
Meeting: SCHOOL OF MANAGEMENT
BOARD OF STUDIES

Date and Time: Wednesday 8 October 2025, 14:15pm

Venue: Remote – via MS Office TEAMS

Present:

Prof S PAVELIN (Chair)
Dr J BROMFIELD
Prof G ERDOGAN
Dr W HUANG
Prof R JACKSON (items 544-548)
Prof M MACLEAN
Mrs D MAHIL
Dr F MUGHAL
Prof S PASCU
Dr R PAVLYUCHENKO
Dr D TODD
Dr T WAKELEY
Dr S WHARTON
Mr M WILLIS
Dr B YALABIK

In Attendance:

Ms H RHODES, Faculty Librarian, School of Management
Ms K ELLIOTT, School Assistant Registrar, secretary to meeting.
Dr L STUBBS, School Assistant Registrar

Apologies for absence were received from:

Prof S BRAMMER, Prof A BROWN, Dr C DIMOS, Dr J ELLIS-BRUSH, Prof I CRAWFORD,
Dr Z YALABIK, Dr D JANSON, Dr P NUTTALL

Part I Business

ACTION

540 Declarations of Interest

The Chair asked for any declarations of interest concerning the business to be discussed, none were indicated.

541 Minutes of the Previous Meeting

The minutes of the meeting of the Board held on 17 September 2025 (Paper SM25/26-035) were confirmed as an accurate record.

542 Matters Arising

There were no matters arising.

543 Chair's Business

There was no Chair's Business.

[Prof R JACKSON joined the meeting.]

544 Updates to University Rule 2 Conduct of Examinations

The Board considered suggested updates to Rule 2 Conduct of Examinations, with regard to external recruitment of Chief Invigilators and to move to "bring your own" calculator provision (Paper SM25/26-004).

i Discussion of proposal that the University does not provide calculators for examination instead asking students to purchase specific models to take into the examinations.

A number of members noted that it was normal practice in other higher education institutions for students to bring their own calculators for use in examinations. Experience working in such institutions is that there is a prescribed list of calculator models and these are the only type that can be used.

A member commented that he could see the advantage for students of having the use of a familiar device, as this could help to reduce the stress of taking examinations.

The proposal that all calculators would need to be pre-checked and a sticker applied was not supported. The administrative burden, and potential for abuse of the system, was considered to be unreasonable. It was noted that the alternative of invigilators checking in the examination venue would also be difficult to achieve (given the volumes of students in larger examination venues and the potential disruption to the examination environment if 'wrong' calculators were found).

It was suggested that, as academic departments pay overheads to cover this type of provision, it was not appropriate to expect academic sections of the University to take on additional costs or the associated administrative burden.

Overall the view of the meeting was in favour of supporting changes that support well-being of students but that the resource burden was too large in comparison to the potential cost (of buying new stock centrally) that was included in the paper. [Secretary's note: The two-thirds of members preferred option 2 as compared to option 3.]

ii Discussion of proposal permitting Faculties to recruit Chief Invigilators externally.

The Board felt that some clarity was needed as to whether the proposal is permitting the occasional use of external invigilators (for exceptional cover in extremis such as unexpected ill-health of an academic) or is allowing the recruitment of individuals to routinely undertake invigilation (with a guarantee of the volume to be undertaken by each individual in a specific examination period).

Some members of the Board were of the opinion that University academics should retain the role of Chief Invigilator as this would ensure those with full understanding of academic standards and University processes undertook the role. With an acceptable alternative position being the external recruitment of Assistant Invigilators only. Other members disagreed with this, they felt it was appropriate to employ external Chief Invigilators noting that other institutions where they have worked do so routinely.

A concern was raised about the potential lack of consistency of approach to recruitment and training if these were delegated to Faculties/the School. There are also wider knowledge areas (such as safeguarding) for which the training provision should be provided centrally. It was noted that the proposal does not match the request originally made, which had been for a centrally managed pool of externally recruited invigilators. The original request would have ensured consistency of training and fairness in allocation of workload. Overall, the Board considered it was more appropriate for any use of externally recruited invigilators to be managed centrally.

It was highlighted that the job description should include a requirement to be aware of the sensitivities around the student experience of undertaking examinations.

545 Annual report on errors in examination papers

The Board considered a report on examination paper errors from 2024/25 (Paper SM25/26-037).

The paper notes 8 errors in total, all of which were noted during the examination. 6 relate to small typo errors which did not have a material impact on students' ability to complete the assessment.

Part II Business

546 Membership of sub-committees of the Board of Studies

- a The Board received the members of the School's Board of Examiners for Courses for November 2025 (Paper SM25/26-038).
- b The Board received the members of the School's Board of Examiners for Units for November 2025 (Paper SM25/26-039).
- c The Board received the members of the Boards of Examiners for on-line MSc course for 2025/26 session (Paper SM25/26-040).

The Chair indicated that he would conduct a review of whether the current

usage of subject group leads to represent a range of unit convenors remains an effective means of gaining all the information that a Board of Examiners for Units requires to undertake its business. The membership had been revised several sessions ago to ensure efficiencies of time spent in the Board. It is appropriate to consider if this is proving effective in the Board is being fully briefed on all relevant matters. For instance, any unit which might be subject to a discussion on scaling should have unit convenors present.

Part III Business

547 School Committees

The Board received the minutes of the School's Research and Knowledge Exchange Committee held on 16 September 2025 (Paper SM25/26-041).

Part IV Business

548 Any Other Business

There was no other business.

The meeting then proceeded to reserved business.