



Meeting **BOARD OF STUDIES FOR THE FACULTY OF SCIENCE**
Place Council Chamber
Date Wednesday 3 April 2019 at 14:15

Present	Professor N Brook	Dean of Science (Chair)
	Dr R Bradford	Department of Computer Science
	Professor A Burrows	Head of Department of Chemistry
	Dr N Fotaki	Department of Pharmacy and Pharmacology
	Dr A Gorbach	Department of Physics
	Dr A Hayes	Associate Dean (Learning and Teaching)
	Dr R James	Deputy Head of Department of Physics
	Dr M Jones	Department of Chemistry
	Professor E O'Neill	Head of Department of Computer Science
	Ms E Rimmer	Undergraduate Representative (Natural Sciences)
	Dr P Snow	Head of Natural Sciences
	Professor D Tosh	Head of Department of Biology and Biochemistry
	Professor S G Ward	Head of Department of Pharmacy and Pharmacology
	Dr J White	Department of Mathematical Sciences
	Professor C Wilson	Associate Dean (Research)
In attendance	Mrs M Hallett	Faculty Assistant Registrar (Secretary)
	Mrs A L Harper	Director of Administration (Observer)
Apologies	Dr F Bisset	Learning Partnerships Office
	Professor C Bowen	Faculty of Engineering and Design
	Professor F Burstall	Department of Mathematical Sciences
	Dr S Flower	Department of Chemistry
	Dr S Gebhard	Department of Biology and Biochemistry
	Ms A Lobo	Students' Union (SU) Sabbatical Officer (Community)
	Professor P Milewski	Head of Department of Mathematical Sciences
	Dr A Preston	Department of Biology and Biochemistry
	Dr F Qin	School of Management
	Mr M Seddiqian	Postgraduate Taught Representative (Biology and Biochemistry)
	Dr G Stothart	Faculty of Humanities and Social Sciences

Action

6753 MINUTES OF PREVIOUS MEETING

The Board approved the minutes of the previous meeting of the Board held on 27 February 2019 (Paper 186) and there were no matters arising.

6754 CHAIR'S BUSINESS

The Chair reported on the following matters:

- Faculty career progression networking event for administrative and technical staff on 9 May 2019.
- The subject level TEF mock exercise taking place this summer will now only involve one Department per Faculty. Having reviewed the metrics, it has been agreed that this Department will be Mathematical Sciences; the metrics will be provided in due course and a 5 page narrative required.

- The Faculty planning meeting will take place on 8 April; the final submission is due by noon on Friday 5 April. Savings have been identified as requested. Further savings may be required as planning progresses.
- A pilot is planned for agility of admission practices for non-standard applicants to online and distance learning programmes, led by the Director of PGT recruitment, Head of PGT admissions and Head of UG admissions. This may have implications for the Computer Science degree apprenticeship and online programme with Wiley.
- NSS response rates range from 53.9% up to 68.4% in Chemistry. The Faculty aims to achieve response rates above 70% across all Departments. Higher response rates generally give a better measure of progress. There are still another few weeks before NSS closes on 30 April. It was noted that most Departments have higher response rates to date compared to this time last year.
- A tuition fees working group is reviewing unregulated fees (PGT and overseas) with a view to producing guidance based on demand and competition analysis and to enable greater flexibility on pricing. It was noted that Training Support Fees for PGR students are mainly determined by Research Councils; the Doctoral College is currently reviewing bench fees.

6755 STAFF STUDENT LIAISON COMMITTEE (SSLC) MEETINGS

The Board noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 14 (PGT) (Paper 194A) and 21 (UG) (Paper 194B) February 2019.

Department of Chemistry: 13 February (Paper 195A) and 13 March (Paper 195B) 2019.

Department of Mathematical Sciences 27 February (Paper 196A) and 20 March (Paper 196B) 2019.

The Board noted confusion regarding announcing errors in exam papers in the exam venue and requested that the Secretary provide clarification of current University policy. *Secretary's note: see clarification below:*

Previously, the author of an examination paper would attend the examination for the first 10 minutes to answer any questions arising but this is no longer possible due to split venues.

University webpages now advise students who think they have found a mistake in a paper during an exam to inform the invigilator who will record the error on their report, which is then sent to the relevant academic Department after the exam. Students should attempt to answer the question as it is written on the exam paper. University invigilator training similarly advises: "If a candidate thinks they have spotted an error, they should be told to answer the question as printed and the alleged error should be recorded on the comments section of the Invigilator Certificate. If several students think there is an error, make an announcement telling all students to answer the questions as printed".

The SU report on errors in exam papers stated that "On several occasions, invigilators 'corrected' errors in exam questions at the front of the venue, but did not give the same corrections at other venues". In response to this, Registry has agreed to review, for any gaps, information and training given to invigilators surrounding errors and to investigate the possibility of holding forms at the front of exam venues for students to report suspected errors at the end of an exam.

Department of Pharmacy and Pharmacology 5 (PGT) March 2019 (Paper 197).

Department of Physics 13 February 2019 (Paper 198).

6756 ANY OTHER BUSINESS

There was none.