

HSS Board of Studies

Wednesday, 8th October 2025 2:15 pm

1 West North 3.09 | HSS Board of Studies

Attendees:

Deborah Wilson (Chair)
Elisabeth Barratt Hacking
Matteo De Tina
Gail Forey
David Galbreath
MariCarmen Gil Ortega
Monica Greco
Richard Joiner
Sarah Jones
Peter Lambert
Polly McGuigan
Ajit Mishra
Haydn Morgan
Joanna Syrda
Gervene Teoh
Andrew Weyman
Louie Wickersham

In Attendance:

Rachel Acres (Secretary)

Apologies:

Florin Bisset
Mariana Bonnouvrier
Emma Carmel
Xiao Lan Curdt-Christiansen
Javier Rivas Ruiz
Katrín Roberts
Michael Stimmelmayer
Yixian Sun
Matthew Wickens

5129.0 Welcome and Quorum

The Chair welcomed members and attendees and made a formal note of attendance to ensure that quorum was maintained throughout the meeting.

5130.0 Declarations of Interest

No declarations of interest were declared.

5131.0 Minutes of the Previous Meeting - HSS25/26 -20

Board of Studies approved the open minutes of the previous meeting of H&SS Board of Studies held on 21.05.25.

5132.0 Actions and Matters Arising

There were no matters arising.

5133.0 Chair's Business

There was no Chair's Business.

5134.0 Board of Studies membership for 2025/26 - HSS25/26-21

Board of Studies noted the Board of Studies membership for 2025/26.

Board of Studies welcomed three new elected members - Dr Javier Rivas and Dr Matteo De Tina from Economics and Dr Andrew Weyman from Psychology.

Board of Studies welcomed our two academic representatives - Mr Louie Wickersham, BSc Politics and International Relations (2nd year) and Miss Gervene Teoh, BSc Psychology (2nd year).

5135.0 Board of Studies Terms of Reference - HSS25/26-22

Board of Studies noted the committee's terms of reference and updated Ordinance 9 outlining the responsibilities of Board of Studies.

5136.0 Proposed changes to Rule 2 (Conduct of Examinations) - HSS25/26-23

Board of Studies provided feedback on the proposed changes to Rule 2 (Conduct of Examinations) - the changes were that:

Faculties will be permitted to recruit Chief Invigilators externally, where required, to supplement current invigilation arrangements.

Board of Studies noted the following points:

- There was concern about managing the recruitment of Chief Invigilators - in terms of scrutiny, managing contracts, dealing with timesheets etc.
- There was a very strong feeling that there needed to be training provided centrally for all Chief Invigilators across the University.
- It was recognised that invigilation was a task that academics would rather not do and could better use the time for other things, and so having the option to recruit externally was generally felt to be positive.
- The costs to Departments would be significant. Currently, staff were allocated hours for invigilation as part of their academic roles.
- Departments were struggling to accommodate the complex exam needs with DAPs,

including multiple rooms, dealing with in class tests. How Chief Invigilators would be used, i.e. only for big exam halls or big cohorts, would need to be clarified.

- Board of Studies asked whether there were already external invigilators working at local schools who might be available for this role.
- Board of Studies members were not against this proposal in principle, but felt there would need to be significant planning for how this would be managed and financed, and wondered whether there were other internal models which might be considered. Further consultation with the Faculty before any changes were approved would be welcomed.

The University will move to a "bring your own calculator" model from 2025/26. Students will be required to use their own approved calculators in exams. A list of approved models will be published and communicated to students.

Board of Studies noted the following points:

- Board of Studies favoured Option 3: transition but noted there were a number of logistics to be considered – e.g how checking would be undertaken; how would we know students didn't have information stored on their own calculators; and ensuring there were back up calculators for those who didn't have them, spare batteries etc. Further consultation with the Faculty before any changes were approved would be welcomed.

5137.0 Board of Studies Sub-Committee Memberships - HSS2526-24

Board of Studies approved the memberships of the below Sub-Committees of Board of Studies for 2025/26:

- Academic Appeals Sub-Committee and Assessment Offence Inquiries Sub-Committee
- Faculty Executive Committee
- Faculty Learning Teaching and Quality Committee
- Faculty Research and Knowledge Exchange Committee
- MRes Programme Policy Committee
- Membership and Terms of reference for the Faculty Board of Studies APL Sub-Committee and the Department of Education APL Sub-Committee
- Board of Examiners for Units/Board of Examiners for Courses Membership for the Online MSc Applied Economics course.

5138.0 Sub-Committee minutes HSS24/25-25

Board of Studies received the following minutes:

Staff Student Liaison Committees

To receive the minutes of the Online MSc Applied Economics Staff Student Liaison Committee held on 09.06.25.

To receive the minutes of the MSc Sports Physiotherapy Staff Student Liaison Committee held on 02.06.25.

Faculty Executive Committee

To receive the minutes from 25.06.25

Faculty Research Committee

To receive the minutes from 11.06.25

Faculty Learning Teaching Quality Committee

To receive the minutes from 10.06.25 and 23.07.25

MRes Programme Policy Committee

To receive the minutes from 09.05.25

5139.0 Any Other Business

There was no further business.