



Meeting **BOARD OF STUDIES FOR THE FACULTY OF SCIENCE**  
Place Council Chamber  
Date Wednesday 15 January 2020 at 09:15

Present	Professor N Brook	Dean of Science (Chair)
	Dr R Bradford	Department of Computer Science
	Professor A Burrows	Head of Department of Chemistry
	Dr S Flower	Department of Chemistry
	Professor M Fraser	Department of Computer Science
	Professor C Frost	Deputy Dean of Science (Acting Chair)
	Dr A Gorbach	Department of Physics
	Professor M Hejmadi	Associate Dean (Learning and Teaching)
	Dr R James	Head of Department of Physics
	Professor M Jones	Department of Chemistry
	Dr A Preston	Department of Biology and Biochemistry
	Dr T Shardlow	Department of Mathematical Sciences
	Dr A Thompson	Department of Pharmacy and Pharmacology (alternate for Professor N McHugh)
In attendance	Professor D Tosh	Head of Department of Biology and Biochemistry
	Professor C Wilson	Associate Dean (Research)
	Dr M Wright	Department of Computer Science
Apologies	Mrs M Hallett	Faculty Assistant Registrar (Secretary)
	Mrs A L Harper	Faculty of Science (Observer)
	Dr F Bisset	Learning Partnerships Office
	Professor F Burstall	Department of Mathematical Sciences
	Dr N Fotaki	Department of Pharmacy and Pharmacology
	Mr C Lai	UG student representative
	Professor T Mays	Faculty of Engineering and Design
	Professor N McHugh	Head of Department of Pharmacy and Pharmacology
	Professor P Milewski	Head of Department of Mathematical Sciences
	Mr C Okayo	PGT student representative
	Dr F Qin	School of Management
Dr G Stothart	Faculty of Humanities and Social Sciences	
Dr J White	Head of Natural Sciences	

**Action**

**6905 MINUTES OF PREVIOUS MEETING**

The Board approved the minutes of the previous meeting of the Board held on 21 November 2019 (Paper 117).

**6906 MATTERS ARISING**

**M6881 MEMBERSHIP OF BOARDS OF EXAMINERS FOR UNITS (BEU) AND PROGRAMMES (BEP) FOR 2019/20**

**Department of Pharmacy and Pharmacology**

The Board noted that the AP3T DoS had reported the following plan, supported by the

HoD, to ensure that QA35 requirements continued to be met while one of the AP3T External Examiners was on maternity leave: The External Examiner on maternity leave would consider work prior to boards, and review examination materials, as well as attend boards, remotely, supported by the other External Examiner. BoS Chair's action was taken to approve the Department's proposed alternative arrangements for this External Examiner's involvement in BEU/Ps, subject to the Department ensuring:

- a. Full provision of documentation to the External Examiner in a timely manner.
- b. Contemporaneous remote involvement of the External Examiner in awarding BEPs (e.g. through the use of a video or audio link), or where this is not possible, provision of their written comments on the programme.
- c. The formal involvement of the External Examiner in the decision making of BEU/Ps and in the record of its decisions.

#### **Department of Physics**

The Board noted that in response to the Board's request that the Department review, and report back on, its current practice of involving three (sometimes more / less) members of staff (two lecturers and internal moderator) for each unit at BEUs and to nominate one member of staff to represent each unit instead, in line with other Departments, the HoD had confirmed that current practice worked well.

### **6907 CHAIR'S BUSINESS**

The Chair reported the following matters:

- Overall UG applications are up 5.6% compared to this time last year, which is positive, although trends are mixed across Departments. PGT applications are up 144% (have more than doubled), which is promising but brings with it challenges which will need to be monitored carefully.
- Professor Stephen Ward has been appointed as new Associate Dean: International, with effect from 6 January.
- Plans are underway to launch Research Prizes across the Faculty, to be available to all involved in research from PhD students to postdocs, technical and academic staff.
- Dr Ruth Webster, Department of Chemistry, has agreed to Chair the Faculty WP Coordination Group (comprising 4 x WP funded positions) responsible for coordinating WP activity across the Faculty and to provide greater focus on meeting OfS metric targets. Dr Shardlow flagged that the Maths Dept. outreach officer would benefit from the Group's membership also including an academic member of staff. The Chair agreed to liaise with the HoD regarding this matter.

**Chair and  
Maths HoD**

### **6908 STAFF STUDENT LIAISON COMMITTEE (SSLC) MEETINGS**

The Board noted the minutes of the meetings held on:

**Department of Biology and Biochemistry** 19 November 2019 (Paper 128).

**Department of Computer Science** 15 (PGT) (Paper 129A) and 29 November (UG) (Paper 129B) 2019.

**Department of Mathematical Sciences** 20 November 2019 (Paper 130).

**Natural Sciences** 13 November 2019 (Paper 131).

**Department of Pharmacy and Pharmacology** 13 (UG) (Paper 132A) and 27 (PGT) (Paper 132B) November 2019.

**Department of Physics** 20 November 2019 (Paper 133).

### **6909 ANY OTHER BUSINESS**

There was none.



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In attendance	Mrs M Hallett Mrs A L Harper	Faculty Assistant Registrar (Secretary) Faculty of Science (Observer)
Apologies	Dr F Bisset Professor F Burstall Dr N Fotaki Mr C Lai Professor T Mays Professor N McHugh Professor P Milewski Mr C Okayo Dr F Qin Dr G Stothart Dr J White	Learning Partnerships Office Department of Mathematical Sciences Department of Pharmacy and Pharmacology UG student representative Faculty of Engineering and Design Head of Department of Pharmacy and Pharmacology Head of Department of Mathematical Sciences PGT student representative School of Management Faculty of Humanities and Social Sciences Head of Natural Sciences

**Action**

**6910 MINUTES OF PREVIOUS MEETING**

The Board approved the minutes of the previous meeting of the Board held on 21 November 2019 (Paper 117).

**6911 MATTERS ARISING**

**M6886 MATTERS ARISING**

**PHASE 1 PGT CURRICULUM TRANSFORMATION DOCUMENTATION**

The Board noted that the Phase 1 document for MSc Drug Discovery had been

amended and would be submitted, by the extended deadline of 24 January, for approval by the CTC on 29 January.

**6912 REPORT ON RESEARCH GRANTS**

The Board received details of awards accepted by Research and Innovation Services from 14 November 2019 until 13 January 2020 (Paper 118).

**6913 UNIVERSITY RESEARCH CENTRES**

The Board approved, following review by the Faculty Research Committee (FRC) on 9 December 2019:

- The continuation of the **Research Centre for Networks and Collective Behaviour**, from 1 November 2019 until 31 October 2022 (Paper 119). Professor Wilson commented that while the Centre was relatively small, it delivers on its ambitions, the review report was sound, the staff involved continue to evolve and the Centre provides a great forum for PhD students to coalesce. The Board noted that the FRC would follow up on the points it raised during its meeting to discuss the Centre.
- A change to the directorship of the **Research Centre for Probability** (Paper 120). The Board agreed that a sound rationale had been provided to support the change in directorship.

**6914 2018/19 REPORT TO ULTQC ON THE OPERATION OF BOARDS OF EXAMINERS**

The Board approved the annual evaluation of the operation of Board of Examiners, based on the reports of Independent Observers and supported the recommendations (Paper 121). The Board noted that no significant issues had been identified, and agreed that the following Boards would be independently observed in 2019/20:

- Department of Computer Science Undergraduate finalist BEP, given the new Chair (HoD).
- Department of Pharmacy and Pharmacology Undergraduate progression BEP, given the new Chair (HoD).
- Natural Sciences supplementary BEP, given the new Chair (HoD).
- Department of Biology and Biochemistry PGT finalist BEP, given the new MSc Molecular Biosciences programmes that started in 2019/20.

**6915 REPORTING OF ERRORS IN EXAMINATION PAPERS**

The Board noted revised arrangements for the reporting of errors in examination papers (Paper 122).

**6916 FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**

The Board noted the minutes of the meeting held on 4 December 2019 (Paper 123).

**6917 UNIVERSITY BOARD OF STUDIES (DOCTORAL) (BoSD)**

The Board noted the minutes of the meetings held on 30 October (Paper 124A) and 20 November (Paper 124B) 2019.

**6918 FACULTY DOCTORAL STUDIES COMMITTEE (FDSC)**

The Board noted the minutes of the meeting held on 14 November 2019 (Paper 125).

**6919 FACULTY RESEARCH COMMITTEE**

The Board noted the minutes of the meetings held on 11 November (Paper 126A) and 9 December (Paper 126B) 2019.

**6920 FACULTY EXECUTIVE COMMITTEE**

The Board noted the minutes of the meeting held on 12 November 2019 (Paper 127).

**6921 ANY OTHER BUSINESS**

The Chair highlighted that the role of the Board of Studies was being reviewed as part of the wider Halpin Review.