



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

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