

Faculty of Engineering & Design Board of Studies

Unreserved - Confirmed

Wednesday, 22nd April 2026 2:15 pm 2 East 3.4

Attendees

Tareq Assaf

John Chew

Ricardo Codinhoto

Jos Darling (via TEAMS)

Mirella Di Lorenzo (via TEAMS)

Tina Düren

Adrian Evans

Sabina Gheduzzi (Attending as alternate for Professor Keogh)

Jonathan Graham-Harper-Cater

Marion Harney

Andrew Heath

Tim Ibell

Tristan Kershaw (via TEAMS)

Omid Maghazei (via TEAMS)

Benjamin Metcalfe

Despina Moschou

Eleni Sikou

David Stacey

Rachel Summers

Did Not Attend

Kamal Asadi

Florin Bisset

Chris Bowen

Jeffrey Gavin

David Hassell

Patrick Keogh

George Newham

Emma Emanuelsson Patterson

Will Roberts

Zach Yebuah

2733 Welcome and Quorum

The Chair welcomed members and apologies were noted. The Chair confirmed the meeting was quorate.

2734 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.

2735 Minutes of the Previous meeting - ED2025-26/089

The unreserved minutes of the meeting of the Board of Studies held on 25 February 2026 (ED2025-26/089) were approved as a correct record of the proceedings.

2736 Actions and Matters Arising

There were no actions or matters arising from the previous meeting.

2737 Chairs Business & Actions

The Chair commented that the Faculty's five-year rolling planning document had been well received. At the recent planning meeting it had been agreed that the cuts which had been proposed in the Faculty plan in order to meet the University's required savings targets, would not now be implemented due to the Faculty's strong over-performance over many years.

2738 Exam Paper Errors 2025-26 (Semester One) ED2025-26/090

The Board received the report on semester one exam paper errors as detailed in paper ED2025-26/090. 71 in-person and 1 Inspera exams had been held over the assessment period with 14 exam papers having 'errors' reported. In three cases where the impact of the error(s) was considered to be moderate, Boards of Examiners for Units (BEU) had taken remedial action to address the exam issues which had been identified. One exam ME32016 / ME30041 Aircraft Stability & Control had contained multiple errors and following consultation with the AQS team the Dept of Mechanical Engineering had agreed to re-run the examination (which was held on 9 February). Students were fully informed and clear communications were provided. The discussion was opened up to members and the following points were made,

1) in two instances (for Architecture exams AR20524 and AR20520) minor errors on the paper had been identified and corrected prior to the exams being held. It was felt these should not be included in the

report as the actual exams themselves had not been affected.

2) the report currently identified the unit convenor and it was agreed that details of the moderator should also be included.

3) with regard to the mechanical engineering exam for unit ME32016 / ME30041 Aircraft Stability & Control, the Board noted the wider context which had informed the Dept's decision to run the exam again. Students sitting this exam had already sat the exam for unit ME32015/ME32018 Aircraft Propulsion which had also contained a printing error resulting in the omission of an equation from the question paper (although the equation was listed on the standard formulae sheet available in the exam). Assurances had been given to students following this exam that the Board of Examiners for Units (BEU) would fully consider the exam paper issue and take remedial action as necessary e.g. potentially scaling the marks, when agreeing the final unit marks. The Dept considered that whilst the BEU could have reached a similar decision for the subsequent exam (ME32016/ME30041) the extent to which students may or may not have been affected by the multiple errors in the paper would have been very difficult to evaluate. The key priority was to address students' lack of confidence in the robustness and integrity of the Dept's assessment processes, their concerns around the validity of their exams and to give students a further opportunity to undertake an unaffected exam. Taking the re-run exam was optional as some students may have felt that their first attempt was unaffected. Students who opted to take the exam on 6th February had their 'best' mark over the two attempts carried forward.

4) The Dept. of Mechanical Engineering is reviewing its internal exam setting and moderation procedures to remove duplication of processes ie to have fewer but more meaningful checks. The Dept's exams officer has also updated advice to Unit Convenors on including relevant parameters on equation sheets.

5) the error in the final exam paper for the MA32015/ ME32018 exam had occurred in the merging of the exam rubric and the moderated exam paper into a PDF for printing by the exams office. The Board noted that this type of error can occur when staff are under pressure e.g. when exam paper submission deadlines are not adhered to or when there are delays in the external examiner receiving the papers and responding with their comments. Any missed deadlines can create a knock on effect and potentially undermine all of the checks and care taken in the earlier stages of the exam setting process.

6) the expectations of the role of internal moderator may be unclear. It was noted that in the past an internal moderator may have been asked to complete the exam as if under exam conditions in order to check that the paper contained no errors and that the paper could be completed within the allocated time. The Board did not propose that this be adopted but agreed that a common 'Moderation Form' (possibly based on the Chemical Engineering example provided as Appendix 3 to the paper) be used by all Departments.

The Board noted that there had again been a range of operational issues related to the conduct of the exams in semester one - exam venues without clocks, faulty calculators provided to students, a water leak in one venue, incomplete invigilators reports etc. These matters had been passed to the Exams Office and had also been reviewed by the Educations Operations Steering group (Chaired by Professor Harney).

The Board noted that the University's Internal Audit team had been tasked by UEB to review and report on exam paper preparations. The Head of Internal Audit, Tom Stanton had met with the Faculty Assistant Registrar and individual DoTs. It was reported that the Faculty of Humanities & Social Sciences had commissioned a report following an issue with the exam in Economics and the Board agreed that it would be good if any learnings or good practice recommendations could be shared with the E&D Faculty.

The Board was satisfied that Departments were taking appropriate measures to mitigate the potential for exam paper errors in semester 2.

Action: Secretary to ask H&SS for access to their report.

2739 Individual Schemes of Study & Assessment - Policy Consultation ED2025-26/091

The Board considered the proposed changes to policy and process for the approval of Individual Schemes of Study and Assessment as detailed in paper ED2025-26-061. The Board had seen an earlier iteration of the proposed policy (in April 2025) and the paper presented provided revised proposals for further comment (informed by the work of the Inclusive Education Project). The following comments were made by Board members in discussion of the proposals,

- 1) Was there an oversight role for Department Learning Teaching & Quality Committees in initially reviewing a Director of Studies proposal for an ISS and recommending its approval to the Board of Studies? The Board felt that this would add an unnecessary administrative function and was not required.
- 2) The proposed ISS policy explicitly excludes 'short term' issues (illness or personal circumstances) affecting a student's ability to undertake assessment. Board members felt that clarity around how the policy works alongside the authority of academic departments to agree urgent alternative assessment arrangements for individual students would be welcomed.
- 3) The Faculty has not historically used ISS to change the timing of an assessment or to permit deferred assessment. The Board would closely monitor the use of ISS for deferring assessments.
- 4) Members felt that it would have been helpful to see the proposed policy alongside QA3 Approval of New Programmes of Study in order to compare where changes had been made and new provisions introduced.
- 5) The Board felt that the policy was repetitive and the Guidance examples and case studies did not need to be included within the policy itself.

2740 Reports from Ex Officio members ED2025-26/092

The Board received update reports from ex officio members of the Board as detailed in ED2025-26/092. The Director of PGT Studies noted that recruitment for 2026/7 entry to the MSc in Decarbonisation was concerning - only 3 offers had been made of which only one deposit had been made. The Board suggested that suspension of the course be considered and the academic backgrounds of the 3 applicants be reviewed to establish whether they could be offered other MSc opportunities within the Faculty were the course to be suspended.

Action: Director of PGT Studies.

The Board noted the Associate Dean Education's report and reference to Senate's recent approval of the deadline for feedback on summative assessments - 15 working days as defined by the Academic year chart. Members of the Board queried when this would be communicated more widely to academic colleagues and QA16 updated.

Action: Secretary to enquire

The Head of Dept of Architecture & Civil Engineering was asked about the mid semester exam noted in his report. Professor Heath explained that the Dept. had introduced a mid semester exam linked to the year 3/4 Civil Engineering Elective Topics unit (15 credits). Students can choose from a range of topics of which they are assessed in 3 (at MEng level, 3 hour exam) or 2 (at BEng level, 2 hour exam). All topics cover the learning outcomes for the unit but the structure of the unit gives students access to a wider range of topics than taking each topic as an individual unit and they can attend lectures across all topics. The exam is coordinated and managed by the Dept.

2741 Report from Student Representatives and/or Students' Union Officer

Student reps had sent their apologies; no report had been received from the Students' Union

2742 Library Matters

Mr. Stacey provided updates on the following matters,

1. Green Library Spark competition - the competition recently concluded with the winning idea being for the provision of loanable sensory kits which would make the library environment as comfortable as possible for all users. The sensory kits are currently being piloted and include ear defenders, reading overlays & fidget toys
2. Exam revision - the Library is running its normal range of activities to support students during the exam revision period.
3. Online exam - colleagues with any queries regarding open book resources to support online exams should contact the Library team
4. Library review - the Library is currently being reviewed by external 'critical friends' with a remit to consider the library's fitness for the future.
5. Digital Identity Health Check - a useful resource for academics which provides a guide of how to perform a 'health check ' on your digital presence (available from the Library website Research Analytics resources).

The AD PGT Studies asked if the Library could provide a short summary report on how AI tools can be used to engage with academic databases. Mr Stacey said he would look into this.

2743 Sub-Committee Minutes ED2025-26/093-095

The Board received the minutes of the following Committee meetings,

- 1) Faculty Research & Knowledge Exchange Committee 11 February 2026 ED2025-26/093
- 2) Faculty Executive Committee meeting of 2 March 2026 ED2025-26/094
- 3) Faculty Learning Teaching & Quality Committee meetings of 25 February and 25 March 2026 ED2025-26/095

2744 Committee Minutes (SSLC, DBoS, FDSC) ED2025-26/096-103

The Board received and noted the minutes and / or action logs of the following Committee meetings,

- 1) Faculty Doctoral Studies Committee (FDSC) open minutes of meetings of 20 January and 17 March 2026 ED2025-26/096
- 2) Doctoral Board of Studies (DBoS) open minutes meetings of 10 December 2025 & 14 January 2026 ED2025-26/097
- 3) Electronic & Electrical Eng UG SSLC action log 18 March 2026 ED2025-26/098
- 4) Architecture UG SSLC meeting of 18 February and 18 March 2026 ED2025-26/099
- 5) Civil Eng UG SSLC meeting of 18 February and 18 March 2026 ED2025-26/100
- 6) Chemical Eng UG SSLC meeting of 17 February and 17 March 2026 ED2025-26/101
- 7) Mech Eng UG SSLC meetings of 16 February and 16 March 2026 ED2025-26/102
- 8) PGT SSLC meeting of 19 March 2026 ED2025-26/103