



**Faculty of Engineering & Design**

**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Wednesday 27 February 2019 at 2.15 pm  
**Venue:** 2 East 3.4

**Present:**

Prof Gary Hawley	Dean ( <i>Chair</i> )
Dr John Chew	Dept. of Chemical Engineering
Dr Sally Clift	Dept. of Mechanical Engineering
Dr Andrew Cookson	Dept. of Mechanical Engineering
Dr Jos Darling	Dept. of Mechanical Engineering
Dr Adrian Evans	Dept. of Electronic & Electrical Engineering
Dr Mark Evernden	Dept. of Architecture & Civil Eng.
Dr Vaggelis Giannikas	School of Management
Mr Raj Haria	UG Student Rep
Mr Jack Kitchen	Students' Union Education Officer
Prof. Gary Lock	Dept. of Mechanical Engineering
Prof. Davide Mattia	Assoc. Dean Research, Dept. of Chemical Eng.
Prof Tim Mays	Dept. of Chemical Engineering
Dr Francis Robinson	Dept. of Electronic & Electrical Engineering
Mr David Stacey	Library
Dr Maria Valero	Dept. of Electronic & Electrical Engineering
Mr Daniel Wong	Dept. of Architecture & Civil Engineering
Dr Mike Wilson	Dept. of Mechanical Engineering

**In Attendance:** Mrs Rachel Summers Faculty Assistant Registrar

**Apologies:** Apologies for absence were received from Dr Florin Bisset, Dr Kirill Cherednichenko, Dr Marianne Ellis, Prof. Stephen Emmitt, and Dr Jeff Gavin.

**ACTION**

**1629 APOLOGIES**

Apologies as detailed above were noted.

**1630 MINUTES OF THE PREVIOUS MEETING (FE2018-19/095)**

The unreserved minutes of the meeting of the Board of Studies held on 16 January 2019 were approved as a correct record of the proceedings.

**1631 DEAN'S BUSINESS/ CHAIR'S REPORT**

There were no items of business to report.

**1632 STUDENTS' UNION REPORT: ERRORS IN EXAM PAPERS (FE2018-19/099)**

The Board considered the Students' Union's report on semester one assessments and errors identified in exam papers. Mr Kitchen introduced the paper and explained that the Students' Union is keen to work constructively with the University to address the issues covered by the paper. In the semester one exam period, 38 out of 498 exams that had been sat (7.6%) contained alleged errors. 21 were alleged to have errors in one or more question and there were 5 alleged misprints in questions. A further 6 had missing materials, 2 of which were subsequently provided. In 2 instances answers had been included in part of the paper and the exam paper had to be replaced. The Board noted that 8 of the 26 affected exam papers were from within the Faculty.

The Board noted the following

- The SU Report had highlighted the potential for confusion as a result of the lack of clear advice to invigilators on how to handle the discovery of an error in a particular exam paper. Where students are sitting the exam in multiple venues it is particularly difficult to ensure that the same information is communicated across all venues and that therefore students sitting the exam in smaller venues can be disadvantaged. The Board agreed with the Report's recommendation that the guidance to invigilators should be reviewed.
- Members of the Board queried whether there were examples of good practice in terms of eliminating exam paper errors during the review and moderation stages, from the other Faculties/ School. It was noted that at other Institutions (e.g. where colleagues serve as external examiners) there were instances where exam papers were 'test' sat to check for inaccuracies.
- Members of the Board sought to reassure students that where issues occur in an exam paper then appropriate measures are taken to address any shortcomings in performance through Boards of Examiners for Units (in accordance with QA35)
- The Board agreed that year on year data should be captured and collated by the Exams Office (Academic Registry) which could then be used to drive improvements.

### **1633 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS**

- a) Prof Mays (HoD Chemical Engineering) advised that the Department were re-advertising the Lecturer position (in support of the new MSc in Environmental Engineering). He was pleased to report that the first three recipients of the Sir CK Chow sponsored Prize had been selected; the prizes support students undertaking their research projects abroad.
- b) Prof Lock (HoD of Mechanical Engineering) was pleased to report that Dr Elise Pegg, Dr Andrew Cookson and Dr Min Pan had all passed probation Miss Catherine Jones had been appointed as a 0.5 FTE Teaching Fellow to assist with design teaching (part maternity cover for Dr HaNa YU). Congratulations were recorded to Team Bath Drones Research who won the SESAR Special Prize at the European Robotic League competition held recently in Seville. Staff from the Department have been involved in a national outreach project called 88 Pianists. They have visited six local primary schools, interacting with hundreds of students. In other news Professor Geoff Hammond had been awarded a Doctor of Science. The Department will be holding interviews for a Lectureship in Electrical Propulsion in early March and are also currently advertising for a Lectureship in Aerospace Engineering.
- c) Dr Adrian Evans (HoD Electronic & Electrical Eng.) advised that a Senior Teaching Fellow had been appointed to start towards the end of the summer (focussing on group design student project activities). Interviews were due to be held later in the week for a Lecturer in Electronics. In other matters, he noted

that NSS responses at the end of week 3 were standing at just over 45% for the department as a whole with some programmes already over 50%.

- d) Dr Sally Clift (Faculty Director of Doctoral Studies) provided an update on the PhD Studentship competition. The scheme had received fewer applications from Early Career Researchers than had been hoped for and the plan was to open out the competition to all supervisors from the end of April. Dr Clift noted that all Faculties had had their studentship allocations reduced by two (for this year only).
- e) Prof. Davide Mattia (Associate Dean, Research) reported that REF stage 3 was in progress with Impact Case Study Leaders required to submit their ICS templates by 28 February. The Triannual Review of Research Centres is ongoing with the aim of completing by the end of spring. He noted that in the recent QS subject rankings Architecture had been the top performer, with Engineering as a single unit positioned at 185. The University's overall ranking was 158 so as a discipline engineering was under performing compared to the University. The Chair commented that future growth in international students would be constrained until such time as the University can achieve a top 100 position. Dr Darling commented that reports in the media indicated an increase of applications from Hong Kong/ Chinese students to UK Universities but this increase had not been observed here, which was possibly linked to the University's QS rankings.
- f) The Chair reported on behalf of Dr Ellis (Associate Dean Learning & Teaching).
- The University & College Union (UCU) had confirmed that no industrial action would take place this year.
  - The Teaching Excellence Framework (TEF) independent review consultation would close on 1 March. For subject level TEF, the Faculty would be required to write a five-page summary in two subject areas (one for Engineering and one for Architecture). The template would be released shortly and the submission deadline was in July 2019.
  - The early release of provisional semester one marks to students had been a pilot and would be reviewed. The lack of communication regarding this had been noted.

#### **1634 LIBRARY MATTERS**

There were no matters to report.

#### **1635 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2018-19/100)**

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meetings held on 16 January 2019 were received and noted.

#### **1636 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2018-19/103)**

The unreserved minutes of the Faculty Doctoral Studies Committee meeting held on 23 January 2019 were received and noted.

#### **1637 DEPARTMENTAL SSLCs**

There were no matters to report.