated Must Pass Units (MPUs). FB explained that MSc Data Science never had a DEU and that model had been carried forward. ILP suggested that the Department review whether it might be appropriate to make the core differentiating units MPUs.

- QA3.3 Market Information (Paper 77E).

- QA3.6 Unit Summary Information for Prospectus (Paper 77F).

- QA3.4 Course ILO mapping document (Paper 77G):

TW highlighted that the CILOs make no mention of groupwork, despite the programmes involving groupwork, which he suggested was a missed opportunity. FB agreed to incorporate more explicitly groupwork in the CILOs.

- QA3.5 Assessment mapping (Paper 77H).

#### Unit descriptions:

RC suggested that the Department reflect on:

a) whether the assessments of units shared between the MSc programmes are appropriate for potentially large cohorts.

b) whether students have roughly equal assessment burden and variety regardless of which optional units they take.

FB commented that a higher number of assessments does not necessarily mean a greater assessment burden. RC responded that even if it is explained to students that an assessment is only worth 20%, they typically commit more than 20% of their time to its completion. JB reported that the Department has adopted a general assessment strategy to set a standardised number of assessments per credit size of unit; where additional assessment is deemed necessary this must be peer-marked / an auto-marked assignment. JB added that the CT team reviewed the assessment taxonomy to ensure variety in assessment and to move away from memorisation and old-style assessment towards more realistic and industry standard assessment, which has been welcomed by students.

MH enquired as to the rationale for having so many 5 credit units, given the risk of students failing these even if each has just one assessment point. FB explained that different configurations had been tested. JB added that smaller, more specialised units are generally more marketable and students tend to view larger units as more higher stakes.

- Foundational Machine Learning (Paper 77I):

TW highlighted that this is a year-long unit but appears to end with an examination in January. FB agreed to correct the unit description and assessment map accordingly.

- Applied Machine Learning (Paper 77J).

- Understanding Deep Learning (Paper 77K).

- Reinforcement Learning 1 (Paper 77L).

- Operational Software Technologies (Paper 77M).

- Frontiers of Machine Learning (Paper 77N).

- Project R&D Skills (Paper 77O).

- Natural Language Processing (Paper 77P).

- Reinforcement Learning 2 (Paper 77Q).

- Computer Vision (Paper 77R).

- Bayesian Machine Learning (Paper 77S).

- Humans & Intelligent Machines (Paper 77T).

- Entrepreneurship (Paper 77U).

- Dissertation (Paper 77V).

The Committee agreed to recommend to CPAC for Stage 2 Full Approval the proposal for a new MSc Advanced Machine Learning programme, in the Department of Computer Science, for commencement from 2025/26, subject to the action points above being addressed and Marketing having approved final copy.

## 7.0 New Programme Proposal: MSc Artificial Intelligence (3287)

---

The Committee considered for Stage 2 Full Approval a proposal for a new MSc Artificial Intelligence programme, in the Department of Computer Science, for commencement from 2025/26.

FN and JB presented this item. See also minute above.

The Committee considered the following documentation:

- QA3.1 Resource Implications (Paper 78A).
- QA44 Annex B Course Specification (Paper 78B).
- QA3.6 Unit Summary Information for Prospectus (Paper 78C).
- QA3.4 Course ILO mapping document (Paper 78D).
- QA3.5 Assessment mapping (Paper 78E).

Unit descriptions:

- Applied Artificial Intelligence (Paper 78F).
- Analytic Software Technologies (Paper 78G).
- Classical Artificial Intelligence (Paper 78H).

The Committee agreed to recommend to CPAC for Stage 2 Full Approval the proposal for a new MSc Artificial Intelligence programme, in the Department of Computer Science, for commencement from 2025/26, subject to the action points above being addressed and Marketing having approved final copy.

## 8.0 Computer Science PGT Curriculum Transformation (CT) Phase 2 & 3 (3288)

---

For the following documentation (and all reference information / guidance) visit: [science - Computer Science PGT - All Documents \(sharepoint.com\)](#)

FN and JB presented this item. FB reiterated that the MSc Data Science programme had been transformed in alignment with the two new MSc degrees. MSc Computer Science is a standalone course that was created in 2016. Its employability skills have been updated. The current programme includes an optional Semester 2 Artificial Intelligence unit, whereas the new programme includes a compulsory Year Long Artificial Intelligence and Machine Learning unit. Focus groups were run with current students for both the MSc Data Science and MSc Computer Science programmes who gave positive feedback about the tangible improvements proposed. The Committee considered for approval the following documentation for the Phase 2 & 3 course proposal for the Department of Computer Science PGT programmes starting 2025/26:

- Form B Flexible Design Parameters exemptions.
- Form C CT oversight and design information and External Examiner report.
- QA44 Annex B Course Specification.
- QA3.4 CILO mapping to units:

TW enquired as to how the Department had ensured alignment between the CILOs and the unit learning outcomes. FB and JB explained that the mapping had been done bottom-up, i.e. the unit learning outcomes were reviewed and then mapped to the CILOs.

- Assessment map.
- Form D Unit Information.
- Form E Option Block Information.

ILP enquired as to whether the Degree Apprenticeship would be undergoing CT. FN explained that there are no shared units between the MSc Computer Science Degree Apprenticeship and the on campus programme. The Degree Apprenticeship is delivered mostly online with some visits on campus. ZL reported that there are no plans to redevelop the online programmes currently; only some minor unit specific changes are being made. ILP flagged the need to consider moving the Degree Apprenticeship to the new credit framework. ILP reported that all

other University Degree Apprenticeships are already on the new framework and PGTAR, with exemptions. FN commented that the Degree Apprenticeship was originally based on the on campus MSc Computer Science programme so the Department might wish to consider whether the changes made to the on campus programme will be replicated on the Degree Apprenticeship programme.

The Committee agreed to approve the Phase 2 & 3 documentation, subject to the action points above, and comments left by members in the documentation, being addressed and Marketing having approved final copy.

## 9.0 Mathematical Sciences PGT Curriculum Transformation Phase 2 & 3 (3289)

---

For the following documentation (and all reference information / guidance) visit: [science - Mathematical Sciences PGT - All Documents \(sharepoint.com\)](#)

BA presented this item. BA explained that currently the Department offers 1 PGT programme, MSc Mathematics with Data Science for Industry. 2 more PGT programmes will start from 2024/25: MSc Data Science and Statistics (Health) and MSc Financial Mathematics with Data Science. There is also a long-running joint programme with the Department of Computer Science, MSc Data Science and Statistics, which is owned by the Department of Computer Science. The Department of Mathematical Sciences plans to take over the ownership, and all teaching, of MSc Data Science and Statistics, and it will be renamed MSc Statistics and Data Science. One of the overarching drivers of the Department's CT process has been to create teaching efficiencies by basing the 4 programmes on a common core of units, Machine Learning, Statistics and Research Skills, and differentiating each programme with specialist units. All of the programmes, except MSc Data Science and Statistics, have been developed in the last 3 years, in accordance with CT principles, so the programmes have not been changed significantly.

TS highlighted the comment in Paper 77B that "Market trends and employer feedback point to changes in the product life cycle for Data Science, where the peak has most likely been reached or soon will be" and enquired as to whether this trend had been taken into account in the CT process. BA commented that only recently has Machine Learning and Data Science separated as disciplines. The content of the Maths MSc programmes covers Machine Learning, Data Science, Statistics and Mathematics.

ZL highlighted that each of the Departments of Computer Science and Mathematical Sciences will be offering a 10 credit unit in Applied Data Science with similar learning outcomes and descriptions. The Chair suggested that the departments consider sharing resources. TS highlighted that the Maths version of the unit had 44 hours of timetabled sessions, whereas the Computer Science version had 60 hours.

ZL noted that both the CT and pre-CT SAMBa Programme Specifications state that students will normally take Foundations of Machine Learning (CT) / Applied Machine Learning (pre-CT) as one of the Semester 1 options, unless they have substantial previous experience and enquired as to how this previous experience would be monitored. BA explained that the SAMBa team will provide each student with individual guidance on their unit selection.

The Committee considered for approval the following documentation for the Phase 2 & 3 course proposal for the Department of Mathematical Sciences PGT programmes starting 2025/26:

- Form A Phase 1 plan, including programme title changes.
- Form B Flexible Design Parameters exemptions:

RC enquired as to whether the Department had consulted with its UG students about coteaching with PGT students. BA explained that currently only small numbers of PGT students take the cotaught units. The units that will be cotaught are optional so PGT cohorts taking these units are not expected to be large.

- Form C CT oversight and design information and External Examiner report.
- QA44 Annex B Course Specification:

The Chair enquired as to whether the Collaborative Industry Research unit serves an equivalent

purpose to the Research Project Preparation unit in the MSc Mathematics with Data Science for Industry programme. BA confirmed that it did and added that the projects for the MSc Mathematics with Data Science for Industry programme are run in collaboration with industry and take a lot more time and effort to prepare than a standard dissertation.

- QA3.4 CILO mapping to units:

TW enquired as to whether the Dissertation unit really mapped to all CILOs. BA agreed to review this. RC suggested that BA review this against the marking criteria.

- Assessment map.

- Form D Unit Information:

ILP noted that the Placement unit states that reassessment is not allowed and highlighted that this would require an exemption from PGTAR, since PGTAR allows reassessment in units. BA agreed to clarify in the unit description that if the unit is retrievable, e.g. if a student has failed the presentation, then reassessment will be allowed, but if the student has failed to successfully complete the placement itself reassessment will not be allowed.

- Form E Option Block Information.

The Committee agreed to approve the Phase 2 & 3 documentation, subject to the action points above, and comments left by members in the documentation, being addressed and Marketing having approved final copy.

---

## **10.0 Integrated PhD Statistical Applied Mathematics (SAMBa) major change proposal (3290)**

BA presented this item. BA explained that the SAMBa programme has been running for 10 years. An official announcement was made today that the programme has been re-funded for the next 5 years. The taught stage has been revised so that instead of an MRes being awarded, only exit awards of PG Dip or Cert will be available. The first semester focusses on building core skills and the second semester focusses on research / problem-solving. The PhD research work then starts in the summer. The Chair noted that students need to achieve 60% on the taught stage to progress to the PhD. BA explained that the progression threshold is designed to ensure that students demonstrate a high level of mathematical attainment before commencing PhD research.

The Committee considered for approval, post CPAC, the following documentation for the Integrated PhD Statistical Applied Mathematics (SAMBa) starting 2024/25:

- Pre-CT SAMBa summary (Paper 79A).
- Updated QA44 Annex B Course Specification (Paper 79B):

PR sought clarification as to the abbreviation IRGPs on p3.

Unit descriptions:

- Advanced Topics in Machine Learning and Mathematical Modelling (Paper 79C).
- Research in Statistical Applied Mathematics (Paper 79D).
- CPAC actions (Paper 79E).

The Committee agreed to approve the documentation, subject to the action point above being addressed and Marketing having approved final copy.

---

## **11.0 MPharm (Hons) Pharmacy at University of Plymouth Year 0 (Preparatory Year) (3291)**

The Committee considered for Stage 2 Full Approval a proposal for a Year 0 for the MPharm at Plymouth, for commencement from 2025/26.

SB presented this item. SB explained that the Year 0 / preparatory year is designed to increase the routes into the MPharm at Plymouth for those who may not have been able to enter the programme otherwise, with a view to increasing the Pharmacy workforce in the Southwest. The GPhC accreditation visit for the Year 0 is scheduled for November 2024.

The Committee considered the following documentation:

- BoS and APC minute extracts (Paper 80A).
- Year 0 summary (Paper 80B):

SC enquired as to how an overview would be taken of individual students' progression, given different University processes would be followed according to the institution owning the unit, e.g. for day-to-day matters such as extensions to coursework deadlines. SB explained that only approx. 10 students would be recruited to the Year 0 each year so the lead academic for Year 0 / Plymouth MPharm DoS would be able to monitor cohorts closely and students would also be allocated a Pharmacy tutor. SB added that the Plymouth owned Year 0 units are also used for their healthcare students entering at Year 0, who go on to study medicine, dentistry and radiography. The MPharm students will be expected to work with the Plymouth healthcare students in the upper years when they do their interprofessional learning, so it makes sense for them to work with these students in Year 0 as well.

SC sought clarification as to whether there would be an extra staff member for the Year 0. SB explained that a member of staff would be recruited to write the material for the Bath owned Year 0 units, who will also be expected to teach on Year 0 and/or the MPharm.

- Appendix 1 QA20 Form 1a Preliminary Enquiry (Paper 80C).
- Appendix 2 QA20 Annex B indicative responsibilities (Paper 80D).
- Appendix 3 QA3.1 Resource Implications (Paper 80E).
- Appendix 4 QA3.3 Market Information (Paper 80F).
- Appendix 5 GPhC Step 1 accreditation report (Paper 80G).
- Appendix 6 Programme risk assessment (Paper 80H).
- Appendix 7 QA44 Annex B Course Specification (Paper 80I):

PS enquired as to how the Year 0 fits with UGAR. SP explained that the Year 0 falls out of scope of UGAR so the Department will manage it in line with GPhC requirements. SB clarified that students would not be permitted to trail units from the Year 0 into the MPharm since all units are Must Pass, and trailing is not permitted by the GPhC on the MPharm. Students who fail a Year 0 unit may, however, be permitted to suspend and retrieve.

PS enquired about the progression rate for the existing Plymouth Year 0 students. SB explained that the students taking the existing Year 0 units have a range of entry grades depending on their discipline, so progression rates vary accordingly.

The Chair noted that the Year 0 units each have a pass mark of 40% yet an average of 60% is needed to progress to the MPharm. The Chair highlighted that this could result in a student who has passed Year 0 not being permitted to progress to the MPharm. SB explained that the higher progression threshold is equivalent to ABB A level attainment and is designed to prevent students progressing to the MPharm who are likely to struggle and fail. SB clarified that while there is no exit award available to students who pass Year 0 but fail to meet the progression threshold, students would receive a letter listing the units passed and the marks achieved which could be used to gain entry to other non-regulated courses, e.g. Chemistry or Biology. This is the model also adopted by Plymouth for its existing Year 0 cohorts. The progression threshold will be made explicit to students from the outset and students will be supported to achieve it accordingly.

- Appendix 8 QA3.6 Unit Summary Information for Prospectus (Paper 80J).
- Appendix 9 QA20 Resources visit information (Paper 80K).
- Appendix 10 Unit descriptions (Paper 80L):

SC highlighted that the Year-Long Introduction to Pharmacy and Professional Skills unit and Mathematics and Numeracy for Pharmacy unit each had an assessment in the same weeks as assessments for the Semester 2 Interdisciplinary and Team Based Learning unit and enquired as to whether this bunching could be avoided. SB agreed to review this, bearing in mind the need to provide students with sufficient learning / preparatory time, as well as time for extensions as needed.

- Appendix 11 Letter of commitment from University of Plymouth (Paper 80M).

The Committee agreed to recommend to CPAC for Stage 2 Full Approval the proposal for a Year 0 for the MPharm at Plymouth, for commencement from 2025/26, subject to the action point above being addressed.



## 12.0 AP3T major change proposal (3292)

---

SJ presented this item. SJ explained that following the accreditation by NHS England of MSc Advanced Clinical Pharmacy Practice at the end of last year, the Department wished to separate this programme out into its own Programme Specification to make explicit the specific requirements of the programme. SJ added that Prescribing & Therapeutics had become null and void because pharmacists coming through will already have those qualifications.

The Committee considered the following documentation:

- Case for change (Paper 81A).
- Amended MSc Advanced Clinical Pharmacy Practice Programme Specification (Paper 81B).
- Amended Advanced Programme in Pharmaceutical Practice and Therapeutics Programme Specification (Paper 81C).

The Committee agreed to recommend to CPAC approval of a major change to the following programmes, for commencement from 2024/25:

- i) MSc Prescribing & Therapeutics title change to MSc Clinical Pharmacy Practice. The Committee noted that this title change had been approved by APC on 21 February 2024.
- ii) PGCert/PGDip Clinical Pharmacy Practice (Primary/Secondary Care): to permit SL500146 (Independent Prescribing) to be taken as an alternate to SL500139 (OSCE).

## 13.0 Unit and Programme Changes for 2024/25 (3293)

---

The Committee approved the following unit and programme changes for 2024/25 in the Department of Mathematical Sciences:

- MSc Mathematics with Data Science for Industry course change (Paper 82a) (late paper): Remove optional unit MA50250 (still leaves 6 optional units to choose from).
- MA50250 unit withdrawal (Paper 82b) (late paper). The Committee noted that this unit will not form part of the SAMBa programme from 2024/25 so is being withdrawn as it is not viable to retain just for the MSc Mathematics with Data Science for Industry programme.
- MA50263 Mathematics of Machine Learning unit change (Paper 82c) (late paper): changes to aims, skills, content, module rules (including pre-requisites) and LOs. The Committee noted that this unit will no longer be included in Semester 2 of the SAMBa programme from 2024/25.
- MA50290 Applied Machine Learning unit change (Paper 82d) (late paper): changes to aims, skills, content, synopsis and LOs. The Committee noted that this unit will be included in Semester 1 of the SAMBa programme from 2024/25.

The Chair noted that the changes will enable best use of staff resource, and will reduce shared teaching between UG and PGT cohorts

## 14.0 Degree Apprenticeship Quarterly Monitoring Report (3294)

---

The Committee noted the MSc Computer Science Degree Apprenticeship Quarterly Monitoring Report (November 2023 - January 2024) (Paper 82).

## 15.0 Feedback from Committees (3295)

---

Courses and Partnerships Approval Committee (CPAC):

The Committee noted the minutes of the meeting held on 17 January 2024 (Paper 83), in particular approval of the Integrated PhD CDT major change proposals (SCT and SAMBa) (approved 15 December 2023).

Education Advisory Board (EAB):

The Committee noted the minutes of the meeting held on 22 January 2024 (Paper 84).

Student Experience Advisory Board (SEAB):

The Committee noted the minutes of the meeting held on 24 January 2024 (Paper 85).

## **16.0 Department Learning, Teaching and Quality Committee (DLTQC) Minutes (3296)**

---

The Committee noted the minutes of the meetings held on:

**Department of Computer Science:** 16 January (Paper 88A) and 21 February (Paper 88B) 2024.

**Department of Mathematical Sciences:** 28 February 2024 (Paper 89).

**Department of Physics:** 7 February 2024 (Paper 90).

## **17.0 Any Other Business (3297)**

---

The Chair reported that a paper has gone to UEB about timetabling for 2024/25. The University has insufficient large lecture theatres to continue as we are so a Task and Finish Group has been established to review this. It is likely that next year we will see a tightening up of temporary teaching exemptions, greater use of 8:15am and 5:15pm slots, greater use of online teaching, reduced overbooking of rooms (due to high turnout at start of semester with attendance tailing off) and greater checking that booked space is actually being used.

The Chair reminded staff to adhere to the Faculty policy on checking examination papers and to ensure that the version sent to the print unit is the final version, e.g. without answers contained within.