

Faculty of Engineering & Design

**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Wednesday 6 April 2022 at 10.15 a.m.  
**Venue:** Via TEAMS

**Present:**

Prof Tim Ibell	Dean ( <i>Chair</i> )
Prof. Kirill Cherednichenko	Dept. of Mathematics (Science Faculty)
Prof. John Chew	Dept. of Chemical Engineering
Dr Sally Clift	Associate Dean (International)
Dr Charles Courtney	Dept. of Mechanical Engineering
Dr Jos Darling	Dept. of Mechanical Engineering
Prof. Marianne Ellis	Dept. of Chemical Engineering
Prof. Stephen Emmitt	Dept. of Architecture & Civil Engineering
Prof. Adrian Evans	Dept. of Electronic & Electrical Engineering
Dr Mark Evernden	Dept. of Architecture & Civil Engineering
Dr Jeff Gavin	Dept. of Psychology (H&SS Faculty)
Dr Vaggelis Giannikas	School of Management
Dr Sabina Gheduzzi	Dept. of Mechanical Engineering
Dr Marion Harney	Associate Dean (Education)
Dr Nigel Johnston	Dept of Mechanical Engineering
Dr Tristan Kershaw	Dept of Architecture & Civil Engineering
Prof. Davide Mattia	Deputy Dean, Dept. of Chemical Engineering
Dr Ben Metcalfe	Dept. of Electronic & Electrical Engineering
Prof. Andrew Plummer	Dept. of Mechanical Engineering
Mr David Stacey	Subject Librarian
Dr Jannis Wenk	Dept. of Chemical Engineering

**In Attendance:**

Mrs Rachel Summers	Faculty Assistant Registrar
Ms Creina O'Shea	Faculty Executive Coordinator

**Apologies:** Apologies for absence were received from Miss Mansi Ahuja, Professor Chris Bowen, Professor Andrew Heath, Dr Carmelo Herdes Moreno & Ms Zoe Paumelle.

**2087 WELCOME, APOLOGIES & DECLARATION OF INTERESTS ACTION**

Apologies as detailed above were noted. The Dean asked for any declarations of interest which were not going to be declared during subsequent discussions. There were none.

**2088 MINUTES OF THE PREVIOUS MEETING (FE2021-22/097)**

The unreserved minutes of the meeting of the Board of Studies held on 2 March 2022 were approved subject to the following corrections to minute 2068. *'Professor Plummer thought that the process could have been much better handled. The Board noted that a number of requests requiring action had been sent out by Academic Registry in the weeks before the*

*Christmas vacation with unfeasible deadlines. Members of the Board commented that there had been consultation amongst the mech eng unit convenors putting forward their units for exemption in order that a unified approach was agreed for semester two assessments. Post-meeting clarification note: the Dept of Mechanical Engineering had followed due process in submitting its exemption request from exam parameters.*

*The Dean noted that the February meeting of Senate had considered proposal regarding exam arrangements from 2022/23 and had asked the PVC (Education) to form a working group to establish a plan for ensuring integrity in arrangements for exam and invigilation and report back to Senate. A follow-up report would be considered at the next Senate meeting'.*

Dr Harney advised that discussions had been held with colleagues in Academic Registry regarding the format of supplementary assessments for examinations held as invigilated on campus exams in semester 2. Registry advice had been that the University's Climate Action Framework was not a primary consideration in determining whether resit exams should be held on campus during the supplementary assessment period. Dr Harney had sought clarification on this matter from Prof Walker (Chair of the Climate Action team) who would follow up with Academic Registry.

There were no other matters arising.

## **2089 DEAN'S BUSINESS & REPORT**

The Dean reported on the following items,

- I. **Faculty Research Strategy- Centre Directors.** The Dean was pleased to advise that approval had been given to advertise internally for Research Centre Directors to lead the Faculty's re-structured Research Centres.
- II. **Research Grant Successes.** The Faculty had recently been notified of major grant successes details of which are currently embargoed but would be announced in due course.
- III. **PhD Studentship (Refugee status).** Faculty Executive had given its full support to proposals from Dr Johnston (Faculty Director of Doctoral Studies) to reserve a Faculty Doctoral Studentship for a candidate with refugee status each year. The Board of Studies welcomed this initiative and suggested exploring whether a similar scholarship / bursary might be offered at undergraduate level as well. Dr Harney agreed to raise this at the next meeting of EQSC.
- IV. **Market Review & PGT Opportunities.** Market review report containing analysis of PGT opportunities had been circulated to Department Heads. The review identified international demand for PGT courses with an Artificial Intelligence (AI) focus or theme and also MSc programmes offered with a placement year pathway – to be discussed at the next meeting of FLTQC.

**AD**  
**(Education)**

## **2090 REPORT FROM STUDENT REPRESENTATIVES/ STUDENTS' UNION OFFICER**

A report had not been provided and no students attended the meeting. The Dean noted that informal discussions had been held with the Students' Union regarding the engagement of student reps with the Board.

## **2091 REPORTS FROM DEPUTY DEAN, ASSOCIATE DEANS, HEADS OF DEPARTMENT & DIRECTOR OF DOCTORAL STUDIES (FE2021-022/098)**

The Board noted the summary reports as detailed in Paper FE2021-22/098.

Dr Harney (AD Education) in addition to the update provided in Paper FE2021 -22/097 advised that four projects in the Faculty had been selected for Teaching Development Fund support (six applications had been received). Details will be promoted via the Faculty's webpages.

Professor Plummer (HoD Mechanical Eng) provided an update on his report to the Board regarding the current UG admissions position. Delays in the processing of offers to students had had a knock-on effect on numbers attending applicant visiting days (AVDs) with the Dept as a result having to schedule additional AVDs which. Delays in offers to overseas applicants were a serious concern (42% down on where the Dept would normally be at this stage in the recruitment cycle). The Dean noted the Dept's concerns which had been raised with the Director of Recruitment & Admissions.

**2092 LIBRARY MATTERS**

Mr Stacey reported on the following,

- The latest Library display is around the theme of 'Reading for Pleasure' and will run until the end of April, followed by a 'Migrant Journeys' display.
- Take a break envelopes are being placed around the library.
- E-book licences- if students are being recommended specific e-books in relation to open book exams please can unit convenors liaise with the Library in advance.
- Work on updating library reading lists will take place over the summer period as usual –academic colleagues will be contacted in due course

**2093 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2021-22/099)**

The unreserved (unconfirmed) minutes of the Faculty Executive Committee meeting held on 28 February 2022 were received and noted.

**2094 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2021-22/100)**

The unreserved (unconfirmed) minutes of the Faculty Learning Teaching & Quality Committee meeting held on 9 March 2022 were received and noted.

**2095 BOARD OF STUDIES DOCTORAL MINUTES (FE2021-22/101-103)**

The unreserved minutes of the Board of Studies Doctoral meetings held on 13 December 2021, 17 January and 14 February 2022 were received and noted.

**2096 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2021-22/104)**

The unreserved minutes of the Faculty Doctoral Studies Committee meeting held on 26 January 2022 were received and noted.

**2097 FACULTY SSLC MINUTES (FE2021-22/105-109)**

The minutes of the following Staff Student Liaison Committees were received and noted,

- (i) Dept of Architecture & Civil Eng: Architecture SSLC 9 March 2022
- (ii) Dept of Architecture & Civil Eng: Civil SSLC 1 Dec 21 and 9 March 22
- (iii) Dept of Chemical Engineering SSLC 6 Dec 21 and 17 February 22
- (iv) Dept of Electronic & Electrical Engineering SSLC 1 December 21
- (v) Dept of Mechanical Engineering SSLC 22 February and 5 March 22

**2098 ANY OTHER BUSINESS.**

Dr Harney flagged up that Academic Registry was carrying out an audit of PGT courses/ programmes still 'live' on SAMIS which are no longer being offered (primarily a housekeeping task). Depts have been asked to check the data and any programmes no longer active should be formally withdrawn through DLTQC / FLTQC.

There were no other items of business.