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Meeting: SCHOOL OF MANAGEMENT  
BOARD OF STUDIES

Date and Time: Wednesday 15 November 2023, 2.15pm

Venue: Remote – via MS Office TEAMS

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**Present:**

Prof S BRAMMER (Chair)  
Dr J ELLIS-BRUSH  
Prof G ERDOGAN  
Mr K EVJENTH (Student Rep UG)  
Dr R KAMM  
Prof M MACLEAN  
Mrs D MAHIL  
Dr F MUGHAL  
Mrs T NEATHWAY  
Dr T QIU  
Dr E SUTURINA  
Dr T WAKELEY  
Dr Z YALABIK

**In Attendance:**

Ms H RHODES, School of Management Librarian  
Ms K ELLIOTT (Secretary to meeting)

**Apologies for absence were received from:**

Dr D JANSON, Dr S WHARTON, Prof R JACKSON, Dr B YALABIK, Dr P NUTTALL, Dr C ZHANG,  
Mr A FAHEEM (Student Rep PGT)

## Part I Business

### **ACTION**

#### **201 Declarations of Interest**

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

#### **202 Minutes of the Previous Meeting**

The minutes of the meeting of the Board held on 11 October 2023 (Paper SM23/24-056) were confirmed as an accurate record.

#### **203 Matters Arising**

Update from Dr B YALABIK with regard to setting of examinations to be provided to next Board meeting.

**Sec**

**204 Chair's Business**

There was no Chair's Business.

**205 Review of Rule 2 – Conduct of Examinations**

The Board considered proposed changes to Rule 2 on examination arrangements (Paper SM23/24-057).

Noting that these provided a tidy up and simplification, there were no comments from Board members.

**206 Annual report on complaints received in 2022/23**

The Board considered a report on formal complaints received during 2022/23 session, with additional contextual information (Paper SM23/24-058).

As noted at the October Board meeting, the report lists four complaints raised; one of which was withdrawn and one that related to non-academic business. The comparison information provided confirms that the number of complaints received are very low, and that the School has similar volume (given volume of students) to other parts of the University.

**207 Annual report on assessment offences from 2022/23**

The Board considered a summary of assessment offences reported during 2022/23 session (Paper SM23/24-059).

The Board noted that the volume of overall offences had reduced from last session. Last session had seen a high level of examinations offences, adjustments to the invigilation of Inspira-based examinations were seen to be a factor in these reducing.

The Chair noted that some courses with large cohorts were listed in the report with a number of proved assessment offences, yet other large cohort courses appeared not to have had any offences committed. The Director of Teaching for PGT courses suggested this could relate to the types of assessments being used.

**208 Annual report on independent observation of Board of Examiners in 2022/23**

The Board considered a summary of reports from independent observers of School-managed Board of Examiners in 2022/23 session (Paper SM223/24-060).

Independent observers had reported that the boards were appropriately conducted. Comments had been made with regard to scaling, this was

something the School was already looking into as discussed previously by the Board.

## Part II Business

### 209 Membership of sub-committees of the Board of Studies

- a The Board confirmed the members of the on-line MSc Board of Examiners (Paper SM23/24-061).
- b The Board confirmed the pool of potential members for School Board of Inquires or Appeal Sub-committees for 2023/24 session (Paper SM23/24-062).

## Part III Business

### 210 School Committees

- a The Board received the minutes of the **School Executive Board** held on 12 October 2023 (Paper SM23/24-063).
- b The Board received the minutes of the **School Learning, Teaching and Quality Committee** held on 4 October 2023 (Paper SM23/24-064).
- c The Board received the minutes of the **School Research and Knowledge Exchange Committee** held on 24 October 2024 (Paper SM23/24-065).
- d The Board received the minutes of the **School Staff Student Liaison Committees:**
  - i. MSc courses held on 23 October 2023 (Paper SM23/24-066).
  - ii. Undergraduate courses held on 30 October 2023 (Paper SM23/24-067).

## Part IV Business

### 211 Any Other Business

There was no other unreserved business.

*The meeting then proceeded to reserved business.*