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Meeting: SCHOOL OF MANAGEMENT  
BOARD OF STUDIES

Date and Time: Wednesday 11 October 2023, 14:15pm

Venue: Remote – via MS Office TEAMS

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**Present:**

Prof S PAVELIN: Acting Chair  
Prof G ERDOGAN  
Prof R JACKSON  
Dr D JANSON  
Dr R KAMM  
Dr F MUGHAL  
Prof S PASCU  
Dr T QIU  
Dr T WAKELEY  
Dr S WHARTON  
Dr B YALABIK

**In Attendance:**

Ms H RHODES, Faculty Librarian, School of Management  
Ms K ELLIOTT, secretary to meeting

**Apologies for absence were received from:**

Prof S BRAMMER, Prof M MACLEAN, Dr P NUTTALL, Dr Z YALABIK, Dr C ZHANG,  
Mrs T NEATHWAY, Dr J ELLIS-BRUSH.

## Part I Business

### ACTION

#### **Election of Chair for Meeting**

The secretary invited Board members to elect an Acting Chair for meeting as the Dean of the School was unable to attend.

Professor PAVELIN was elected to the role.

#### **175 Declarations of Interest**

The Acting Chair asked for any declarations of interest concerning the

business to be discussed. It was noted that item 180 related to the appointment of the Acting Chair as Vice Chair for the Board, an alternative Chair was appointed for this item.

#### **176 Minutes of the Previous Meeting**

The minutes of the meeting of the Board held on 5 July 2023 (Paper SM23/24-032) were confirmed as an accurate record.

#### **177 Matters Arising**

There were no matters arising.

#### **178 Chair's Business**

There was no Chair's Business.

#### **179 Board of Studies, terms of reference, standing orders and membership**

- a** The members reviewed the Board's terms of reference (Paper SM23/24-033).
- b** The members received Board membership for 2023/24, student reps and SU Sabbatical Officers still to be confirmed (Paper SM23/24-034). A correction to start date for Professor JACKSON was noted, this will be changed to indicate commencement in October 2023.

#### **180 Appointment of Vice-Chair to Board of Studies**

[Dr Wharton took on the role of temporary Chair whilst the Board discussed this item.]

The Board considered the appointment of a Vice-Chair for School of Management Board of Studies (Paper SM23/24-035).

**AGREED:** The Board confirmed Professor Stephen PAVELIN, Deputy Dean of the School, as Vice-Chair for School of Management Board of Studies.

**Sec**

#### **181 Annual report on complaints received in 2022/23**

The Board considered a report, from Student Support and Safeguarding, on formal complaints received within the School during 2022/23 session (Paper SM23/24-036). The report lists four complaints raised, one of which was withdrawn and one that related to non-academic business.

The Chair noted that it would be helpful to have some comparison information to aid discussion. It was noted that the University processes had changed significantly in recent sessions, with complaints processing being centralised in 2019. The secretary confirmed that the University does report on comparison between Faculties, and she would attempt to gain access to this report. The secretary could also supply information on the number of complaints received within the School over time.

**AGREED:** Secretary to source comparison information for next Board of

**Sec**

Studies meeting.

**182      Annual report on errors in examination papers from 2022/23**

The Board considered a report on examination paper errors from the 2022/23 session (Paper SM23/24-037). The report lists 4 papers with errors which is about 2% of all examination papers written within the School.

**183      Annual report on scaling during board of examiners from 2022/23**

The Board considered a report on scaling applied to units by board of examiners during the 2022/23 session (Paper SM23/24-038). The report suggests that there was a higher volume of scaling than might be considered normal for the School.

Members discussed the role of marking and moderation in ensuring appropriate marks are allocated for the performance achieved by students. Noting that discussions in Board of Examiners for Units ensures adjustments are applied appropriately and transparently, it was agreed that markers are best placed to understand the nature of the assessments set and therefore which marks are appropriate.

The importance of the role of moderator for the setting of assessments was also highlighted. If assessment criteria are clear to markers, and also to students, this should reduce the need for adjustments after marking. The early deadlines for creating assessments (especially examination papers) were noted. This can mean that assessments are set prior to having much interaction with the cohort on the unit, making it harder to pitch assessments appropriately. It was noted that as all of the School's MSc and first year undergraduate units are new this session, understanding how to pitch the assessments would be particularly challenging this year.

**AGREED:** The Acting Chair asked that the Director of Innovation in Pedagogy and Assessment investigate the following: a) supporting setters and moderators with creation of assessments prior to distribution to students, b) clarification being provided to markers and moderators on when adjustments could be made as part of marking process, c) whether deadlines for setting assessments could be extended.

**BY**

**Part II Business**

**184      Membership of sub-committees of the Board of Studies**

- a**      The Board received the members of the School's Board of Examiners for Programmes for 2023/24 session (Paper SM23/24-039).
- b**      The Board received the members of the School's Board of Examiners for Units for 2023/24 session (Paper SM23/24-040).
- c**      The Board received potential members for accreditation sub-committees in the School during 2023/24 session (Paper SM23/24-041).

**AGREED:** Any typos noted to be reported to secretary who will forward to the Sec list maintainers.

### Part III Business

#### 185 School Committees

- a The Board received the notes of the **School Executive Board** held on 28 September 2023 (Paper SM23/24-042).
- b The Board received the minutes of the **School Research and Knowledge Exchange Committee** held on 12 September 2023 (Paper SM23/24-043).
- c The Board received the minutes of the **School Staff Student Liaison Committee**:
  - MBA courses held on 23 June 2023 (Paper SM23/24-044).

### Part IV Business

#### 186 Any Other Business

The Associate Dean Education noted that there was some uncertainty around the future of digital examinations, as the University may not be willing to continue to pay for the Inspira licence should the School be the only academic department that wishes to continue. It was noted that the University's DDAT team have indicated that they remain happy to support the School with any digital examinations held during the 2023/24 session.

*The meeting then proceeded to reserved business.*